**Committee Name: APC**

**Meeting Date & Time: December 7, 2018, 1400 - 1515**

**Meeting Location: HSB 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Rodica Cazacu (Chair) | P | Claire Sanders |
| P | Lyndall Muschell (Vice Chair) | P | Jessica Wallace |
| P | Allison Reuter | P | Sarah Handwerker (Secretary) |
| R | Bryan Marshall | P | Alesa Liles (PA) |
| R | Carolyn Denard | P | Sabrina Hom |
| P | Catrena Lisse | P | Tom Toney |
| R | Christina Smith |  |  |
| Guests: Taylor Carswell and Brenda Solomon (of SGA) | | | |
|  | *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** |  | Committee called to order at 1400 by Rodica Cazacu. |  |
| **II. Approval of Agenda** | Agenda for meeting sent out to committee members one week prior to meeting by Rodica Cazacu. Agenda reviewed. Lyndall Muschell made a motion to approve the agenda for today’s meeting. Catrena Lisse seconded the motion. All committee members present voted unanimously to approve. After the approval of agenda all committee members and the two SGA representatives did introductions. | Agenda approved. |  |
| **III. Minutes** | No meeting held during November due to no items on agenda, therefore no minutes to discuss. | N/A. |  |
| **IV. Business Items** |  |  |  |
| **1. Old Business** | No old business to discuss at this time. | N/A. |  |
| **2. New Business** | The following topics of new business were discussed:   * **SGA Resolution on Grading/Feedback** – SGA representatives Senators Taylor Carswell and Brenda Solomon joined the APC meeting to discuss a draft of a resolution “To advocate for the submission of midterm grades by all course levels by the final submission deadline.” They requested APC’s opinion on the draft resolution, and the issue of students not receiving meaningful feedback prior to midterm. It was noted that all core courses must report midterm grades in Banner; this is required by policy. It was also noted that there is a policy requiring upper level courses to provide substantive feedback prior to midterm (although entry into Banner is not a requirement for upper level). This feedback statement is part of the required syllabus statements. SGA representatives reported that the issue of students not receiving feedback prior to midterm was occurring with some instructors in upper level majors, but not all. SGA representatives asked if a question about midterm feedback could be added to the IDEAS (SRIS) survey. APC committee advised that this request for a question about feedback to be added had been made previously, however FAPC did not approve the request citing that there was a question similar to this on the survey. APC committee members and SGA reps discussed the following ideas for this issue: 1) have the provost or registrar remind all faculty that substantive feedback is a requirement for all courses at midterm, 2) encourage deans and department chairs to remind faculty of this policy, 3) students can take responsibility by going first to their instructor to request feedback and next to the department chair if needed, 4) students should be aware that they have the right to file an Academic Grievance for issues including not receiving feedback, 5) instructors could go over the syllabus statement about midterm feedback exclusively during the first week of class. After discussion of these ideas it was noted that students might perceive an Academic Grievance differently than faculty. It was also noted that going to the instructor and then the department chair to request feedback/report a lack of feedback might be burdensome to students. APC committee members agreed on the following after discussion of this topic: the issue of students not receiving midterm feedback is not a policy issue but rather a “policing” issue that is the responsibility of deans and department chairs/there is a sufficient policy in place already. APC committee members suggested to SGA representatives that they could discuss adding the question about midterm feedback to the IDEAS (SRIS) survey – maybe if they request from FAPC outcome may be different. Also suggested to SGA representatives to collect more data from students regarding which professors are not giving feedback – then, if these are isolated events discussion with specific deans and department chairs could be made. SGA representatives voiced understanding of APC’s stance on midterm feedback. * **Anti-Plagiarism Software** – An APC committee member requested discussion on current settings in Banner regarding anti-plagiarism software. Currently to enable anti-plagiarism software this must be selected in Banner when courses are being programmed (by the administrative assistants in each department). If this setting is not chosen during programing then instructors are not able to use the software once the semester has begun. One suggestion was to have the default setting in banner automatically enable the software for all GCSU courses. APC committee members agreed that this seems more of an issue that you would discuss with the administrative assistant about rather than a policy issue, however additional information about the setting will be gathered. Rodica Cazacu will bring this up at the ECUS meeting by asking for additional information about policy concerning the software. * **Information Item** – It is noted that FAPC committee did not approve the addition of a question about midterm feedback being added to the SRIS (as noted above in the notes). | No further action required by APC committee at this time. Will discuss additional data with SGA representatives if they request another meeting.  Rodica Cazacu will discuss anti-plagiarism software at the ECUS meeting and gather more information.  No further action is warranted. |  |
| VI. Next Meeting | Next APC meeting to be held on February 1st 2018 at 2PM; location TBA. | Meeting scheduled already. |  |
| VII. Adjournment | Call for adjournment. Motion made by Tom Toney; seconded by Catrena Lisse. All committee members agreed to adjourn. | Meeting adjourned at 1515. |  |

**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 | | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
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| Member Name 2 | |  |  |  |  |  |  |  |  |  |
| Member Name 3 | |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)