

# 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 Monday April 27 2015.**

*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: 2014-2015**

**Committee Charge:**

**Scope:** V.Section2.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:**

Aug 22, 2014

Oct 3, 2014

Nov 14, 2014 (No Meeting due to no quorum since a number of members were out of town on university Business)

Jan 23, 2015

Feb 27, 2015

Apr 3, 2015 (No Meeting as business for year was complete)

**Executive Summary:**

The Committee discussed and reviewed six issues, outlined in other significant deliberations below. The committee submitted no motions to the Senate for action. The action of the committee was proficient and they completed to their satisfaction the issues before the committee.

**Committee Membership and Record of Attendance:**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets, “ES” Denotes Elected Senator, “V” denotes volunteer, “A” denotes Appointed Senator, Officer Codes “C” denote Chair, “VC” denotes Vice Chair, “S” denotes Secretary**

Meeting Dates	08/22	10/03	11/14	01/23	02/27	04/03	Member Type	Officer
Andrei Barkovskii	P	P	No Meeting	Resigned from Senate	Resigned from Senate	Resigned from Senate	ES	
Beth Broyles	P	R	No Meeting	P	P	No Meeting	V	
Rodica Cazacu	P	P	No Meeting	P	P	No Meeting	V	
Victoria Deneroff	R	P	No Meeting	R	P	No Meeting	ES	

Donovan Domingue	R	P	No Meeting	P	R	No Meeting	ES	VC
Mike Gleason	Elected in January to Replace Barkovskii			P	P	No Meeting	ES	
Aran MacKinnon	P	R	No Meeting	R	R	No Meeting	V	
Stephanie McClure	P	P	No Meeting	P	R	No Meeting	V	
David McIntyre	P	R	No Meeting	R	P	No Meeting	ES	
Vicky Robinson	P	P	No Meeting	R	P	No Meeting	ES	
Claire Sanders	P	P	No Meeting	P	P	No Meeting	ES	
John Sirmans	P	P	No Meeting	P	P	No Meeting	V	S
Costas Spirou	P	P	No Meeting	P	R	No Meeting	A	
Howard Woodard	P	P	No Meeting	P	P	No Meeting	ES	C

**Motions brought to the Senate floor:**

None

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

- 1. Definitions of Codes for Hybrid, Online, etc. - The “E” Entirely at a Distance term released this term and it will go into schedules next term.**

E = Entirely at a distance (100% of class sessions are delivered by technology)

F = Fully at a distance (95-99% of class sessions are delivered by technology; may require students to attend a one-time in-person orientation or exams)

P = Partially at a distance (51-94% of class sessions replaced by technology)

H = Hybrid (25-50% of class sessions replaced by technology)

T = Technology enhanced (technology is used to deliver instruction, but no class sessions are replaced by technology)

Distance = technology is used to deliver instruction, rather than face-to-face, in person meeting time (if you cannot touch the students, you are at a distance)

**Action: The item reported as information item by committee.**

- 2. Mentoring -** After discussion, the committee agreed that the details of mentoring students, including how to mentor, who might be assigned to mentor whom, assessment of mentoring activities, etc. would best be addressed at the departmental level.

**Action: The item reported as information item by committee.**

- 3. Academic Calendar –** The committee discussed the Scheduling of the academic Calendar. With the assistance of Ad hoc committee, the committee reviewed academic calendars from seven other institutions (UGA, GT, UWG, Truman State, St Mary’s, Miami of Ohio, Elon).

The committee decided to suggest to 2015-2016 APC to entertain suggestions from constituents and possibly do a fall 2015 survey of faculty and students.

The official academic calendar committee will convene in spring of 2016.

**Action: Deferred to 2015-2016 APC**

4. **Grade Appeal/Grievance** – Committee discovered after research that the policy was difficult to locate on current web site. The committee reviewed the current policy.  
**Action: The committee recommended to Academic Affairs to include on webpage list of required policies for syllabi. The committee recommends no other change made to existing policy.**
5. **Priority Registration** - The committee located and reviewed Current Senate policy.  
**Action: The committee notified the inquiring party as to the current procedure to follow to request priority registration for their respective group.**
6. **Request for student representation on the APC** – The committee chair received this request for the last meeting.  
**Action: The chair discussed by email with committee and recommended the committee defer for the 2015-2016 APC since it would not affect the current committee.**

**Ad hoc committees and other groups:**

Academic Calendar – Group reviewed academic calendars at certain other USG institutions and some peer COPLAC institutions and reported to the Committee.

**Committee Reflections:**

Committee operating procedures worked well.

All issues were handled in a proficient manner.

**Committee Recommendations:**

The new committee may wish to review the items which were tabled pending action by the professional advisors.

**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.