

COMMITTEE NAME: ACADEMIC POLICY COMMITTEE
MEETING DATE & TIME: MARCH 6, 2020; 1400-1430
MEETING LOCATION: HEALTH SCIENCES BUILDING 211

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
----------------	---

P	Nicole De Clouette (Chair)	R	Bryan Marshall
R	Carolyn Denard	R	Wathsala Medawala
R	Melanie DeVore	P	Christine Mutiti
P	Sarah Handwerker	P	Samuel Mutiti
P	Min Kim	P	Gennady Rudkevich
P	Julian Knox	R	Christina Smith (Vice Chair)
R	Alesa Liles	R	Jessica Wallace (Secretary)
P	Catrena Lisse		

GUESTS

	<i>Italicized text denotes information from a previous meeting.</i>	
	*Denotes new discussion on old business.	

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

II. Approval of Agenda	The agenda was sent out to committee members prior to the meeting by Nicole DeClouette. A motion to approve the agenda was made by Samuel Mutiti and seconded by Julian Knox. All members present approved the agenda.		
III. Review and Approval of Minutes		Approval of the February 2020 meeting minutes was done via email according to agreed upon method. Minutes were posted by Sarah Handwerker (c/o Alex Blazer).	
IV. Reports	No reports.		
V. Unfinished Business			
1. Copyright and Fair Use	<p>Prior to the meeting Nicole DeClouette drafted three motions based on the committee’s recommendations for Copyright and Fair Use awareness. The motions were discussed and addressed:</p> <ol style="list-style-type: none"> 1. Motion to add a link to D2L Splash Page. This link will be to the Copyright and Fair Use Policies. Nicole previously discussed this with CTL members for feasibility. All committee members agreed this should be a link. 2. Motion to add a statement for faculty to acknowledge and agree to abide by the Copyright and Fair Use Policies in the Annual Employee Compliance Training. Also, the links should be added in the training. Committee members all agreed these should be added to the training. Committee members discussed that HR could draft the statement/paragraph. 3. Motion to add a Copyright statement and link to the Required Syllabus Statements. Committee members discussed that this statement could include “course materials are for you own consumption, and not to be shared with anyone outside of the course” (or something similar). All committee members agreed with the content of this statement and that Copyright Policy link should also be included. It was discussed that Kay Anderson could help to guide where this statement would go on list of required statements. 	<ol style="list-style-type: none"> 1. Motion to add a link to Copyright and Fair Use Policies on the D2L Splash Page was made by Catrena Lisse and seconded by Julian Knox. All committee members voted to approve. 2. Motion to add a statement about Copyright and Fair Use Policies, links to these, and a place for faculty to agree to abide by in the Annual Employee Compliance Training was made by Christine Mutiti and seconded by Catrena Lisse. All committee members voted to approve. 3. Motion to add a statement on and link to the Copyright Policy into the Required Syllabus Statements was made by Sarah Handwerker and seconded by Samuel Mutiti. All committee members voted to approve. 	<p>Nicole will discuss each of these motions at ECUS meeting. She will ask Carol Ward in HR about assistance with drafting a statement for Annual Training related to Copyright and Fair Use. She will also communicate with Kay Anderson about a statement on Copyright to be added to the syllabus statements. Nicole will keep APC updated via email. The committee can then present these motions to Senate in the future.</p>

VI. New Business	None.		
VII. Information Items	Academic Calendar Committee – Nicole DeClouette advised APC that she was working to set up a date for the Academic Calendar Committee to meet. She will send out a doodle pole to parties to be represented at the meeting.		No further action.
VIII. Next Meeting	The next APC meeting will be April 10, 2020 @ 2:00 in Health Sciences 211.	Meeting scheduled already.	
IX. Adjournment	Motion to adjourn made by Julian Knox; seconded by Christine Mutiti. All others agreed upon. The meeting adjourned at 1430.		

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			
Carolyn Denard	R	A	P	R	P	R			
Melanie DeVore	P	P	P	P	P	R			
Sarah Handwerker	P	P	P	P	P	P			
Min Kim	R	R	R	P	P	P			
Julian Knox	P	P	P	R	P	P			
Alesa Liles	P	P	P	P	R	R			
Catrena Lisse	R	P	P	P	P	P			
Bryan Marshall	P	R	P	P	R	R			
Wathsala Medawala	P	P	P	R	P	R			
Christine Mutiti	P	P	P	P	P	P			
Sam Mutiti	P	P	P	R	P	P			
Gennady Rudkevich	P	A	P	P	P	P			
Christina Smith (Vice-Chair)	P	P	P	P	P	R			
Jessica Wallace (Secretary)	P	P	P	P	R	R			

CHAIRPERSON SIGNATURE _____

DATE _____

(Including this Approval by chair at committee discretion)

