

Template of University Senate Committee Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu

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: 2015-2016

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:

- Sept 4, 2015
- Oct 2, 2015 (No meeting to lack of business)
- Nov 6, 2015
- Dec 4, 2015
- Feb 5, 2016
- Mar 4, 2016
- April 1, 2016 (Online Meeting- Calendar approval)

Executive Summary:

The Committee discussed and reviewed the request to changes of the academic calendar for inclusion of a reading day, the request to modify W policy, and the possible need for a curriculum review policy. These

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	Sept. 04 2015	Nov. 06, 2015	Dec. 04 2015	Feb. 05 2016	Mar. 04 2016	April 01 2016 No meeting			
Carolyn Denard	R	R	R	R	R				
Donovan Dominique	P	P	P	P	P				
Chuck Fahrer	P	P	P	P	P				
David McIntyre	P	R	P	P	P				
Yeprem Mehranian	P	P	R	P	P				

Samuel Mutiti	P	P	P	P	P				
Vicky Robinson	R	R	P	P	P				
Claire Sanders	R	P	P	P	R				
Carol J. Sapp	P	P	P	R	P				
James Schiffman (resigned)	A	----	---	---	---				
John Sirmans	P	R	P	P	P				
Costas Spirou	R	R	R	R	R				
Allison VandeVoort	P	P	P	P	R				
Christine Mutiti					P				

Motions brought to the Senate floor:

None

Other Significant Deliberation (Non-Motions):

1. **Academic Calendar** – The SGA was interested in gaining a reading day during final exams. The committee discussed possible actions but the constraints on the calendar have left us with taking any recommendation to the calendar committee. The actions of the calendar committee have left the status-quo on the 2017-2019 calendar.

Action: The item reported as information item by committee.

2. **Course Withdrawal assignment counting (W policy)** – Committee was asked to consider that some labs and lectures in chemistry were linked and created two W's when dropped even when students were only in a combined course.

Action: The committee requested that chemistry courses be combined with lab and will therefore result in 1 W in the future.

3. **Curriculum Review Policy-** The Committee determined that the existing policy review under CAPC and their procedures with the Graduate Council were sufficient to act as curriculum review and no additional policy was needed.

Action: Information item to CAPC and ECUS.

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:

If any changes are requested to academic calendar, there should be a full survey of interest and support for changes with the clear understanding that any addition will come at the expense of other requested calendar holidays/weekends or additional days.

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.