Minutes from Academic Policy Committee meeting on August 8, 2022

Members in attendance:

Benjamin Clark, Donovan Domingue, Lyndall Muschell, Sarah Myers, Mariana Stoyanova, John Swinton, Benjamin Whittle, Diana Young, Andrew Allen, David Zoetewey, Dana Gorzelany-Mostak, and Alesa Liles.

Members absent:

None

Agenda

1. Election of new officers for the 2022/2023 School Year.
2. Chairperson Sarah Myers
3. Vice-Chairperson Benjamin Whittle
4. Secretary David Zoetewey

All positions were unanimously approved by a voice vote.

1. Discussion of the role and purpose of the Academic Policy Committee

We briefly discussed the purpose of the Academic Policy Committee but did not vote on any changes to how it is currently run or structured.

For informational purposes, I am attaching the current state of our committee bylaws and operating procedures copied from the University Senate website.

As per the faculty handbook, here is the official governing bylaws concerning the academic policy committee.

* **V.Section2.C.1.a. *Membership***. The Academic Policy Committee shall have no fewer than eleven (11) and no more than thirteen (13) members distributed as follows: no fewer than nine (9) and no more than eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.
* **V.Section2.C.1.b. *Scope*.** The Academic Policy Committee shall review and recommend for or against policy relating to undergraduate and graduate education matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, general university degree requirements, educational processes, academic calendar, academic assessment, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution which includes, but is not limited to, academic assessment and those matters relating to the educational process.

Additionally here is a copy of the most recent operating procedures from the 2021-2022 academic year.

Academic Policy Committee Operating Procedures 2021-2022

*Adopted by APC at the 10 Aug 2020 Governance Retreat*

The committee elected to retain the operating procedures from the previous year:

“In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 13 members, so there will need to be 7 members present to establish a quorum. To conduct committee business. Other SOP items of committee agreement were to bring up agenda items early; to be respectful of when meetings begin and end; to require approval of extended time at regularly scheduled end of an APC meeting; require consensus before new items for discussion are brought to the attention of ECUS; and when possible, to invite guests to clarify information related to committee discussions.”

We also acknowledged that US operating procedures permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult. During the 2021-2022-year, APC will continue to conduct virtual meetings as needed due to COVID 19.

1. Adjournment

New Chairperson, Sarah Myers mentioned that she will be absent for the October meeting but will be sending out a schedule of meeting times and a meeting location via email.

Motion to Adjourn – Andrew Allen

2nd – Dana Gorzelany-Mostak

Unanimous voice vote.