**Committee Name:**

**Meeting Date & Time:**

**Meeting Location:**

**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 |
| P | Julian Knox | P | Melanie DeVore |
| P | Christine Mutiti | P | Dana Gorzelany-Mostak |
| P | Gennady Rudkevich | P | Claire Sanders |
| P | James Schiffman | P | Meridith Styer |
| Guests | | | |
|  | *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 2:01pm by John Swinton. |  |
| **II. Approval of Agenda** | A tentative topic agenda was sent out to committee members prior to the meeting by John Swinton. |  |  |
| **III. Approval of Minutes** |  | No minutes reported. |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| 1. **Copyright Policy and Fair Use Checklist** | Update from Jolene Cole: the scholarly communication librarian, Jennifer Townes, is working with the legal office and Cathy Stevens to address the verbiage for the policy statement.  Regarding copyright compliance training, the motion in April to add a link to the USG copyright policy to the Annual Employee Compliance Training is enough. The USG does not require compliance training by design, so anything in addition to that is not needed.  Christine Mutiti noted the need for faculty training on copyright issues.  Meridith Styer mentioned that there doesn’t seem to be any pressure from above to implement training. However, there is a need for copyright training for faculty. |  | APC will wait on the verbiage from legal concerning the policy statement. Jolene Cole will follow-up as needed with Jennifer Townes and Cathy Stevens. |
| **2.** |  |  |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1. Policy for students who are absent due to sickness. Do we need to establish something in regard to COVID-19?** | APC will investigate current policies for USG and Georgia College.  Meridith Styer suggested that APC be careful about overreach and keeping in mind faculty autonomy.  James Schiffman suggested faculty be flexible with their students, without us having to mandate a specific policy.  Gennady Rudkevich noted that faculty had been informed that they have zero power to grant students the ability to go online or stay home. The decision to allow students to move online was out of the faculty member’s control.  John Swinton noted that we have first to figure out parameters, so we don’t overreach, and we have to make sure we don’t tread on USG rules. | APC agreed that additional information is needed. APC will review the current sick policy for Georgia College and USG at their next meeting. | Dana Gorzelany-Mostak will locate the current sick policies for GCSU and USG. |
| **2. Midterm grades required for all undergraduate courses.** | Discussion:  Gennady Rudkevich noted that there are students that don’t receive grades for the entire semester. Students aren’t receiving feedback.  John Swinton noted this is an ongoing issue that chairs could address.  Melanie DeVore suggested that this be something we address now due to the pandemic. There is now a reason to talk about this.  Meridith Styer noted that any official policy, even one limited for the pandemic’s time period, might become a burden for junior faculty and others. Those guilty of not submitting grades within a timely manner will continue to do so, while junior faculty will bend over backward to follow policy and stay in compliance.  Mariana Stoyanova noted that requiring midterm grades for all courses will significantly change any department expectations that currently don’t require faculty to submit midterm grades. |  | Discussion on the topic was tabled for now and maybe discussed at a later date. |
| **3. Provide midterm grades (A,B,C,D, F) – not just an S/U.** | Discussion:  Julian Knox stated that he was against changing midterm grade submission to letter grades.  James Schiffman also agreed with Julian.  Catrena Lisse noted that APC revisited this policy two years ago and agreed to leave it at S/U. They had SGA join them along with Kay Anderson to discuss the issue. Suggested we could review those notes if needed but suggested we spend our time on more pressing matters.  Claire Sanders added that Kay Anderson already said that we have 100% compliance from faculty required to submit midterm grades. |  | John Swinton noted that this topic has already been addressed and required no additional feedback from APC. |
| **4. Should graduate courses be eligible for grade replacement when a course is repeated?** | Discussion:  John Swinton noted that this request might be due to students' need to increase their GPA, or it might have to do with collecting additional tuition.  Julian Knox noted that he had noticed graduate students retaking courses and was curious to know why. | APC agreed on the need to investigate other institution's policies regarding grade replacement when a course is repeated at the graduate level. | Julian Knox will investigate other institution’s policies and bring them to the October APC meeting. |
| **5. Completing certain assessments as a requirement for graduation.** | Discussion:  John Swinton noted that the committee needed additional clarification on what type of assessment APC was to discuss.  The question was raised if the capstones were part of the assessments we needed to consider. APC needs to determine if all campus programs require a capstone. Georgia College may already require capstones in each program. However, there could be issues with students double majoring and picking and choosing which capstone project they will complete |  | John Swinton will follow up with Kay Anderson on the current landscape for assessment and capstone projects. |
| **6. Qualifications for admissions in regard to diversity.** | Gennady Rudkevich asked if we have control over qualifications for admissions? Since diversity is crucial to Georgia College, is there anything we can do to encourage admissions to consider different admission standards to assist with diversity?  John Swinton noted that APC could make any proposals we want. However, we need to keep legal in mind. APC needs to suggest something actionable.  Gennady Rudkevich noted that Georgia College is one of 3 USG institutions that doesn’t allow undocumented students to apply. Why are we on that list?  John Swinton suggested we can put in an objection, but we can’t change the policy. Swinton pointed out that historically the university senate hasn’t put forward many resolutions/objections, but APC could do so.  Melanie DeVore added that we should talk with Jason W. in the international education office about this concern. |  | John Swinton and Melanie DeVore will set up a date in which Jason W. could join APC at our monthly meeting to discuss this item in more detail. |
| **7. Suggested Resolution to address USG not allowing faculty to choose the best instructional method for their courses.** | Discussion.  Various statements were made in support for APC/Senate to become more vocal.  Meridith Styer proposed that APC craft a resolution to express faculty frustrations with the inability to choose the best instructional method for their courses. Meridith stated that the USG/GC had forced faculty into an untenable situation.  Melanie DeVore added that the need to remain f2f has also hurt students. Students that needed online accommodations could not get the courses they needed.  Meridith Styer suggested that APC immediately draft a resolution so the document would go to the senate at their September meeting.  John Swinton agreed that this was an option but would like to see the committee have a written statement so that committee members could have time to review and suggest edits. APC would need to move quickly to get it on the Sept. agenda. APC would also want to write a resolution that the faculty could stand behind, as it would probably get picked up by the press.  James Schiffman spoke in support of Meridith’s proposal to draft a resolution asap.  Claire Sanders asked for a point of clarification from Georgia College on the circumstances for why Georgia College remained f2f. Since at the same time, other USG institutions had way more flexibility in how their courses were offered. She noted the disconnect between what GC faculty were told vs. what other USG institutions implemented/allowed.  Melanie DeVore was also curious about what was Dr. Dorman’s expectation for f2f/hybrid etc. vs. USG?  Gennady Rudkevich asked why GC faculty could not teach online courses during the fall/spring semesters. What was the history behind that decision? If faculty had that option in the past, why not now? |  | John Swinton agreed to get further explanation from Provost Spirou on what transpired during COVID planning and how much discretion GC faculty did have in deciding their mode of instruction.  John Swinton will follow-up with Kay Anderson on the history of online course instruction at Georgia College.  John will also get the dates from ECUS on when the resolution would be needed to meet the September deadline.  Meridith Styer and James Schiffman will begin writing the resolution. They will share the resolution with APC for edits before moving ahead to Senate. |
| VI. Next Meeting | October 2, 2020 at 2pm via Zoom. | Meeting scheduled already. |  |
| VII. Adjournment | Motion to adjourn made by John Swinton at 2:58pm |  |  |

**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:**

**Committee Officers:**

**Academic Year:**

**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 | Date2 | Date3 |  |  |  |  |  |  |
| John R. Swinton (Chair) | | P |  |  |  |  |  |  |  |  |
| Catrena Lisse (Vice Chair) | | P |  |  |  |  |  |  |  |  |
| Jolene Cole (Secretary) | | P |  |  |  |  |  |  |  |  |
| Julian Knox | | P |  |  |  |  |  |  |  |  |
| Christine Mutiti | | P |  |  |  |  |  |  |  |  |
| Gennady Rudkevich | | P |  |  |  |  |  |  |  |  |
| James Schiffman | | P |  |  |  |  |  |  |  |  |
| Liz Speelman | | P |  |  |  |  |  |  |  |  |
| Mariana Stoyanova | | P |  |  |  |  |  |  |  |  |
| Rob Sumowski | | P |  |  |  |  |  |  |  |  |
| Melanie DeVore | | P |  |  |  |  |  |  |  |  |
| Dana Gorzelany-Mostak | | P |  |  |  |  |  |  |  |  |
| Claire Sanders | | P |  |  |  |  |  |  |  |  |
| Meridith Styer | | P |  |  |  |  |  |  |  |  |

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

(Including this Approval by chair at committee discretion)