**Committee Name: APC**

**Meeting Date & Time: 10.2.20**

**Meeting Location: Online**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | John R. Swinton (Chair) | P | Liz Speelman |
| P | Catrena Lisse (Vice Chair) | P | Mariana Stoyanova |
| P | Jolene Cole (Secretary) | P | Rob Sumowski |
| P | Julian Knox | P | Melanie DeVore |
| P | Christine Mutiti | P | Dana Gorzelany-Mostak |
| P | Gennady Rudkevich | P | Claire Sanders |
| P | James Schiffman | P | Meridith Styer |
| Guests | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | The meeting was called to order at 2:01pm by John Swinton. |  |
| **II. Approval of Agenda** |  | Agenda Approved |  |
| **III. Approval of Minutes** |  | Minutes Approved prior to meeting via email. |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| **1. Copyright Policy and Fair Use Checklist** | J. Swinton shared update on copyright statement.  Discussion and clarification occurred on where the statement would be posted on the website. | J. Swinton will create motion and let ECUS know to expect policy motion. |  |
| **2. Resolution condemning face to face fall instruction.** | J. Swinton shared an update.  SGA wasn’t on board with the proposal.  Staff council did not respond to the resolution when shared.  Discussion occurred on the formation of the resolution.  It was suggested that the resolution be shared with colleagues prior to the next senate meeting. | Resolution will be passed to ECUS as a resolution. Will then be presented to senate. | Next Steps – Resolution will go to senate for vote. |
| **3. Update on graduate courses being eligible for grade replacement when a course is repeated.** | J. Knox shared update.  There is a policy already. Graduate students can take courses twice. Both appear on transcript, but only the most recent grade counts towards GPA. |  | J. Swinton will update Provost |
| **4. . Completing certain assessments as a requirement for graduation** | J. Swinton updated that every major does have a capstone course. This may look different depending on the major. Students who do dual degree or more, can pick which capstone they take.  G. Rudkevich pointed out that it doesn’t have to be a class, necessarily. Students could have independent projects or internships etc.  C. Lisse – Chemistry students double major, then tend to take the easier path for capstone.  J. Schiffman – Mass Comm majors must take their capstone. |  |  |
| **5. Midterm grades required for all undergraduate courses.** | J. Swinton updated.  Kay Anderson would like a policy in place for midterm grades. Right now, there is no overall policy to require midterm grades from all courses.  Discussion:  Could be a good policy. Something for students to see would be helpful.  Could be something we talk about in the future.  Would like to see pedagogical research for why we should change the policy. We haven’t seen any evidence that this is needed or helpful. We need Kay Anderson to demonstrate the problem.  Suggestion:  Could “Satisfactory” be default? – Would make entering grades easier. |  | J. Swinton will ask Kay to join us at a meeting to discuss further.  This will be tabled till Spring 2021. |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1. Chairs presence in D2L courses** | J. Swinton spoke with Jim Berger about why Dept. Chairs were showing up in D2L courses. Response: Chairs were placed in courses to make sure content was in D2L. This was an emergency response to an emergency situation. The default is set that chairs will have access to courses.  Discussion Points Addressed:    That this default setting isn’t ideal. Suggested that APC could come up with policy on this topic.  Chairs can see your grades and that could be a FERPA issue? Some chairs are talking to parents about grades.  Chairs have been in courses for a while.  Chair has always had access to my course. Could this cause issues with pre-tenure/tenure?  This is probably not a FERPA issue.  We have chairs that have abused the grade dispute policy in the past.  This sets up problems with autonomy. PhDs don’t need someone that’s not an expert looking over our shoulder.  Seems that the request for chairs to be added to the courses came from the Board of Regents.  Suggestions:  1. Chair shouldn’t be automatically added to course  2. Chair should have to submit a request with a rational to be added to course.  3. Chairs access should be approved by instructor.  Everyone should be aware of the situation, to avoid any surprises. Preference is to have transparency. |  | M. DeVore  C. Sanders  G. Rudkevich  Will draft a policy.  J. Swinton will send a policy example to C. Sanders to assist. |
| VI. Next Meeting | November 6, 2020 at 2pm via Zoom. | Meeting scheduled already. |  |
| VII. Adjournment | Motion to adjourn made by John Swinton at 2:47pm |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name: APC**

**Committee Officers:**

**Academic Year: 2020-2021**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | | 9/4/2020 | 10/2/2020 | Date3 |  |  |  |  |  |  |
| John R. Swinton (Chair) | | P | P |  |  |  |  |  |  |  |
| Catrena Lisse (Vice Chair) | | P | P |  |  |  |  |  |  |  |
| Jolene Cole (Secretary) | | P | P |  |  |  |  |  |  |  |
| Julian Knox | | P | P |  |  |  |  |  |  |  |
| Christine Mutiti | | P | P |  |  |  |  |  |  |  |
| Gennady Rudkevich | | P | P |  |  |  |  |  |  |  |
| James Schiffman | | P | P |  |  |  |  |  |  |  |
| Liz Speelman | | P | P |  |  |  |  |  |  |  |
| Mariana Stoyanova | | P | P |  |  |  |  |  |  |  |
| Rob Sumowski | | P | P |  |  |  |  |  |  |  |
| Melanie DeVore | | P | P |  |  |  |  |  |  |  |
| Dana Gorzelany-Mostak | | P | P |  |  |  |  |  |  |  |
| Claire Sanders | | P | P |  |  |  |  |  |  |  |
| Meridith Styer | | P | P |  |  |  |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)