

# Template of University Senate Committee Annual Report

Due Date: Submit in MSWord or pdf format to [senate@gcsu.edu](mailto:senate@gcsu.edu)

no later than Wed 3 May 2017.

*Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.*

**Committee Name: Academic Policy Committee (APC)**

**Academic Year: 2016-2017**

**Committee Charge:**

**Scope: V. Section 2.C.1.b. 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:**

**September 2, 2016 – cancelled due to University closure**

**October 7, 2016**

**November 4, 2016**

**December 2, 2016 – No quorum**

**February 3, 2017**

**March 3, 2017**

**March 31, 2017**

**Executive Summary:** Submitted a motion to revise the wording in the Emergency Action in regard to the use of the term “assist disable persons” that was unanimously approved by the Senate. Also consulted with members of the SGA as well as faculty across the university in regard to midterm grades at both the lower and upper undergraduate level.

**Committee Officers: Carol J. Sapp, Chair; Mike Gleason, Vice-Chair; and David McIntyre, Secretary**

**Committee Membership and Record of Attendance: “P” denotes present; “R” denotes regrets  
“A” denotes absent**

Meeting Dates	Sept. 02 2016	Oct. 7 2016	Nov. 4 2016	Dec. 2 2016	Feb. 3 2017	Mar. 3 2017	Mar. 31 2017	Senator
Carol J. Sapp	*	P	P	P	P	R	P	Yes
Mike Gleason	*	R	P	P	R	P	P	No
David McIntyre	*	R	R	R	R	P	P	Yes
Claire Sanders	*	R	P	P	P	P	P	Yes
Brad Koch	*	P	P	P	P	P	R	Yes
Rodica Cazacu	*	P	P	P	P	P	P	Yes
Stephanie Opperman	*	R	P	R	P	P	R	Yes
Joanne Previts	*	P	R	P	P	P	R	Yes
Min Kim	*	P	P	R	P	P	P	Presidential Appointee
Carolyn Denard	*	P	P	R	P	P	R	No
Mariana Stoyanova	*	P	R	R	R	R	R	No
Jennifer Townes	*	R	P	R	P	R		No
Hedwig Fraunhofer	*	P	R	R	R	P	R	No

\* Sept. 2 APC meeting cancelled due to University closure.

## **Motions brought to the Senate floor:**

### **Amendment of Emergency Procedures**

[1617.APC.001.O]

#### **Motion Text:**

To amend the statement on emergency procedures in the supporting document entitled "Amendment of Emergency Procedures" as a required common syllabus statement.

Committee Vote: Unanimous vote to bring the above stated motion to the University Senate for deliberation and a vote.

Senate Action: Recommend to University President to approve.

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

### **SGA Resolution related to mid-term grades**

Student Government Association member, Senator Hughes along with other members of the SGA, presented a resolution which read "Now therefore be it resolved that the Student Government Association of Georgia College and State University endorses the SGA Affairs Committee's request to have professors report midterm grades for upper level courses thus creating a uniform grading scale for all professors to report grades in all undergraduate courses."

APC committee members sought input from faculty in their departments to obtain information about current practice in regard to providing mid-term feedback. Information obtained reflected that feedback was occurring prior to mid-term.

In response to the proposed SGA (Student Government Association) Resolution related to midterm grades, APC made the following statement.

"APC fully supports the existing USG policies regarding midterm feedback from faculty to students. After careful consideration of the SGA resolution as presented, APCE recommends the inclusion of a statement on midterm feedback as a common syllabus statement for all GC courses, and seek advice from Kay Anderson, Registrar, for the specific language of this statement." Ms. Anderson suggested the use of GC's existing policy on student feedback.

Further deliberation on this subject occurred in the ECUS\_SCC committee. ECUS\_SCC Deliberation reflected that most of those present at the meeting were in support of requiring the flowing statement as found in item 11 of the Syllabus Requirements section of the university Policies Procedures and Practices Manual, be required verbatim on all course syllabi: "Prior to mid-semester, you will receive feedback on your academic performance in this course. Most committee members present indicated that this was a common practice in many of the departments."

Discussed APC composition in relation to having a student as a committee member. Information on this subject from earlier Senate minutes was shared with APC committee.

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

Mike Gleason and Joann Previts worked as a subcommittee to draft a common syllabus statement for emergency policies and procedures.

Claire Sanders and Rodica Cazacu formed a subcommittee to identify specific suggestions from University faculty to share with Jeanne Sewell and staff that would be helpful to faculty in facilitating the teaching/learning process. The work of this subcommittee is still in progress. APC recommends that the committee continue this effort in the following year.

### **Committee Reflections:**

- APC devoted considerable time addressing the topic presented by the SGA members. Time was devoted in listening to both students and faculty as the topic was deliberated.
- APC devoted considerable time to revising the common syllabus statement regarding emergency procedures.

- **APC devoted time to inviting J. Sewell to share information about services in the department she leads. A subcommittee was formed that began gathering information about faculty ideas on how CETL could facilitate faculty in the online teaching/learning process.**

**Committee Recommendations: Recommend the work of the subcommittee obtaining faculty input on items that would be helpful to faculty who are teaching online, and share this information with Jeanne Sewell and the other staff members in that department.**

**Recommend items for consideration at the governance retreat: None**

**Appendix: Committee Operating Procedures**

**The operation procedures used for the year as previous years were informal discussions on subjects with voting on motions conducted by modified Robert's Rules as used in Senate meetings.**