**Committee Name: APC**

**Meeting Date & Time: 3.5.2021**

**Meeting Location: Online**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | John R. Swinton (Chair) | P | Liz Speelman |
| P | Catrena Lisse (Vice Chair) | P | Mariana Stoyanova |
| P | Jolene Cole (Secretary) | P | Rob Sumowski |
| R | Julian Knox | P | Melanie DeVore |
| P | Christine Mutiti | P | Dana Gorzelany-Mostak |
| P | Gennady Rudkevich | P | Claire Sanders |
| P | James Schiffman | R | Meridith Styer |
| Guests | | | |
| P | Kay Anderson |  |  |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | The meeting was called to order at 2:00pm by John Swinton. |  |
| **II. Approval of Agenda** |  | Agenda approved. |  |
| **III. Approval of Minutes** |  | Minutes Approved |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** | **Kay Anderson’s request for Pass/Fail Grading**  K.Anderson: Liberal arts gives us an unique opportunity to explore this topic more. Personal experience was good with Pass/Fail. These courses shouldn’t be an easy out of a hard class. An option of Pass/Fail allows them not to worry about HOPE. It may allow them to be more adventurous. It’s been an option at UGA for a while.  **Swinton: {Reads questions from email and responses from previous email exchange with K.Anderson}**  **Email:**  Kay,  APC kicked around the idea of a policy for a Pass/Fail grading option.  Generally, there was support for the idea.  We decided that the best approach is to work with you to build a policy proposal based on  the UGA model and tailor it to our experience.  Julian Knox and Mariana Stoyanova (did I forget someone?) agreed to join me in working with you on that effort.  Here are a few things that came up in out discussion:   1. What about 0 credit hour courses that currently carry grades (Science lab research assistants, for example)?  Should they be included or perhaps be S/U by default?  This is a department decision.  Most assign A-F grades for research courses.  Most assign S-U grades for internships. 2. Should the option be available for CORE courses? GC1Y or GC2Y sections (I know the GC2Y course I am working on with be TOUGH 😉 )?  It cannot be used for core courses.  The USG would not allow this. 3. What if courses are required for a major but are not offered by the major department (world languages, for example)?  If a course is used toward a major requirement, it could not be taken pass/fail, regardless of the department offering the course. 4. What is the impact of pass/fail on credit hour counts for HOPE?  Could it delay earning HOPE or prolong HOPE for some students?  Possibly. 5. If the option succeeds in making some courses more popular, is there a way to prioritize enrollment for majors?  Yes, we can restrict courses to certain majors for all or part of registration.  We routinely do this now. 6. Do we want to limit the option to 3 courses (or set a maximum credit hours instead)?  Almost every single one of our courses are 3 or 4 hours.  For the 5W policy, the rule is written as a course rule, which means that a lecture and lab count for two courses.  On the rare occasion that I have to assign a WF, I always assign the WF to the course with the fewest number of hours.     As to your earlier questions:   1. What about majors that don’t really have any electives?  The same thing that happens now.  If they want to take extra courses and pay out of pocket, they can.  If they don’t, they don’t. 2. What about courses that are prerequisites with a minimum grade?  This would need to be a campus decision, but I really don’t think we should allow prerequisites to be taken for credit/no credit.     Here are some other questions:     1. Can a course taken credit/no credit be retaken later for a grade? 2. What is the reasonable time to allow a student to change from normal grading to pass/fail grading or to change back to normal grading?  Many schools make this deadline identical to either free add/drop (so, like auditing, you must decide up front) or the last day to drop with a W.  The latter allows some flexibility for students to continue to earn credit when they have, for instance, changed their major and a currently-enrolled class becomes an elective. 3. Should the instructor be informed that the student is taking the class credit/no credit?  Arguments for and against include the possibility that an instructor might treat the student differently.  We can process this either way.  I can keep the grading type invisible during the term, have a regular grade assigned, and then run a process to convert that into credit/no credit. 4. Should an instructor be allowed to refuse having a credit/no credit student in class? 5. Does this have to be approved by the system office?  I’m pretty sure this answer is yes.       Swinton: If 3 credits isn’t counted towards GPA what would happen in regard to HOPE?  K. Anderson: It wouldn’t penalize students.  Nor would it allow students to escape a course they are failing. Timing probably wouldn’t line up.  Also note that prerequisite aren’t being waved. If someone wants a 400 level music course, they can’t just jump in it. Faculty would have to approve it.  Rudkevich: Could cut off grade by D? Would a U be an F?  K. Anderson: Neither S-U count towards GPA but if they get a U, the student can’t get on presidents list etc.  Swinton: So we need to change UGA policy to our president/deans list. And a C would be minimum.  Question “When should the student announce Pass/Fail? Right away? Add/Drop?  Swinton: I think it should be right away.  Sumowski: I agree.  Schiffman: I agree. Otherwise, they take the course then drop behind, then decided to do P/F. I’m very much in favor of this idea. It’s what college is all about. This whole discussion indicates failure. Students are socialized into the whole grades. If we think of P/F in isolation. It its broader strategy to get them to learn for sake of learning, this would be successful.  K.Anderson: Often on campus we forgot to ask students what they think? Have we done so?  Swinton: Not yet, At ECUS I can mention getting SAPC to chime in. Then we can put it up for proposal.  K. Anderson: Or just ask students or go to SGA directly and just ask if anyone would want to do this? I hope so, but if not, we are wasting a lot of time.  Swinton: I assume SAPC will be at our meeting after this. Don’t want this to die over the summer, just because someone doesn’t hold a meeting.  Schiffman: Can’t we just poll the student body?  K. Anderson: Back to the timing issue of when to apply. Just a note, to sign. Up for audits, those are restricted to first week and faculty have to sign off on it.  Swinton: Should faculty be informed? I don’t think faculty should know. I’d worry about bias.  Gorzelany-Mostak: I don’t disagree. On one hand, I agree, students are worried about HOPE. But I’m concerned about courses they rely on lotsa group work. Students P/F may decide not to put in work and other none P/F may end up being affected by their lack of effort.  Speelman: Similar comments came back like that from my dept. Biggest thing related to group work. P/F students weren’t as engaged.  K. Anderson: This isn’t unique to this scenario. We always have D students in a group. That’s a group work issue. Allowing instructors to give grades, allows us to see what is happening, we could also see grade distributions. Otherwise, if they don’t have a grade we don’t see how well they really did.  Swinton: Don’t think there will be an issue with slacking off. Anyone may slack off. No reason to think P/F students will be more likely to slack off. Incentives are different. It doesn’t worry me as much. Could happen with anyone. I’m not a fan of group work to begin with.  Gorzelany-Mostak: Keep in mind, there are course that have to do group work.  Swinton: Would they likely take those as electives though?  Gorzelany-Mostak: Don’t know.  DeVore: Will major student’s get priority?  Swinton: Faculty could give priority to majors.  K.Anderson: We will need to be clear where these requests will go, probably those like art.  DeVore: Music will also benefit.  Swinton: Any interesting course will benefit.  K.Anderson: Music already done this in a way. They have non-credit options.  Rudkevich: Regarding criticism, we could approve then come back in a year and review the policy. These criticisms seem hypothetical. We could just plan to reevaluate.  Swinton: It comes up as policy, we would have to go to the system office.  K.Anderson: Provost would write letter to Dr. Denley. UGA does it, they will probably just reply back. The question is will the Provost do it?  Swinton: Provost seemed like it was his idea.  K. Anderson: Just make sure we get everything covered. UGAs been recently in trouble.  Swinton: Ok Summary  1) We would want a grade of C or better to be PASS  2) Announce P/F right as they enroll.  3) Professor would not be notified of P/F  4) Student can’t change their mind  5) Can they retake? (We have options. Personally, no problem with retaking.  K.Anderson: May benefit students if they have more time to switch. Electives may not be elective at start of semester, but maybe at end of the semester it would then be an elective.  Swinton: Are we rewarding curiosity though? Or are we helping students bail out of major? Then we are serving a different purpose.  DeVore: Have we heard from academic advisors?  Swinton: What do we think?  What about retakes?  K. Anderson: (To touch on previous point) I don’t want to penalize students who take P/F then decide they want to major in that area. Don’t want to tell them the P/F course doesn’t county moving forward in their major.  Rudkevich: Could we just get chairs approval in this rare occurrence?  K.Anderson: Yes, we could do that.  Swinton: So we could say “Students can’t retake courses taken P/F. If student’s pass – they can go to chair to count for major etc.” Is that enough flexibility?  Could we use petitions for odd situations, where they failed the P/F but want to retake for minor?  Swinton: We will move this to conversation to SAPC. Have vote at next meeting. SAPC cant put it forward and we can, or we can do a joint proposal. |  | Conversation will move to SAPC. Have vote at next meeting.  SAPC can put it forward, or APC can, or we can do a joint proposal. |
| **V. New Business** Actions/Recommendations | **Discussion on Degree Plan – Summer required courses**  DeVore: We have courses on campus that are requiring students to take required courses during the summer. We have 2-3 courses that are only taught in the summer. They don’t offer fall or spring options. It forces summer course requirements of students. It also automatically gives that faculty member their summer teaching. Makes an uncomfortable situation among colleagues. It also seems unfair to students and adds a strain on the department.  Swinton: Does this happen in other majors?  Sumowski: Most graduate programs in Education.  Swinton: Ok, so let’s focus on undergraduate programs. I have a problem with the notion that students have to take summer requirements. Electives – maybe ok. Where is this happening?  Schiffman: We don’t have any.  Sumowski: We have one. It’s in the teaching dreee area for a pre-planning course in the summer. But this is very specific pathway for teachers.  Speelman: Outside internships maybe?  DeVore: Well this is concerning too. Students forced to get an internship outside of GCSU can’t work. They may not be able to job shadow etc. Student’s shouldn’t be penalized for that.  Swinton: I’d imagine some depts would say there are alternatives they could take, or are they absolutely required to do so in the summer?  DeVore: Science with labs makes it difficult to do at other times.  Swinton: As long as there are alternatives.  DeVore: Well that is still an issue with faculty. May need to talk with HR.  Swinton: Someone should look at it. I’d want to know more about it. We could get more info about practices on campus. We could setup this conversation for next Fall. What rules are in place already etc?  DeVore: Also have GC Journey requirements. How do they work into it?  Swinton: Deans are excited about summer revenue.  Lisse: Are the courses electives or requirements?  DeVore: Students can choose from list but so many are only offered in summer. You’ve blocked out students that can’t take summer courses. There are exceptions like the education pre-planning course. But otherwise, it just seems very faculty centric vs student centric. Making an unfair system for students.  Swinton: I need more information.  Lisse: Me too, can we find out from departments? See if this is an isolated occurrence? Or is it common?  Schiffman: Not a completely bad idea to have electives over the summer only. Gives faculty the option to test a course out.  DeVore: This is a repeated situation; the courses are only ever offered in the summer.  Swinton: Ok, we need more information to really get into it. |  | Swinton will reach out to K.Anderson on topic.  Others will reach out to deans and see if this is happening in other departments.  Lisse: A&S  Speelman: Health Sciences  Swinton: Business  Sumowski: Education |
| VI. Next Meeting | April 9, 2021 at 2pm via Zoom. | Meeting scheduled already. |  |
| VII. Adjournment | Motion to adjourn made by John Swinton at 3:08pm |  |  |
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**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name: APC**

**Committee Officers:**

**Academic Year: 2020-2021**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | | 9/4/2020 | 10/2/2020 | 11/6/2020 | 01/08/21 | 2/12/21 | 3/2/21 |  |  |  |
| John R. Swinton (Chair) | | P | P | P | P | P | P |  |  |  |
| Catrena Lisse (Vice Chair) | | P | P | P | P | P | P |  |  |  |
| Jolene Cole (Secretary) | | P | P | R | P | P | P |  |  |  |
| Julian Knox | | P | P | P | P | P | R |  |  |  |
| Christine Mutiti | | P | P | P | P | P | P |  |  |  |
| Gennady Rudkevich | | P | P | P | P | P | P |  |  |  |
| James Schiffman | | P | P | P | P | P | P |  |  |  |
| Liz Speelman | | P | P | P | P | P | P |  |  |  |
| Mariana Stoyanova | | P | P | P | P | P | P |  |  |  |
| Rob Sumowski | | P | P | P | P | P | P |  |  |  |
| Melanie DeVore | | P | P | P | P | P | P |  |  |  |
| Dana Gorzelany-Mostak | | P | P | P | P | P | P |  |  |  |
| Claire Sanders | | P | P | P | P | P | P |  |  |  |
| Meridith Styer | | P | P | P | P | R | R |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)