**Committee Name: Academic Policy Committee**

**Meeting Date & Time: 10/06/17 2:00PM**

**Meeting Location: Health Sciences 211**

**Attendance**:

|  |  |  |  |
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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Alesa Liles | P | James Winchester |
| P | Carol Sapp | P | Joanne Previts |
| A | Carolyn Denard | R | John Swinton |
| P | Catrena Lisse | R | Mike Gleason |
| P | Christina Smith | P | Rodica Cazacu |
| R | Glynnis Haley | P | Samuel Mutiti |
| A | Hali Sofala |  |  |
| 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** | | The meeting was called to order at 2:02 pm by Rodica Cazacu (Vice Chair). |  |  |
| **II. Approval of Agenda** | | A **motion** *to approve the agenda* was made and seconded. | The agenda was approved as circulated. |  |
| **III. Approval of Minutes** | | A **motion** *to approve the minutes of the 01 Sept 2017 meeting of the Academic Policy Committee* was made and seconded. A draft 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. | The *01 Sept 2017 meeting of the Academic Policy Committee* minutes were approved as posted, so no additional action was required. |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** | |  |  |  |
| **1.Midterm Grade Feedback** | | *Syllabus requirements link added to multiple locations to assist faculty in knowing syllabus requirements in regards to midterm feedback.* | No discussion. |  |
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| **V. New Business** Actions/Recommendations | |  |  |  |
| **1. Structure of ECUS** | ECUS would like feedback on a proposal to change the makeup of ECUS.  The current composition is defined as follows:    **V.Section1.A.** The Executive Committee of the University Senate shall have no fewer than seven (7) but no more than ten (10) members distributed as follows: one (1) member who is the University President, one (1) member who is the Chief Academic Officer, one (1) member who is the Presiding Officer of the University Senate, one (1) member who is the Presiding Officer Elect of the University Senate, one (1) member who is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section.1.A.2. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate. The Vice-Chair of the Executive Committee shall be the Presiding Officer Elect of the University Senate. Within ten (10) calendar days of its membership being completely determined, the incoming Executive Committee shall hold an organizational meeting at which they elect a Secretary. This election shall be presided over by the Chair of the Executive Committee.    **V.Section1.A.1.** Academic Unit Representation. For each college or the library not represented from among the three (3) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.  **V.Section1.A.2.** Chair Emeritus. Should the Chair of the outgoing Executive Committee not be reelected to the Executive Committee, (s)he shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.  The proposal would change V.Section1.A.1 to eliminate the requirement that all colleges and the library be represented on ECUS and replace it with all committee chairs would serve on ECUS. | | After discussion, there was a census on the committee that full college and library representation is critical and believe conversely, maintaining the status quo, it is not too burdensome to keep those on ECUS that those deciding on policy affecting the university’s academic units remain *aware* of all said units via full representation on ECUS.  Concern – how will the changes to standing committees (ex. CAPC) affect the dynamics of ECUS? |  |
| **2.** | |  |  |  |
| VI. Next Meeting | | Friday, November 3, 2017 at 2:00 PM in Health Sciences Room 211 |  |  |
| VII. Adjournment | | As there was no further business to consider, a **motion** *to adjourn* *the meeting* was made and seconded*.* | The motion to adjourn was approved and the meeting adjourned at 2:51 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**

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| Meeting Dates | | Aug 15 | Sept 1 | Oct 6 |  |  |  |  |  |  |
| Alesa Liles | | P | P | P |  |  |  |  |  |  |
| Carol Sapp | | P | P | P |  |  |  |  |  |  |
| Carolyn Denard | | A | R | A |  |  |  |  |  |  |
| Catrena Lisse | | P | P | P |  |  |  |  |  |  |
| Christina Smith | | A | P | P |  |  |  |  |  |  |
| Glynnis Haley | | A | P | R |  |  |  |  |  |  |
| Hali Sofala | | A | A | A |  |  |  |  |  |  |
| James Winchester | | P | P | P |  |  |  |  |  |  |
| Joanne Previts | | P | P | P |  |  |  |  |  |  |
| John Swinton | | P | P | R |  |  |  |  |  |  |
| Mike Gleason | | A | P | R |  |  |  |  |  |  |
| Rodica Cazacu | | P | P | P |  |  |  |  |  |  |
| Samuel Mutiti | | A | P | P |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)