

**Academic Policy Committee Annual Report 2010-1011**  
**Submitted April 21, 2011**

**Committee Name:** Academic Policy Committee

**Academic Year:** 2010-2011

**Committee Charge:**

The Academic Policy Committee shall have thirteen (13) members distributed as follows:

1. eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of which are elected faculty senators,
2. one (1) member that is the Vice President of Academic Affairs or an individual appointed by the Vice President of Academic Affairs to serve as his/her designee, and
3. one (1) member appointed by the University President.

The Academic Policy Committee shall be concerned with 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, academic calendar, academic ceremonies, intellectual property, human subjects and research. This committee also provides advice, as appropriate, on academic procedural matters at the institution.

**Committee Calendar:**

August 30<sup>th</sup> (Officer Orientation. Amy Pinney attended); September 3<sup>rd</sup>, October 1<sup>st</sup>, November 5<sup>th</sup>, December 3<sup>rd</sup> : Plus/Minus Grading Forum Sub-Committee only; January 14<sup>th</sup>; February 4<sup>th</sup>; March 4<sup>th</sup>; April 29<sup>th</sup>: Organizational Meeting

**Executive Summary:**

- 1) Plus/Minus Grading: tabled until the BOR allows Georgia College to consider the issue.
- 2) Student Email: Referred back to ECUS, who gave it to a different committee already in place. (See “Other Significant Deliberation” for details)
- 3) Study Abroad – Discussed. Liz Havey presented. Referred back to the International Education Center because it is not a policy issue, but pertains to procedures. Also, the IEC has a complete policy regarding the issues we were asked to address. (See “Other Significant Deliberation”)
- 4) Class Attendance Policy language change – Policy revised and submitted. Passed by Senate.

## Committee Membership and Record of Attendance:

		PRESENT	REGRETS	ABSENT
Amy Pinney	CHAIR, Senator	8	0	0
Stephen Auerbach	VICE-CHAIR, Senator	7	1	0
Warner Ballenger	SECRETARY, Non-Senator	4	3	0
Kay Anderson	CAO Designee, Non-Senator	7	0	0
Lee Gillis	Pres. Appointee; Senator	6	1	0
Howard Woodard	Senator	6	1	0
Lucy Kachmarick	Senator	7	0	0
Kirk Armstrong	Senator	6	1	0
Andrei Barkovski	Senator	7	0	0
Jennifer Flory	Senator	6	1	0
Yi Liu	Non- Senator	4	3	0
Linda Bradley	Non-Senator	5	2	0
Mark Vail	Non- Senator	7	0	0

## Committee Operating Procedures:

The Academic Policy Committee operated under a sometimes casual, sometimes semi-formal, but always relaxed Roberts' Rules of order parliamentary procedures.

## Motions brought to the Senate floor:

### Senate Motion 1011.APC.002.P

Source Committee: Academic Policy  
Type: Policy Recommendation  
Proposed By: Jennifer Flory on 10 Mar 2011

### Supporting Documents

*Class Attendance Policy* found in both Undergraduate and Graduate Catalogues.

### Motion Text

Remove the words "drop a student from the course and" from the Class Attendance Policy.

**Committee Vote:** Unanimous, March 4<sup>th</sup> APC meeting  
**Senate Vote :** Passed on March 28<sup>th</sup>, 2011

### **Other Significant Deliberation (Non-Motions):**

- 1) Though the deliberations, discussions, multiple interviews with the Colonnade, two university wide fora, email conversations, significant research and resulting debates did not result in a motion due to the issue being tabled by direction of the administration, Plus/Minus Grading took a lot of time and comprised much of the committee's work.
- 2) Student Email. Assignment from ECUS: It is our understanding that GCSU will soon (2013) no longer be able to provide student emails via the current system. Please consider the current best practices for student emails, and advise on proper course. SGA's concerns were shared. We began a discussion on how to begin to pursue the hunt for best practices. A desire was mentioned for student emails to be accessible through the faculty email system, Exchange. Concerns about limits on attachment sizes for both incoming and outgoing mail were brought up. The committee would like to make sure the new student email client has the capability to interface appropriately with the faculty email system and with Banner. Referred back to ECUS.
- 3) Study Abroad. Assignment from ECUS: The issues for consideration included information about the origination of the "policy" as well as faculty pay and faculty living or visiting the requested study abroad area before leading an established study-abroad program. The committee discussed what exactly was expected of APC regarding this issue. Liz Havey informed the committee some of the history regarding faculty leading study abroad excursions and courses and the formula for salary. After listening and discussing a bit, the committee asked Amy to refer the issue back to the International Education Center because it is not a policy issue, but pertains to procedures.

### **Ad hoc committees and other groups:**

**Plus/Minus Grading Forum Sub-Committee:** Amy Pinney, Chair; Kirk Armstrong; Lee Gillis; Andrei Barkovski

Organized, attended, moderated and facilitated the university wide Plus/Minus Grading Fora on January 24<sup>th</sup>.

12:30 Forum: Amy Pinney, Kirk Armstrong, Lee Gillis, Andrei Barkovski

5:00 Forum: Amy Pinney, Kirk Armstrong, Lee Gillis

### **Committee Reflections:**

**What worked well:** Relaxed Roberts' is surely the way this committee operates best. When given a specific charge (the Class Attendance policy change for example), the committee was able to efficiently address the charge, engage rich discussion of potential outcomes of different scenarios, and reach a consensus.

**What didn't work well:** The ambiguity of the charge regarding Plus/Minus grading was a challenge. The issue continues to be a challenge, as the entire discussion is on hold until the BOR allows us to re-commence discussion. In the future, I urge this committee to vet charges for viability before fully taking them on.

### **Committee Recommendations:**

**Issues that should be considered by this committee the following year:** I suggest that the committee consider the recurring issue of policy regarding what must be on faculty members' syllabi. While certainly this issue may be one of procedure, not policy, the fact is that the concern continues to arise, most recently at the last senate meeting of the year.

**Issues that this year's committee was unable to complete its work on:** The APC should anticipate a return to Plus/Minus grading in the years to come.

### **Recommend items for consideration at the governance retreat:**

Consider how the APC might address a policy on syllabi standard language inclusion.