**Committee Name: APC**

**Meeting Date & Time: March 1, 2019, 1400 - 1515**

**Meeting Location: HSB 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Rodica Cazacu (Chair) | P | Claire Sanders |
| P | Lyndall Muschell (Vice Chair) | R | Jessica Wallace |
| P | Allison Reuter | P | Sarah Handwerker (Secretary) |
| P | Bryan Marshall | P | Alesa Liles (PA) |
| P | Carolyn Denard | P | Sabrina Hom |
| P | Catrena Lisse | R | Tom Toney |
| R | Christina Smith |  |  |
| Guests: N/A | | | |
|  | *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** |  | Committee called to order at 1400 by Rodica Cazacu. |  |
| **II. Approval of Agenda** | Agenda for meeting sent out to committee members prior to meeting by Rodica Cazacu. Agenda reviewed. Lyndall Muschell made a motion to approve the agenda for today’s meeting. Catrena Lisse seconded the motion. All committee members present voted unanimously to approve. | Agenda approved. |  |
| **III. Minutes** | No meeting held recently due to no items on agenda, therefore no minutes to discuss. | N/A. |  |
| **IV. Business Items** |  |  |  |
| **1. Old Business** | The following topic of old business was discuss:   * **Anti-Plagiarism Software** – Previously an APC committee member requested discussion on current settings in Banner regarding anti-plagiarism software. Currently to enable anti-plagiarism software this must be selected in Banner when courses are being programmed (by the administrative assistants in each department). If this setting is not chosen during programing then instructors are not able to use the software once the semester has begun. During the last few months APC committee members have explored this topic in relation to their departments. It was noted that departments across campus are not consistent in the process of requesting/selecting this setting. Some departments mark all courses to use the software while others use sporadically. Also noted is that some instructors are using anti-plagiarism software when the designation for their courses do not reflect this in Banner. Prior to this meeting Bryan Marshall spoke with IT and found that to make this designation for courses in Banner, admins must click on several different screens. He also discovered that the default could be set to “uses anti-plagiarism software” by IT if requested. Rodica Cazacu did bring this item up at the last ECUS meeting and stated that the provost agreed that further exploration on the topic would be warranted. During the meeting Lyndall Muschell emailed registrar Kay Anderson to gather more information on whether or not this designation is a USG or BOR policy. One suggestion made was for APC to make a recommendation that all GC courses in Banner default to the anti-plagiarism in use setting. The committee unanimously agreed that this would be easier to have as a default setting. APC committee members also discussed that before the committee makes a recommendation to Senate on this, we find and review the USG or BOR policy concerning this. As of now no members have been able to locate the policy despite searching. * **MT Feedback** – Rodica Cazacu announced that this topic may be sent back to APC from FAPC in the future. | Email was sent to Kay Anderson requesting information on any USG or BOR policies regarding anti-plagiarism software. | APC committee will review information sent from Kay Anderson about anti-plagiarism software. The committee can then determine if a recommendation to Senate will be drafted. This discussion and voting on recommendation may be done via email or at next meeting. |
| **2. New Business** | No topics of new business were discussed at this meeting. | N/A | N/A |
| VI. Next Meeting | Next APC meeting to be held on March 29th 2018 at 2PM; location TBA. | Meeting scheduled already. |  |
| VII. Adjournment | Call for adjournment. Motion made by Catrena Lisse; seconded by Alesa Liles. All committee members agreed to adjourn. | Meeting adjourned at 1450. |  |

**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:**

**Committee Officers:**

**Academic Year:**

**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 | | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Member Name 1 | |  |  |  |  |  |  |  |  |  |
| Member Name 2 | |  |  |  |  |  |  |  |  |  |
| Member Name 3 | |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)