**Committee Name: Student Affairs Policy Committee (SAPC)**

**Meeting Date & Time: April 3, 2015**

**Meeting Location: Student Activity Center, Room 214**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| R | Donna Bennett | A | Macon McGinley |
| P | Nicole DeClouette | P | Holly Nix |
| R | Ruth Eilers | P | Janna Parker |
| P | Victoria Ferree | P | Amy Pinney |
| R | Heidi Fowler | A | Cathy Stevens |
| R | Juawn Jackson | A | Tyler Bragg |
| P | Andy Lewter |  |  |
| Guests: Mahmood Al Bayati (for Juawn Jackson) |
|  | *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** | Meeting called to order at 2:17 pm |  |  |
| **II. Approval of Agenda** |   |  |  |
| **III. Approval of Minutes** | Victoria moved to approve the January 23, 2015 minutes.Holly seconded the motion.Minutes approved. |  |  |
| **IV. Informational Items** | None |  |  |
| **V. Old Business**  |  |  |  |
| **a. Common Meeting Time** | This issue died in RPIPC due to its complexity. History of the issue: a former Provost decided to change the common meeting time from Monday and Friday (and by default, Wednesdays) to Friday afternoons. This decision was based on a space utilization report that was flawed (e.g., Macon Center spaces were counted as being empty during the day, some offices were counted as classroom spaces, etc.). A new space utilization study is in the works and Andy sits on that committee. The study comes from the USG so it has to apply to all 30 institutions. GC needs to look carefully at this because the last report resulted in changing class schedules and loss of student organizations because students are not meeting during the current common meeting times. How does the space utilization study impact GC? We are not trying to show that we need new buildings. Does anyone want to spend the time and effort to change this? Any suggested changes would not be realized for a couple of years since course schedules are already set for the next academic year. Andy will talk to the Provost to find out where she stands on this. Is she open to people working on this or does she want it dropped? |  | Andy will talk with the Provost |
| **b. Academic Bill of Rights and Grievance Policy** | SAPC steered this issue to APC last month.i. APC consulted with legal counsel concerning the placement of the Grievance Policy and the Academic Bills of Rights and Responsibilities on faculty syllabi. Legal said that the policy and the Bill of Rights could be included in faculty syllabi. APC will not change policy to ensure that this happens—it is left up to individual professors. SGA could decide to lay out these policies in a way that they are more accessible and then post them to the SGA webpage. In other words, this would not require a change in policy but it would change accessibility to the policy. ii. SAPC steered to APC the issue of students being required to address an academic grievance with the professor first (there is no other first step option). APC will give a report today at ECUS but Amy’s understanding is that APC has decided not to make any changes to policy.  |  |  |
| **V. New Business** |  |  |  |
| **a. Student Representative APC Update** | Amy asked at the last ECUS meeting why there was no student representative on APC. The chair of APC agreed to take it back to the committee to discuss. The question stimulated much discussion. This issue was voted upon approximately nine years ago in “the closest vote in senate history.” Some members present at ECUS questioned why we would want a student on an Academic Policy Committee. Another member reminded the committee that these meetings are open for guests anyway. Rather than have different student representatives dropping into the meetings whenever they are available, SAPC agreed that there needs to be one student representative who sits on APC as a committee member. SGA’s Academic Affairs Committee chair would be a good person to also sit on APC.  |  |  |
| **b. Make-up Work** | At issue is that some GC professors have very strict no make-up policies even when circumstances are out of student control (e.g., death in the family, surgeries or medical reasons, mental health or assault recovery reasons, accidents, etc). While the majority of professors show some grace if students are “good students” (e.g., attend classes and turn in assignments when due), there is some pushback by some faculty, fearing that students will cheat or steal tests if they provide make-up tests. While students are trying to get back to class and get caught up, some professors refuse to give make-up assignments and tests. Other professors decide to count the final twice or drop the lowest quiz score, etc. Giving students incompletes or arranging for independent study are two options for faculty members working with students on make-up coursework. The goal was to bring this issue up at the senate meeting last week in order to begin the conversation and that goal was accomplished. |  |  |
| **c. Emotional support/service animals in dorms**  | GC already has service animals on campus and in housing. The issue is when students claim their pet is an “emotional support animal.”Tabled for today. |  |  |
| **d. Gender Identity and Expression** | Victoria informed the committee that SGA is working on a resolution to add gender identity and expression to the academic nondiscrimination policy. LGBT coordinator, Grace Nichols, is involved too.SAPC looks forward to seeing the resolution once passed by SGA. The committee should look at the language required by the USG to be used in a nondiscrimination policy statement.  |  |  |
| VI. Next Meeting | This is the last SAPC meeting for the 2014-2015 academic year.  |  |  |
| Year End Report | Reflections on this year:* Difficulty with meeting attendance (for 2 monthly meetings, there was not a quorum)
* Student attendance was improved from last year because Juawn appointed students who were not directly involved in SGA (since they meet at the same time as Senate) to attend SAPC meetings.
* SAPC passed the resolution in support of a full-time LGBT coordinator; the resolution was presented to the senate and it passed unanimously; the full time position is in the Provost’s budget

Recommendations for SAPC for 2015-2016 to take up the following:* Gender Identity and Expression to be included in the nondiscriminatory policy
* Makeup Work—professors not allowing students to make up work for various reasons
* Adding a student representative to APC
* Academic Grievance Policy
 |  |  |
| VII. Adjournment | Andy moved to adjourn the meeting.Mahmood seconded.Meeting adjourned at 3:17 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: Student Affairs Policy Committee (SAPC)**

**Committee Officers: Macon McGinley (Chair), Amy Pinney (Vice Chair), Nicole DeClouette (secretary)**

**Academic Year: 2014-2015**

**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 | 8/15/14 | 8/22/14 | 10/3/14 | 11/14/14Cancelled | 1/23/15 | 2/27/15Cancelled | 4/3/15 |  |  |
| Donna Bennett | P | P | P |  | P |  | R |  |  |
| Nicole DeClouette | R | P | P |  | P |  | P |  |  |
| Ruth Eilers | P | P | P |  | P |  | R |  |  |
| Victoria Ferree | P | R | P |  | R | R | P |  |  |
| Heidi Fowler | R | R | R |  | P | R | R |  |  |
| Juawn Jackson | P | R | P |  | P | R | R |  |  |
| Andy Lewter | R | P | P |  | P |  | P |  |  |
| Macon McGinley | P | P | P |  | P | R | A |  |  |
| Holly Nix | P | P | P |  | P |  | P |  |  |
| Janna Parker | R | P | P |  | P | R | P |  |  |
| Amy Pinney | P | P | P |  | P |  | P |  |  |
| Cathy Stevens | P | P | P |  | R | R | A |  |  |
| Moriah Thomas | P | P | R |  |  |  |  |  |  |
| Tyler Bragg |  |  |  |  | P | R | A |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)