

**University Senate Committee Annual Report  
Academic Policy Committee  
April 24, 2012**

**Due Date: Submit in MSWord format to [ecus@list.gcsu.edu](mailto:ecus@list.gcsu.edu) no later than Fri, 27 Apr 2012**

**Committee Name: Academic Policy Committee**

**Academic Year: 2011-2012**

**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:**

April 29, 2011 Organizational Meeting. Amy Pinney elected Chair for second term.

August 10<sup>th</sup>, 2011 - APC meeting at Senate Retreat

September 2<sup>nd</sup>, 2011 – APC Meeting at 3:30, Campus Theatre Room 217

October 7<sup>th</sup>, 2011 - APC Meeting at 3:30, Campus Theatre Room 217

November 4<sup>th</sup>, 2011 - APC Meeting at 3:30, Campus Theatre Room 217

December 2<sup>nd</sup>, 2011 - APC Meeting at 3:30, Campus Theatre Room 217

January 13<sup>th</sup>, 2012 - APC Meeting at 3:30, Campus Theatre Room 217

February 3<sup>rd</sup>, 2012 - APC Meeting at 3:30, Campus Theatre Room 217

March 2<sup>nd</sup>, 2012 - APC Meeting at 3:30, Campus Theatre Room 217

April 6<sup>th</sup>, 2012 - APC Meeting at 3:30, Campus Theatre Room 217

**Executive Summary:**

- 1) We worked with Alice Loper on student “excuse form” policy, which has been implemented by Student Health with positive results. Ms. Loper met with our committee in person on October 7<sup>th</sup>, and stayed in contact through the year.
- 2) Kirk Armstrong, Mark Vail, and Amy Pinney explored options for syllabi requirements in concert with creating policy for Electronic Recording..
- 3) Steve Elliott-Gower met with the committee on November 4th to educate us about the Honors Program. His visit was in response to committee members’ questions about what can be an honors class. Wonderful presentation.
- 4) Electronic Recording in the Classroom. The discussion began in October, and continued throughout the year. Mark Vail in particular spent an enormous amount of time and effort on identifying the needs and limits of the policy.
- 5) Kay Anderson met with the committee on December 2<sup>nd</sup> to address the necessity of signatures to drop/withdraw from a class. We also discussed notifications of withdrawal. We also discussed options regarding advisor holds and releases.
- 6) Fall Commencement Resolution. The Committee was asked to endorse SGA’s resolution for a Fall Commencement, which we did. Evan Karanovich met with APC on January 13<sup>th</sup> to present the resolution. We also discussed commencement with Kay Anderson when she was with us in December.

- 7) Department of Government and Sociology requested APC's consideration and approval of a proposal. First introduced in January. Later passed by University Senate (see motion below).

**Committee Membership and Record of Attendance:**

			PRESENT	REGRETS	ABSENT
<u>Amy Pinney</u>	<u>Chair</u>	<u>Senator</u>	<u>10</u>	<u>0</u>	<u>0</u>
<u>Andrei Barkovskii</u>		<u>Senator</u>	<u>8</u>	<u>2</u>	<u>0</u>
<u>Bryan Marshall</u>	<u>Vice Chair</u>	<u>Senator</u>	<u>7</u>	<u>3</u>	<u>0</u>
<u>Chandra Power</u>	<u>Secretary</u>	<u>Non-Sen</u>	<u>9</u>	<u>1</u>	<u>0</u>
<u>Funke Fontenot</u>		<u>Non-Sen</u>	<u>6</u>	<u>4</u>	<u>0</u>
<u>Jason Rich</u>		<u>Senator</u>	<u>9</u>	<u>1</u>	<u>0</u>
<u>Jennifer Flory</u>		<u>Senator</u>	<u>8</u>	<u>2</u>	<u>0</u>
<u>Kirk Armstrong</u>		<u>Senator</u>	<u>9</u>	<u>1</u>	<u>0</u>
<u>Mark Vail</u>		<u>Non-Sen</u>	<u>10</u>	<u>0</u>	<u>0</u>
<u>Martha Colvin</u>		<u>Senator</u>	<u>8</u>	<u>2</u>	<u>0</u>
<u>Robert Blumenthal</u>		<u>Non-Sen</u>	<u>9</u>	<u>1</u>	<u>0</u>
<u>Stephen Auerbach</u>		<u>Senator</u>	<u>6</u>	<u>4</u>	<u>0</u>
<u>Warner Belanger</u>		<u>Non-Sen</u>	<u>7</u>	<u>3</u>	<u>0</u>

**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:**

[1112.APC.002.P - Electronic Recording Policy](#)

**GCSU Senate Motion 1112.APC.002.P  
Electronic Recording Policy**

**General Information**

Source Committee: Academic Policy

Type: Policy Recommendation

Status: Awaiting Action by University President

Status Date: 23 Apr 2012

Proposed By: Jennifer Flory on 08 Mar 2012

**Supporting Documents**

[Email Correspondence re: Electronic Recording Policy](#)

[Electronic Recording Policy](#)

**Motion Text**

To approve the Electronic Recording Policy as submitted by the APR.

Electronic Recording Policy: Electronic video and/or audio recording is not permitted during any class unless the student obtains permission from the instructor and every student present. If permission is granted, any distribution of the recording is prohibited. Violation of this policy is grounds for removal from the class and referral for disciplinary action. Students granted specific electronic recording accommodations from Disability Services do not require special permission; however, the instructor must be notified. Any distribution is prohibited.

Date	Action
March 8, 2012	Motion submitted to ECUS
April 19, 2012	Placed on University Senate Agenda
April 23, 2012	Recommended to University President to Approve
April 23, 2012	Motion signed by Jan Clark, Presiding Officer

[1112.APC.002.C - Policy on Legislative Requirements pertaining to U.S. and Georgia Constitution](#)

**GCSU Senate Motion 1112.APC.002.C  
Policy on Legislative Requirements pertaining to U.S. and Georgia Constitution**

**General Information**

Source Committee: Academic Policy

Status Date: 14 Mar 2012

Proposed By: Jennifer Flory on 05 Feb 2012

Referenced Material: *None cited*

**Supporting Documents**

[Demonstration of Knowledge Rationale](#)

**Motion Text**

- 1.To institute exams on U.S. and Georgia Constitution in order to satisfy the legislative requirement for graduation.
- 2.That the passing grade for each exam shall be 60%.
- 3.That students who opt to take the exams instead of POLS 1150 will be required to take the course after three unsuccessful attempts at passing either exam.
4. Students who are registered for POLS 1150 will not be allowed to sign up for the US or Georgia Constitution exam during the semester they are taking the course.

**Action Log**

Date	Action
February 5, 2012	Motion submitted to ECUS
February 6, 2012	Placed on University Senate Agenda
March 1, 2012	Recommended to University President to Approve
March 1, 2012	Motion signed by Jan Clark, Presiding Officer
March 14, 2012	Implementor Assigned - Sandra Jordan
March 14, 2012	Motion Approved by University President
March 14, 2012	Motion signed by President Stas Preczewski

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

- 1) Alice Loper on student “excuse form” policy.
- 2) Steve Elliott-Gower. Honors Program.
- 3) Electronic Recording in the Classroom. (Most of the year)
- 4) Kay Anderson: Withdrawal, advisor holds, drop/add notification
- 5) Fall Commencement Resolution.
- 6) Chair served on Academic Calendar Committee.

**Ad hoc committees and other groups:**

Electronic Recording Policy Committee: Amy Pinney, Mark Vail, Kirk Armstrong

**Committee Reflections:**

Inviting guests to address the committee in person worked extremely well, and saved what could have been weeks or even months in emails. We got through a tremendous amount of material simply by virtue of being able to talk in person. Also, this practice prevented instances of the committee spending time on that which is not our concern. In other words, inviting guests to attend the meeting helped us clarify sooner rather than later whether action needed to be taken by APC.

**Committee Recommendations:**

*Advice to the membership of the committee for the next academic year:*

Given that the charge of APC is both far-reaching and comparatively undefined, I highly recommend continuing the practice of inviting those people on campus who are directly involved with the issue at hand.

*Are there any issues that should be considered by this committee the following year?*

Kay Anderson sent me the following suggestions for APC’s consideration:

Disastrous Semester Policy; Closing Probation Loophole; Repeating Graduate Courses; Reviewing 5W Policy; Advising.

*Are there any issues that this year’s committee was unable to complete its work on?*

No, we wrapped up Electronic Recording just in the nick of time.

*Do any of this year’s committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)*

No. Next year’s committee has a fresh start.

*Recommendations on calendar (meeting times, outline items that you expect would be considered annually):*

It is essential that the Chair be able to attend ECUS meetings.

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

I recommend starting with looking at policy regarding the repetition of graduate courses.