**Committee Name: Academic Policy Committee**

**Meeting Date & Time: 11/03/17 2:00PM**

**Meeting Location: Health Sciences 211**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Alesa Liles | P | James Winchester |
| P | Carol Sapp | P | Joanne Previts |
| A | Carolyn Denard | P | John Swinton |
| P | Catrena Lisse | P | Mike Gleason |
| P | Christina Smith | P | Rodica Cazacu |
| P | Glynnis Haley | P | Samuel Mutiti |
| A | Hali Sofala |  |  |
| Guests | | | |
| P | Cameron Watts |  |  |
| P | Rahliat Animashawn |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 2:01 pm by John Swinton (Chair). |  |  |
| **II. Approval of Agenda** | | A **motion** *to approve the agenda* was made and seconded. | The agenda was approved as circulated. |  |
| **III. Approval of Minutes** | | A **motion** *to approve the minutes of the 06 Oct 2017 meeting of the Academic Policy Committee* was made and seconded. No changes. The minutes had been posted as circulated. | The *06 Oct 2017 meeting of the Academic Policy Committee* minutes were approved as posted, so no additional action was required. |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** | |  |  |  |
| **1.** | |  |  |  |
| **2.** | |  |  |  |
| **V. New Business** Actions/Recommendations | |  |  |  |
| **1. Academic Policy Committee bylaws** | Review proposed bylaws changes to **V.Section2.C.1.** Academic Policy Committee  **Current Bylaws:**  V.Section2.C.1. Academic Policy Committee  V.Section2.C.1.a. Membership. The Academic Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.  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.  **Proposed Changes to Bylaws:**  V.Section2.C.1. Academic Policy Committee  V.Section2.C.1.a. Membership. The Academic Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.  V.Section2.C.1.b. Scope. The Academic Policy Committee shall review and recommend for or against 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, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution. | | After discussion, the committee had no opposition to the proposed changes. |  |
| **2. Required Office Hours** | | James Winchester asked about the University’s policy regarding office hours.  Each APC member discussed their department policy and it was decided to research the university policy before any additional discussion. | The link to university policy about office hours was shared by John Swinton with the committee.  <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting> |  |
| VI. Next Meeting | | Friday, December 1, 2017 at 2:00 PM in Health Sciences Room 211 |  |  |
| VII. Adjournment | | As there was no further business to consider, a **motion** *to adjourn* *the meeting* was made and seconded*.* | The motion to adjourn was approved and the meeting adjourned at 2:56 pm. |  |

**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: Academic Policy Committee**

**Committee Officers: John Swinton (Chair), Rodica Cazacu (Vice-chair), Catrena Lisse (Secretary)**

**Academic Year: 2017-2018**

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

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | |
| Meeting Dates | | Aug 15 | Sept 1 | Oct 6 | Nov 3 |  |  |  |  |  |
| Alesa Liles | | P | P | P | P |  |  |  |  |  |
| Carol Sapp | | P | P | P | P |  |  |  |  |  |
| Carolyn Denard | | A | R | A | A |  |  |  |  |  |
| Catrena Lisse | | P | P | P | P |  |  |  |  |  |
| Christina Smith | | A | P | P | P |  |  |  |  |  |
| Glynnis Haley | | A | P | R | P |  |  |  |  |  |
| Hali Sofala | | A | A | A | A |  |  |  |  |  |
| James Winchester | | P | P | P | P |  |  |  |  |  |
| Joanne Previts | | P | P | P | P |  |  |  |  |  |
| John Swinton | | P | P | R | P |  |  |  |  |  |
| Mike Gleason | | A | P | R | P |  |  |  |  |  |
| Rodica Cazacu | | P | P | P | R |  |  |  |  |  |
| Samuel Mutiti | | A | P | P | P |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Including this Approval by chair at committee discretion)