**Committee Name: APC**

**Meeting Date & Time: April 27, 2018, 1400 - 1500**

**Meeting Location: A & S 2-36**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | John Swinton (2017-2018 Chair/Facilitator)  | R | Claire Sanders |
| P | Alesa Liles | P | Jessica Wallace |
| R |  Allison Reuter | P | Lyndall Muschell  |
| P | Bryan Marshall | P | Rodica Cazacu |
| P | Carolyn Denard | R |  Sabrina Hom |
| P | Catrena Lisse | P |  Sarah Handwerker |
| R | Christina Smith | P | Tom Toney  |
| 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 1400.  |  |
| **II. Approval of Agenda** | Agenda presented to committee members by John Swinton.  | Motion to approve agenda by Rodica Cazacu. Second from Bryan Marshall. All committee members present voted to approve agenda.  |  |
| **III. Approval of Minutes** | No minutes to approve.  | N/A |  |
| **IV. Business Items** |  |  |  |
| **1. Election of APC Officers for 2018-2019**  | After introductory items of agenda completed, John Swinton called for nominations and/or volunteers to serve as Committee Officers for the 2018-2019 academic year. The following individuals agreed to serve for each position:Rodica Cazacu – ChairLyndall Muschell – Vice ChairSarah Handwerker – Secretary Each office had a single candidate. John Swinton then called for a vote to elect the listed individuals to each office. All committee members present agreed to elect the three candidates as APC officers for next year.  | APC Officers for academic year 2018-2019 were elected by consensus of all committee members present.  |  |
| **2. Discussion of Topics of Focus for APC in 2018-2019** | The following topics of focus for APC were discussed: * Office Hours – It was noted that the motion to change wording about required faculty office hours passed in University Senate at the last meeting. New wording to the office hours policy clarified that GCSU faculty would have 5 office hours per week. These hours did not have to be spread out over five days.
* Final Exam Schedule – During the last Senate meeting a motion passed to hold discussion on APC’s motion about a final exam scheduling policy. This topic can be brought up again during next year’s University Senate meetings. No motion was passed changing the current final exam schedule policy.
* Student Conduct Policy – Reviewing the current student conduct policy and discussing this with SAPC was one idea for topics of focus for APC.
* Possible EAPC merge with APC – The status of EAPC and a possible merger with APC was another topic of discussion.
 | All committee members present discussed listed topics and agreed to determine next year’s APC agenda at the meeting in August.  |  |
| **3. Meeting Place for APC in 2018-2019** |  Bryan Marshall suggested a location in Atkinson Hall (conference room 305) for next year’s APC meetings. | All committee members agreed that Atkinson 305 would be a good location for next year’s meetings.  | Bryan Marshall will schedule APC meetings for Atkinson 305 for next year’s meetings.  |
| VI. Next Meeting | Next APC meeting to be held during Senate Retreat on August 14th 2018.  | Meeting scheduled already. |  |
| VII. Adjournment | Meeting adjourned at 1500 | Rodica Cazacu motioned for adjournment and Bryan Marshall seconded. All committee members agreed. |  |

**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)