**Committee Name: Academic Policy Committee**

**Meeting Date & Time: January 10, 2020, 1400-1417**

**Meeting Location: Health Sciences Building 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Nicole De Clouette (Chair) | P | Bryan Marshall |
| R | Carolyn Denard | R | Wathsala Medawala |
| P | Melanie DeVore | P | Christine Mutiti |
| P | Sarah Handwerker | R | Samuel Mutiti |
| P | Min Kim | P | Gennady Rudkevich |
| R | Julian Knox | P | Christina Smith (Vice Chair) |
| P | Alesa Liles | P | Jessica Wallace (Secretary) |
| P | Catrena Lisse |  |  |
| Guests None. | | | |
|  | *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 2:00 pm by Nicole DeClouette. |  |
| **II. Approval of Agenda** | The agenda was sent out to committee members prior to the meeting by Nicole DeClouette.  The motion to approve the agenda was made by Bryan Marshall and seconded by Catrena Lisse. All members present approved the agenda. |  |  |
| **III. Review and Approval of Minutes** | The minutes of the November meeting were approved using the policy approved at the November meeting. |  |  |
| **IV. Reports** | No reports. |  |  |
| **V. Unfinished Business** |  |  |  |
| 1. **Discussion of Prohibitions and Penalties Guide** | Nicole DeClouette took the November discussion to ECUS, who steered it to FAPC. Nicole will hear an update from FPAC at today’s ECUS meeting.  Faculty members noted that they definitely noticed the guide was included in the annual training this year, though they were sure if this was because it was the first year it had appeared or because they were specifically aware and looking for it this year. There was no link or copy of the actual prohibitions and penalties guide given in the annual compliance training, which remains a problem, since faculty are asked to acknowledge receipt of and adherence to a document they may not have ever seen and cannot easily access from the training module. |  |  |
| 1. **Fair Use Laws of Online Content, Committee Recommendations Plagiarism Reporting System** | Nicole DeClouette took the November discussion to ECUS, who were in favor of including fair use in the annual compliance training, since it is a faculty matter.  Nicole asked the committee if we should refer the matter to FAPC or continue working on it as an academic policy matter. The committee agreed it falls under the academic policy scope and that fair use impacts both students and faculty.  Syllabus statements would need to go to Kay Anderson, D2L statements would go to IT and CTL. The committee agreed that a syllabus statement is important, if only to remind students they cannot share or distribute copyrighted material. | The committee decided to draft a recommendation that fair use training be added to the annual compliance training, as likely the fastest way to raise faculty awareness.  The committee also decided to recommend that fair use language be added to the D2L splashpage (per the discussion with IT and CTL at the November meeting) and potentially to the common syllabus statement | Bryan Marshall will draft these two recommendations and bring them to the February 14 meeting for discussion. |
| **VI. New Business** | Bryan Marshall brought concerns from his department colleagues about the earlier start date to spring semester and how it was affecting faculty and students. RPIPC may also want to discuss this, as housing was also affected by the shorter break.  Alesa Liles shared that SGA had pushed for an earlier semester ending, and that desire seems to have been backed by the President, as well. The campus Calendar Committee was not necessarily all in favor of switching to starting/ending earlier.  Nicole DeClouette noted that Kay Anderson has shared that the academic calendar needs to be reset very seven years. The calendar falls under APC’s scope, but APC has no deciding power over it. The Calendar Committee appears to meet every 2-3 years, and faculty representation on the committee rotates off pretty often.  A short discussion followed, with faculty raising a few pros and cons of the earlier start date, such as having a week between spring and May courses. | Issues for continued conversation include: Do students actually want the earlier start/end date? Why does there seem to be no real faculty input or involvement in calendar decisions? |  |
| **VII. Information Items** | None. |  |  |
| **VIII. Next Meeting** | The next APC meeting will be February 14, 2020 @ 2:00 in Health Sciences 2111. | Meeting scheduled already. |  |
| **IX. Adjournment** | The meeting adjourned at 2:17 pm. |  |  |

**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)

**GuidanceCommittee 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**

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

(Including this Approval by chair at committee discretion)