**Committee Name: Senate Academic Policy Committee**

**Meeting Date & Time: January 25, 2013 2:00 p.m.**

**Meeting Location: 110 Atkinson Hall**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Andrei Barkovskii | P | Ken McGill |
| P | Karen Berman | P | Michael Murphy |
| P | Douglas Goings | R | Indiren Pillay |
| R | Jason Huffman | R | Chandra Power |
| P | Mandy Jarriel | P | Jason Rich |
| P | Bryan Marshall | P | John Sirmans |
| R | Macon McGinley |  |  |

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| Agenda Topic | Discussions & Conclusions | Action or Recommendations | Follow-Up |
| **I. Call to order** |  | Chair Bryan Marshall called the meeting to order at 2:00 p.m. |  |
| **II. Approval of Agenda**  . | A motion was made, seconded, and passed to approve the agenda. | Agenda approved |  |
| **III. Approval of Minutes** | In accordance with procedure adopted at a previous meeting, the minutes were submitted to members via e-mail for approval. | Minutes of October 26 meeting were approved. |  |
| **V. Agenda Items** | |  |  |
| **Proposal to Update Georgia College’s Credit Hour Definition**  **Policy Proposal on Distance Course Review Requirements**  **Proposal to Expand Options for Mid-term Grade Reporting**  **Proposal to Change Summer Academic Calendar**  **Faculty Compensation for Summer Directing of Research 4999** | Georgia College Registrar Kay Anderson attended the meeting to explain the credit hour definition proposal. Printed copies of the proposal were distributed to committee members. She stated that the Southern Association of Colleges and Schools (SACS) requires each accredited institution to have a policy defining how credit hours are awarded, and that while Georgia College has until now deferred to the University System of Georgia’s (USG) credit hour policy, the USG policy is no longer sufficient to meet SACS criteria.  The proposed policy, according to the proposal handout, “does not make any changes to current practice regarding classroom instruction. It does, as required by SACS, clarify how credit hours will be determined when instruction is not provided in a face-to-face classroom format.”  The proposed policy calls for credit hours to be granted according to total minutes of instruction and out-of-class work. Laboratory /studio courses, and practicums are still being studied to establish the required minutes.  The Registrar stated that “we feel strongly that we need the policy. We are trying to meet Federal requirements.”  Registrar Anderson also presented a proposal that GC adopt a policy on distance education course review. A printed copy of the proposal was distributed to committee members.  Chair Brian Marshall raised a question concerning the wording of the policy proposal regarding “alternative delivery methods” e.g. online, hybrid, and distance education courses as stated in the above Credit Hour Definition proposal. A discussion ensued about whether or not to include the requirements in one overall policy governing credit hours or in two separate policies, one for distance classes and another for face-to-face. Chair Marshall pointed out that a policy needs to include recommended procedures; Registrar Anderson stated that the procedures are set up by the implementers, but that procedures could be listed as part of the policy. Marshal stated that a separate policy is needed to cover distance classes review procedures because a class taught on-line has to have a review process.  After further discussion and adjustments to the wording of the policy, a motion was made, seconded, and approved by the committee to combine the wording of the Policy on Distance Course Review Requirements with the proposal to update Georgia College’s Credit Hour Definition.    A proposal was submitted to the committee to expand the options available to faculty for mid-term grade reporting. Currently, only two options are available: S (satisfactory) and U (unsatisfactory). The proposal, submitted by Mike Augustine of the Center for Student Success through the office of Suzanne Pittman, Assistant Vice President for Enrollment Management, would eliminate the U category and replace it with the more definitive options of UA (Unsatisfactory Attendance); UG (Unsatisfactory Grades); UP (Unsatisfactory Participation); and UAGP (multiple concerns).  The committee agreed that the proposed UG (Unsatisfactory Grade) category should be changed to UP (Unsatisfactory Performance), and the UP(Unsatisfactory Participation) category should be  Deleted.  A proposal to change the Summer School scheduling calendar for AY2014 was brought before the committee. According to the proposed changes, Summer will consist of six academic terms:  Three, four-week terms that run sequentially, M-Th (and F Memorial Day week);  One, twelve-week term concurrent with all three terms;  Two terms scheduled by the College of Education for cohort student classes.  Brian Marshall pointed out that the proposal adds a day to Maymester and subtracts one day from summer sessions. He stated that he sees no reason to get rid of the eight-week schedule. Committee members voiced concerns over altering the current Maymester session. Karen Berman pointed to the popularity of Maymester among students, with many taking Maymester classes to free up their summers for work. “We get more Maymester students than for June,” she said. Further discussion indicated a need to study the proposal.  Ken McGill informed the committee that he had met with the Interim Provost about the possibility of compensating faculty who direct 4999 students during Summer sessions. Faculty currently teach these courses without compensation. The Provost’s office responded that the numbers of students taking such courses would not adequately support the combined facility expenses and faculty compensation. McGill noted that part of his intention in broaching the issue was to bring it to the attention of the administration. After a brief discussion by the committee, Chair Marshall suggested that the next step might be to bring the issue before the College Deans. | Proposal approved to Update Georgia College’s Credit Hour Definition combined with wording of Distance Course Review Requirements.    Proposal tabled.    Proposal Tabled  No action taken | Policy to be sent to Senate for consideration.  Committee members to ask faculty in the various departments for feedback on the proposal.  Possible further investigation of criteria.  Research actual numbers involved in teaching 4999 courses. |
| VI. Next Meeting | The next meeting is scheduled for 2:00 p.m. on February 22, 2013 in Atkinson 110. |  |  |
| VII. Adjournment | The meeting adjourned at 3:15 p.m. |  |  |

**Committee Name: Senate academic Policy Committee**

**Committee Officers: Bryan Marshall, chair; Macon Mcginley, vice chair; John Sirmans, secretary**

**Academic Year: 2012-2013**

**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 | | 08/24/2012 | 09/28/2012 | 10/26/2012 | 01/25/2013 |  |  |  |  |  |
| Andrei Barkovskii | | P | P | R | P |  |  |  |  |  |
| Karen Berman | | P | P | P | P |  |  |  |  |  |
| Douglass Goings | | P | P | P | P |  |  |  |  |  |
| Jason Huffman | | P | P | P | R |  |  |  |  |  |
| Mandy Jarriel | | R | A | P | P |  |  |  |  |  |
| Bryan Marshal | | P | P | P | P |  |  |  |  |  |
| Ken McGill | | R | P | P | P |  |  |  |  |  |
| Macon McGinley | | P | P | P | R |  |  |  |  |  |
| Michael Murphy | | P | P | P | P |  |  |  |  |  |
| Indiren Pillay | | P | P | P | R |  |  |  |  |  |
| Chandra Power | | P | P | P | R |  |  |  |  |  |
| Jason Rich | | P | P | P | P |  |  |  |  |  |
| John Sirmans | | P | P | P | P |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)