

**COMMITTEE NAME: ACADEMIC POLICY COMMITTEE**

**MEETING DATE & TIME: APRIL 10, 2020, 1400-1431**

**MEETING LOCATION: WEB-EX MEETING**

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
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P	Nicole De Clouette (Chair)	P	Bryan Marshall
P	Carolyn Denard	P	Wathsala Medawala
P	Melanie DeVore	P	Christine Mutiti
P	Sarah Handwerker	P	Samuel Mutiti
P	Min Kim	P	Gennady Rudkevich
P	Julian Knox	P	Christina Smith (Vice Chair)
A	Alesa Liles	P	Jessica Wallace (Secretary)
P	Catrena Lisse		

GUESTS None.
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<i>Italicized text denotes information from a previous meeting.</i>	
*Denotes new discussion on old business.	

<b>AGENDA TOPIC</b> (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.)	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>		The meeting was called to order at 2:00 pm by Nicole DeClouette.	

<b>II. Approval of Agenda</b>	The agenda was sent out to committee members prior to the meeting by Nicole DeClouette. All members present approved the agenda.		
<b>III. Review and Approval of Minutes</b>		Approval of the March 2020 minutes was done via email according to agreed upon method and posted by Jessica Wallace.	
<b>IV. Reports</b>	No reports.		
<b>V. Unfinished Business</b>			
<b>1. Text to be added to the Required Syllabus Statements (Copyright Policy motions)</b>	<p>Prior to the meeting, Nicole DeClouette circulated text composed by Jennifer Townes to be discussed and presented to Senate for inclusion in the required syllabus statements.</p> <p>The text reads:  <b>Student Use of Copyrighted Materials</b>  As a student your ability to post or link to copyrighted material is governed by United States copyright law. The law allows for students to post or link to copyrighted materials within the course environment when the materials are pertinent to course work. In addition, GC Policy expressly forbids the sharing or posting of copyrighted material without the proper consent of the author. The absence of a copyright notice or symbol on a work does not denote a lack of copyright. Failure to comply with this policy may result in restriction or loss of university network access and/or disciplinary action through the Office of Student Affairs. For questions involving copyright issues, please consult the GC Office of Legal Affairs. Refer to the USG Policy on the Use of Copyrighted Works at <a href="https://www.usg.edu/copyright">https://www.usg.edu/copyright</a>.)</p> <p>Committee members asked for clarification and debated several points of the text. Gennady Rudkevich asked if it was true a student could be reported to student affairs; Christina Smith clarified that student affairs has the authority to discipline students after they are found guilty of academic dishonesty and noted that the text says this may happen, not that it must.</p>	<p>Nicole DeClouette will add language to the text clarifying that copyrighted material may not always have a copyright symbol next to it. The new text will read: "...The absence of a copyright notice or symbol on a work does not denote a lack of copyright. <b>Students should assume that all materials provided are copyright protected....</b>"</p> <p>The motion to approve the change and send the revised statement to University Senate was made by Gennady Rudkevich and seconded by Christina Smith. All committee members voted to approve.</p>	<p>Nicole DeClouette will send the Student Use of Copyrighted Materials statement to University Senate for consideration.</p>

	<p>Carolyn Denard raised the question of how students will know if a material is copyrighted or not; what if the copyright symbol is not on a document? Will they be punished for not knowing something is copyrighted? Christina Smith and Gennady Rudkevich suggested that students should be told to assume all course materials are copyrighted unless specifically told otherwise and noted that students should not be encouraged to be in the habit randomly sharing course materials or posting them online anyway. Christine Mutiti noted that much of this discussion touched on the distinction between copyright and intellectual property. Bryan Marshall added that Stanford University has good information on copyright definitions, for those interested.</p>		
<p><b>VI. New Business</b></p>			
<p><b>1. APC Annual Report</b></p>	<p>Nicole DeClouette circulated via email a draft of the annual APC report and asked for committee member feedback on the executive summary as well as what worked or could be improved on APC next year. Carolyn Denard and Bryan Marshall agreed that the meeting location worked well and Bryan Marshall and Nicole DeClouette noted that the committee worked efficiently and with a good deal of camaraderie. Bryan Marshall suggested feedback to Senate about limiting the number of guests invited to give presentations at Senate meetings; Carolyn Denard was in favor of continuing these guest speakers. Carolyn Denard mentioned that sometimes things come to APC that are beyond our scope; is there something that can be done to limit that?</p> <p>For future APC committee members, Gennady Rudkevich stated that they should probably be ready to deal with a lot of questions about online teaching. Melanie DeVore praised Jim Berger's leadership and experience through the pivot to online teaching. Nicole DeClouette added that Barb Szyjko and Jaclyn Queen have also been excellent resources. Carolyn Denard noted that the committee did not make a recommendation about adding religious holidays to the academic calendar. Nicole DeClouette took this issue to ECUS, and there was no recommended action. She attended an academic calendar meeting on April 1, but APC has no say over the calendar, nor does the</p>		<p>Nicole DeClouette will make suggested additions to the report.</p>

	actual Academic Calendar Committee have final say, as the executive cabinet did not follow their recommendations in the most recent release of upcoming semesters' calendar. It is not clear why this issue is under APC's purview if the committee has no actual say or input over the calendar.		
<b>2. SRIS Evaluations for Spring 2020</b>	Provost Spirou sent an email to the faculty addressing this issue earlier this week, so no need for APC to make a recommendation on the issue. Melanie DeVore expressed her appreciation that the provost directly addressed this with the faculty and asked that our appreciation be conveyed. Other concerns were that department chairs be kept accountable to using this semester's SRIS in a manner consistent with Provost Spirou's statement. This falls more under FAPC's scope.		Nicole DeClouette will convey APC committee members' appreciation to Provost Spirou for his clear communication about spring SRIS at the ECUS meeting later today.
<b>VII. Information Items</b>			
<b>1. Copyright Policy Motions (D2L and Annual Compliance Training)</b>	Motion ready to go into the database.		
<b>2. Academic Calendar Committee</b>	Motion ready to go into the database.		
<b>VIII. Next Meeting</b>	The next APC meeting will be held during the University Senate retreat in August 2020.	Meeting scheduled already.	
<b>IX. Adjournment</b>	Carolyn Denard made the motion to adjourn. All present agreed. The meeting adjourned at 1431.		

**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: ACADEMIC POLICY COMMITTEE**

**COMMITTEE OFFICERS: NICOLE DE CLOUETTE, CHRISTINA SMITH, JESSICA WALLACE**

**ACADEMIC YEAR: 2019-2020**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

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

Meeting Dates	Sept. 6	Oct. 4	Nov. 1	Jan. 10	Feb. 14	Mar. 6	Apr. 10		
Nicole De Clouette (Chair)	R	R	P	P	P	P	P		
Carolyn Denard	R	A	P	R	P	R	P		
Melanie DeVore	P	P	P	P	P	R	P		
Sarah Handwerker	P	P	P	P	P	P	P		
Min Kim	R	R	R	P	P	P	P		
Julian Knox	P	P	P	R	P	P	P		
Alesa Liles	P	P	P	P	R	R	A		
Catrena Lisse	R	P	P	P	P	P	P		
Bryan Marshall	P	R	P	P	R	R	P		
Wathsala Medawala	P	P	P	R	P	R	P		
Christine Mutiti	P	P	P	P	P	P	P		
Sam Mutiti	P	P	P	R	P	P	P		
Gennady Rudkevich	P	A	P	P	P	P	P		
Christina Smith (Vice-Chair)	P	P	P	P	P	R	P		
Jessica Wallace (Secretary)	P	P	P	P	R	R	P		

CHAIRPERSON SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

(Including this Approval by chair at committee discretion)