APC Agenda

February 2, 2018

Location: Health Sciences 211

Time: 2:00

Agenda Items:

Approve minutes from October meeting

No unfinished business

New business:

1. Policy for make-up days in case of weather or other emergencies:

Summary from Kay Anderson:

There are no SACS policies or BOR policies related to make-up days.  SACS requires us to have and publish a calendar; they (ironically) do not require us to follow it.  The BOR is the same.

Generally, the BOR recommends that we replace class time with online instruction or additional assignments.

Because we would not cancel planned vacations, such as Thanksgiving or Spring Break, and because our closures have been relatively random related to timing, our options are really limited to Saturdays at the end of the term.

1. Office hours policy:

Reminder from Christina Smith:

I think we should also address the ambiguous line concerning office hours, which is in the faculty handbook.  This came up at the end of the fall term, but was agreed upon by our committee that we would talk about it at our first meeting of the spring term.

<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting>

Each instructor shall post office hours on his/her door. The instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.

1. Consideration of GCSU withdraw policy:

Summary thanks to Craig Turner:

The proposed changes are to the date conventions when defining an academic calendar which is sometimes articulated in the W policy as illustrated here:

* *After the last day to drop a course with no penalty, but on or before the last day to drop a course with a W grade as published in the academic calendar for each term or part of term, students may drop courses by submitting an Add/Drop form to the Registrar’s Office*
* *A student may drop courses from his/her schedule with no penalty through the last day to drop without penalty as published in the academic calendar for each term or part of term (usually the fifth of classes in the fall/spring and the second day of classes in the summer).*

The policy governing the dropping of courses can be found in academic catalogs (graduate and undergraduate)

<http://catalog.gcsu.edu/en/2017-2018/Undergraduate-Catalog/Academic-Policies/Registration/Dropping-Courses>  
<http://catalog.gcsu.edu/en/2017-2018/Graduate-Catalog/Academic-Policies/Registration/Dropping-Courses>

1. And a possible 4th issue

From Christina Smith:

I've had a couple of faculty approach me this week concerning the need for clarity on the university's policy concerning faculty and finals week. Specifically, faculty want to know 1) Do faculty have to have contact with students during finals week? 2) Are faculty allowed to give a final exam during the week prior to finals week?

I have received regrets from:

Carolyn Denard (will send Mike Augustine)

Mike Gleason

Catrena Lisse