

**COMMITTEE NAME: ACADEMIC POLICY COMMITTEE**

**MEETING DATE & TIME: 09/01/17 2:00PM**

**MEETING LOCATION: HEALTH SCIENCES 211**

**ATTENDANCE:**

<b>MEMBERS</b>				<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>			
P	Alesa Liles	P	James Winchester				
P	Carol Sapp	P	Joanne Previts				
R	Carolyn Denard	P	John Swinton				
P	Catrena Lisse	P	Mike Gleason				
P	Christina Smith	P	Rodica Cazacu				
P	Glynnis Haley	P	Samuel Mutiti				
A	Hali Sofala						
<b>GUESTS</b>							
	<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 2:01 pm by John Swinton (Chair).		
<b>II. Approval of Agenda</b>	A <b>MOTION</b> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
<b>III. Approval of Minutes</b>	A <b>MOTION</b> to approve the minutes of the 15 Aug 2017 meeting of the Academic Policy Committee was made and seconded. A draft	The 15 Aug 2017 meeting of the Academic Policy Committee minutes were approved as posted,	

	of these minutes had been circulated to the meeting attendees via email with minor revisions offered. The minutes were revised and recirculated. The minutes had been posted as circulated.	so no additional action was required.	
<b>IV. Old Business/Review of Actions/Recommendations</b>			
<b>1.Midterm Grade Feedback</b>	<p>*There is interest in reviewing faculty requirements concerning midterm feedback to students. Concern from students – not all faculty are providing adequate feedback. Last year, 3 students from student council visited APC to express their concern.</p> <p>Two issues developed from the discussion:</p> <ol style="list-style-type: none"> <li>1. Faculty Issue – websites are not matching regarding midterm feedback.</li> </ol> <p>The Georgia College academic affairs handbook – Faculty Work requirements – syllabus requirements – point #11 is not on the “required syllabus statements” listed on PAWS. Registrar’s website matches PAWS but not our policy manual for faculty requirements.</p> <p>Are faculty aware of the midterm feedback requirements and if not how do we make them aware without policing?</p> <p>Suggestion from James Winchester – not only syllabus statements on PAWS but also faculty requirements. We need to reach out to the faculty (ex. Orientation) about our policy manual.</p>	<p>Reviewed university policy - USG Policy 2.18 Academic Feedback #2 Prior to midpoint BOR Reference: USG Academic Affairs Handbook: 2.07.01 <a href="http://www.usg.edu/academic_affairs_handbook/">http://www.usg.edu/academic_affairs_handbook/</a></p> <p>Reviewed Academic Affairs Policy Manual: <a href="http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements">http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements</a></p> <p>Reviewed: <a href="http://www.gcsu.edu/registrar/required-syllabus-statements">http://www.gcsu.edu/registrar/required-syllabus-statements</a></p> <p>Reviewed: <a href="https://intranet.gcsu.edu/common-syllabus-statements">https://intranet.gcsu.edu/common-syllabus-statements</a></p> <p>Issue #1 Recommendation – make policy manual easier to find and make website statements match. It is logical for common</p>	

	<p>2. Student Issue – what do students want? What does the registrar and provost want for the students?</p> <p>Clarify what is best to serve our students. Reassure the students that we hear them but we have a university policy in place. If the students have problems with faculty not providing feedback, then the student needs to advocate for yourself and report the faculty to the department chair.</p>	<p>statements and faculty requirements to match on all websites.</p> <p>Issue #2 Recommendation – all courses report midterm grades (not just core) and faculty use some platform (ex. D2L, Portfolio, LiveText) for reporting grades and feedback in a timely manner.</p> <p>John Swinton (APC Chair) will discuss this matter with Provost Kelli Brown and Registrar Kay Anderson.</p>	
2.			
<b>V. New Business</b> Actions/Recommendations			
<b>1. Alumni Survey</b>	<p>Mindy Miller expressed interest in joining us to inquire about policy concerning encouraging alumni to respond to surveys. Background information not provided prior to meeting. Mindy Miller did not attend APC meeting. John Swinton (APC Chair) spoke with Kay Anderson (Registrar) and Mindy Miller prior to meeting and it was recommended the matter be reviewed by the University Institutional Review Board before additional discussion and/or action.</p>	<p>Agenda Item postponed until further notice.</p>	
2.			

<b>VI. Next Meeting</b>	Friday, October 6, 2017 at 2:00 PM in Health Sciences Room 211		
<b>VII. Adjournment</b>	As there was no further business to consider, a <b>MOTION</b> <i>to adjourn the meeting</i> was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 2:57 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)

**Guidance**

**COMMITTEE NAME: ACADEMIC POLICY COMMITTEE**

**COMMITTEE OFFICERS: JOHN SWINTON (CHAIR), RODICA CAZACU (VICE-CHAIR), CATRENA LISSE (SECRETARY)**

**ACADEMIC YEAR: 2017-2018**

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

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

Meeting Dates	Aug 15	Sept 1							
Alesa Liles	P	P							
Carol Sapp	P	P							
Carolyn Denard	A	R							
Catrena Lisse	P	P							
Christina Smith	A	P							
Glynnis Haley	A	P							
Hali Sofala	A	A							
James Winchester	P	P							
Joanne Previts	P	P							
John Swinton	P	P							
Mike Gleason	A	P							
Rodica Cazacu	P	P							
Samuel Mutiti	A	P							

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

DATE \_\_\_\_\_ -

(Including this Approval by chair at committee discretion)