**Committee Name: APC**

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

**Meeting Location: Atkinson 305**

**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) |
| P | Bryan Marshall | P | Alesa Liles (PA) |
| A | Carolyn Denard | P | Sabrina Hom |
| P | Catrena Lisse | P | Tom Toney |
| P | Christina Smith |  |  |
| 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** |  | 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. Allison Reuter seconded the motion. All committee members present voted unanimously to approve. Rodica Cazacu stated that she will request items for agenda and send out agenda approximately one week prior to each APC meeting. All committee members present agreed with this plan.  | Agenda approved.  |  |
| **III. Minutes** | Minutes from Senate retreat meeting distributed to APC committee members by Sarah Handwerker via email after retreat. It was discussed that this was not an official meeting, so no approval needed. Discussed that secretary Sarah Handwerker will email out meeting minutes to committee members after each meeting with request for corrections and changes; if no changes are submitted within the listed date, minutes will be considered approved and be posted on Senate website as prescribed by policy. All committee members present agreed to this plan.  | Minutes will be sent and approved via email. Sarah Handwerker will post APC minutes on the Senate website after approval via email.  |  |
| **IV. Business Items** |  |  |  |
| **1. Old Business**  | The following items of old business were discussed:* **Final Exam Schedule** – Last year’s APC Committee put forth a motion that required the final assessment/exam for each course to be given during finals week. This topic was left open for discussion last year during the University Senate meeting; the policy was not approved. It is noted that there is a policy already in place dealing with the timing of final exams given during finals week. This current policy prescribes that instructors cannot deviate from the university final exam schedule for exams given during finals week (referring to date/time given). Committee members discussed that this policy deals with an issue separate from whether or not instructors give final exams/ or if the exams/assessments are given prior to finals week.
* **Midterm Feedback** – The topic of students receiving (or not receiving) midterm feedback was brought to APC previously. It was discussed that courses in areas A-E are required to submit midterm grades and stated that per Kay Anderson 100% compliance was achieved with this in Spring 2018 semester. Faculty in upper level courses were also encouraged to submit midterm grades via the PAWS system. It was discussed that on the GC Academic Affairs website, instructors are required to include the following statement on their syllabus “Prior to mid-semester, you will receive feedback on your academic performance in this course.” This information can be accessed through Unify, and is the current policy. Other suggestions for this topic were made and included: 1. having SGA representatives talk with their constituents after midterm this semester to see if not receiving midterm feedback is still an issue, 2. emailing the new faculty orientation committee to see if midterm feedback is discussed with new faculty, and 3. the possible addition of a question about midterm feedback being added to the end of semester course surveys (SRIS).
* **Student Conduct Policy** – The topic of reviewing the current student conduct/ behavior policy was brought to APC previously. It is noted that there is currently a conduct policy on disruptive behavior. Prior to this meeting Rodica Cazacu sent out a link to the current GC “Disruptive Behavior Policy” for APC members to review. It was noted that the current policy could be more specific, as several other examples from different institutions were presented to APC and were more specific. APC Committee members decided to continue to investigate this topic. Rodica Cazacu will ask if SAPC is investigating this from the student perspective. Another suggestion was to invite a staff from counseling services to discuss what could be defined as disruptive behavior.
 | **Final Exam Schedule** - Catrena Lisse suggested that the committee do more research by following up with Kay Anderson for input on the final exam scheduling policy. Bryan Marshall agreed to contact Kay and bring any information regarding this policy back to APC Committee. **Midterm Feedback** – Sabrina Hom will ask if the possibility of adding a question about receiving midterm feedback could be added to the SRIS surveys. She will bring information received back to APC Committee. **Student Conduct Policy** – At the ECUS meeting Rodica Cazacu will find out if SAPC is also investigating the conduct policy from the student perspective.  |  |
| **2. New Business** | The following topic of new business was discussed: * **Plus/Minus Grading** – One suggestion made at the Senate Retreat was that the addition of + or – grading to the current system be explored by APC. Prior to this meeting Rodica Cazacu sent the current Board of Regents policy on grading to all committee members for review. The BOR policy states that only UGA and Georgia State may use +/- grading. It was discussed that there should be a common grading system used throughout GC. Also prior to this meeting a study on +/- grading conducted at another institution was circulated and reviewed by committee members. In this study students were not in favor of the +/- system. Pros and cons to the system were discussed in both the study reviewed and in this meeting. APC agreed to discuss this topic more.
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| VI. Next Meeting | Next APC meeting to be held on October 5th 2018 at 2PM; location TBA.  | Meeting scheduled already. |  |
| VII. Adjournment | 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 |  |  |  |  |  |  |
| Member Name 1 |  |  |  |  |  |  |  |  |  |
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| Member Name 3 |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)