**Committee Name: APC**

**Meeting Date & Time: August 14, 2018, 0950 - 1100**

**Meeting Location: Senate Retreat Rock Eagle**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Rodica Cazacu (Chair) | R | Claire Sanders |
| P | Lyndall Muschell (Vice Chair) | P | 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 |
| P | Christina Smith |  |  |
| 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** |  | Committee called to order at 0950 by Rodica Cazacu. |  |
| **II. Approval of Agenda** | Suggested agenda printed in Senate Retreat documents. | Agenda presented to committee members by Rodica Cazacu. |  |
| **III. Approval of Minutes** | No minutes to approve at this time; will approve at next scheduled meeting. | N/A |  |
| **IV. Business Items** |  |  |  |
| **1. Review of Organizational Items for 2018-2019**  **(Officers, Meeting Location, Meeting Schedule, Operating Procedures, Introductions)** | Discussion of organizational items for 2018-2019 APC occurred.   * Officers for APC were determined in April 2018 at the Organizational Meeting and are as follows:   Rodica Cazacu – Chair  Lyndall Muschell – Vice Chair  Sarah Handwerker – Secretary   * Review of upcoming meeting location and dates occurred. APC will meet in Atkinson 305 (reserved by Bryan Marshall) on scheduled dates: September 7th, October 5th, November 2nd, and December 7th. These dates are posted on Senate calendar along with times. * Committee members all reviewed the operating procedures that were used by APC during 2017-2018 year. Committee members all agreed to use operating procedures from previous year. Listed below:   “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.   * Each member of APC committee gave personal introduction. | Information reviewed.  Committee members elected to retain operating procedures from previous year. Motion from Bryan Marshall, 2nd from Lyndall Muschell. All members voted to retain. |  |
| **2. Discussion of 2017-2018 Annual Report and Topics of Focus for APC in 2018-2019** | The APC Annual Report from 2017-2018 was reviewed. The following topics of focus for APC were discussed:   * Midterm Feedback – The need for university faculty to provide meaningful feedback to students prior to midterm was discussed. Some suggestions for this issue that were discussed included: having the Provost send a reminder, encouraging all faculty to provide midterm feedback in PAWS, requesting a report from the Registrar on percentages of feedback turned in from each department, inviting a student Senator to APC meeting to discuss current perceptions on midterm feedback being provided, having discussion with Academic Advisors about feedback, and adding question to SRIS survey about midterm feedback. It was determined that review of the current policy statement on midterm/meaningful feedback was needed at future APC meetings. * Final Exam Schedule – Committee members discussed that the scheduling of final exams was another issue to continue focus on. No suggestions were made at this time. * Plus and Minus Grading – Suggestion made that the addition of + or – grading to the current system could be explored by APC. | All committee members present discussed listed topics. |  |
| VI. Next Meeting | Next APC meeting to be held in Atkinson 305 on September 7th 2018. | Meeting scheduled already. |  |
| VII. Adjournment | Meeting adjourned at 1100. | As scheduled on Senate Retreat documents. |  |

**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)