

## Academic Policy Committee Annual Report

**Due Date: Submit in MSWord format to [senate@gcsu.edu](mailto:senate@gcsu.edu) no later than 11:59pm on Fri 11 May 2018**

*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

**Academic Year:** 2017 - 2018

**Committee Charge:**

V.Section2.C.1.b. Scope. 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:**

*Listing of dates on which the committee met.*

Date	
4/21/17	Organizational Meeting
9/1/2017	
10/6/17	
11/3/17	
12/1/2017	No Business – meeting cancelled
2/2/18	
3/2/18	No Quorum – meeting cancelled
3/30/18	

**Executive Summary:**

*A narrative abstract of the main issues of committee deliberations throughout the year.*

**Committee Membership and Record of Attendance:**

Name	9/1	10/6	11/3	2/2	3/2	3/30	
John Swinton (Chair)	P	R	P	P			
Rodica Cazacu (Vice chair)	P	P	P	P			
Catrena Lisse (Secretary)	P	P	P	R			
Glynnis Haley (EFS)	P	R	P	P			
Sabrina Hom (EFS)	na	na	na	P			
Alisa Liles (EFS)	P	P	P	P			
Joanne Previts (EFS)	P	P	P	P			
Carol Sapp (EFS)	P	P	P	R			
James Winchester (EFS)	P	P	P	na	na	na	
Carolyn Denard (Prov Des)	R	A	A	R			
Mike Gleason (Vol.)	P	R	P	R			
Samuel Mutiti (Vol.)	P	P	P	P			
Christina Smith (Vol.)	P	P	P	P			

Hali Sofala-Jones (student)		A	A	A	A			
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**Motions brought to the Senate floor:**

*Give the motion number, and motion statement as well as the committee vote and senate action on each motion that this committee brought to the Senate body for action. Short summary of committee work for each motion, if considered necessary to explain rationale, controversial matters or content that is not evident from the motion text.*

1. 1718.APC.001.P (committee vote: unanimous in support) –

Office hours: We have considered the current wording of the posted office hour policy in the policy manual, “Each instructor shall post office hours on his/her door. The instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.”

<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting>

We considered the final sentence to create constraints that are not entirely consistent with the spirit of the regulation and inappropriate for some circumstances (for example, programs that require considerable field work supervision).

Motion: Reword the final sentence from “In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.” To “In no case shall posted office hours for student consultation be less than five hours (300 minutes) per week.”

Note: the inclusion for “300 minutes” to clarify what constitutes five hours is there because some academics are of the mindset that an instructional hour consists of 50 minutes.

Motion passes Senate.

1718.APC.002.P (committee vote: unanimous in support)

Office hours: We have considered the current wording of the posted office hour policy in the policy manual, “Each instructor shall post office hours on his/her door. The instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.”

<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting>

We considered the final sentence to create constraints that are not entirely consistent with the spirit of the regulation and inappropriate for some circumstances (for example, programs that require considerable field work supervision).

Motion: Add at the end of the statement the following two sentences: “Scheduling opportunities for synchronous virtual communication with students is acceptable. In the event office hours are cancelled, faculty members should make a conscientious effort to reschedule them.”

Motion was amended by Senate to delete the second sentence. The motion was passed as amended.

1718.APC.003.P (committee vote: 6 for 3 against)

We considered the problem of faculty members using the last day of class as if it were the exam period. Apparently the problem is wide-spread enough that we believe an attempt should be made to curb the practice.

Motion: "The final assigned assessment of any class should be scheduled (or due) during the finals week whenever possible."

Motion was tabled by Senate to be considered at the first fall meeting of Senate.

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

APC received a request from Student Government to look into ways to improve the reporting of student progress throughout the semester. APC requested the posting of links to GCSU policy concerning the requirement of providing feedback to students in all classes (not just Gen Ed classes) prior to mid-terms. The links are now available in PAWS and the Faculty Handbook. While no additional policy was deemed necessary, this is likely to be an issue that will be revisited.

APC considered if a policy was needed to guide departments in preparing for make-up days if too many days are lost to inclement weather or other emergency. BOR and SACSC Policy is vague on the matter and no uniform approach was deemed feasible. No further action taken.

APC received a request from Student Government to extend the drop (withdraw) without financial or academic penalty deadline. In discussion with the Registrar, it became evident that extending the drop period, students would not be able to receive aid moneys in a timely manner. It would also interfere with registration deadlines for the following semester. No further discussion was had.

**Ad hoc committees and other groups: Academic Calendar Committee**

The Chair of APC convened the Academic Calendar Committee (Chaired by Tanya Goette) to suggest an academic calendar for the 2019-2021 academic years. The calendar was submitted and ultimately approved by the President's Leadership Team. A copy will be available in the Senate archives.

**Committee Reflections:**

The Committee worked well. We enjoyed a lot of healthy debate. We had enough issues to keep us busy but not so much as to be overwhelmed. We would have enjoyed more student involvement.

**Committee Recommendations:**

Keep an eye on the issue of faculty providing timely feedback to students about grades.

Be ready to provide comments concerning the tabled motion (1718.APC.003.P) – you are welcome to withdraw the motion. But it does seem to be an issue that some faculty are trying to wrap up early. APC was asked to consider a disruptive behavior policy in conjunction with SAPC. Make sure any such policy considers the possibility that what appears to be disruptive behavior may be a student health issue. So, do not over generalize.

Good luck!

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

**Appendix: Committee Operating Procedures**

The committee elected to retain the operating procedures from the previous year:

"In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 13 members, so there will need to be 7 members present to establish a quorum. To conduct committee business. Other SOP items of committee agreement were to bring up agenda items early; to be respectful of when meetings begin and end; to require approval of extended time at regularly scheduled end of an APC meeting; require consensus before new items for discussion are brought to the attention of ECUS; and when possible, to invite guests to clarify information related to committee discussions."

We also acknowledged that US operating procedures permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult.