

COMMITTEE NAME: ACADEMIC POLICY COMMITTEE
MEETING DATE & TIME: FEBRUARY 14, 2020; 1400- 1440
MEETING LOCATION: HEALTH SCIENCES BUILDING 211

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Nicole De Clouette (Chair)	R	Bryan Marshall
P	Carolyn Denard	P	Wathsala Medawala
P	Melanie DeVore	P	Christine Mutiti
P	Sarah Handwerker	P	Samuel Mutiti
P	Min Kim	P	Gennady Rudkevich
P	Julian Knox	P	Christina Smith (Vice Chair)
R	Alesa Liles	R	Jessica Wallace (Secretary)
P	Catrena Lisse		

GUESTS

<i>Italicized text denotes information from a previous meeting.</i>	
*Denotes new discussion on old business.	

AGENDA TOPIC <small>(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.)</small>	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP <small>{including dates/responsible person, status (pending, ongoing, completed)}</small>
I. Call to order		The meeting was called to order at 2:00 pm by Christina Smith.	

II. Approval of Agenda	The agenda was sent out to committee members prior to the meeting by Nicole DeClouette. The motion to approve the agenda was made by Melanie DeVore and seconded by Catrena Lisse. All members present approved the agenda.		
III. Review and Approval of Minutes		Approval of the January 2020 meeting minutes was done via email according to agreed upon method. Minutes were posted by Jessica Wallace.	
IV. Reports	No reports.		
V. Unfinished Business			
1. Copyright and Fair Use	Prior to the meeting Bryan Marshall drafted recommendations for the Copyright and Fair Use Training as discussed at the last meeting. They were as follows: 1. The APC recommends an overview of copyright/fair-use be added to the annual training. 2. The APC recommends the copyright/fair-use policy be added to the common syllabus statements webpage. 3. The APC recommends the copyright/fair-use policy be added to the homepage footer area of D2L "GeorgiaView". He also provided a sample statement for syllabi. Discussion on these drafted recommendation occurred. APC members present unanimously agreed to send these recommendations to Faculty Senate. Nicole De Clouette recommended a few language edits.	Nicole De Clouette will discuss these recommendations at ECUS. She will also make language edits and resend to APC via email for approval. Once these take place, she will then present to Faculty Senate.	Email vote among APC.
VI. New Business			
1. Course Fee Limitations	During the State of University Address it was noted that President Dorman mentioned that elective courses would have a change in course fees (no fees/reduced). APC members expressed concern related to courses with labs that use the funds for supplies. It was noted that more information on what an "elective" course was is needed before having more discussion on this topic.	Nicole De Clouette will ask for clarification about reduced/removed course fees and elective courses at the ECUS meeting.	Nicole can update the APC at the March meeting.
2. Academic Calendar	Previous APC discussion on the Academic Calendar at the last meeting was based around the early start date for Spring Semester and finals week dates for 2021. Nicole De Clouette discussed this with Kay Anderson and brought back information about the Calendar Committee and how this was set.	Nicole informed the APC members that the Academic Calendar Committee is selected by Kay Anderson and another personnel. This committee meets once and comes up with several versions of the future calendar. These versions are	No further action.

	<p>A committee member brought forth a second concern for discussion related to the Academic Calendar. It was noted that the calendar does not make mention of any religious holidays, however students who celebrate Christian holidays are out of school on those dates already. The concern is related to complaints from student(s) that they felt they were unable to observe religious holidays due to being penalized by professors for missing class. Discussion ensued. The majority of APC members agreed that listing religious holidays on the Academic Calendar could be problematic if one was left off. It was also noted that there is a required syllabus statement that faculty must include and follow related to observance of religious holidays. It was discussed that if a faculty penalized a student for any reason related to missing due to religious observance, this should be taken to the department chair.</p>	<p>sent to the Provost who selects one, and then receives approval from President Dorman. The college President has authority over the Academic Calendar. The calendar comes to Senate as an informational item only. No action for APC.</p> <p>APC members agreed that reminding Deans and Directors to inform faculty that student observance of religious holidays should be respected would be positive. APC members also agreed that this reminder could be given in departmental meetings. It was also suggested that the Student Government Association could be made aware of this issue and might promote more awareness of rights among the student body.</p>	<p>Carolyn Dennard will emphasize to Deans and Directors that the religious observance policy be followed. She will also suggest the importance of this student right to SGA representatives. All APC members will bring this up as a reminder at departmental meetings.</p>
VII. Information Items	None		
VIII. Next Meeting	The next APC meeting will be March 6, 2020 @ 2:00 in Health Sciences 2111.	Meeting scheduled already.	
IX. Adjournment	Motion to adjourn made by Carolyn Dennard; seconded by Samuel Mutiti. All others agreed upon. The meeting adjourned at 1440.		

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: NICOLE DE CLOUETTE, CHRISTINA SMITH, JESSICA WALLACE

ACADEMIC YEAR: 2019-2020

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Meeting Dates	Sept. 6	Oct. 4	Nov. 1	Jan. 10	Feb. 14	Mar. 6	Apr. 10		
Nicole De Clouette (Chair)	R	R	P	P	P				
Carolyn Denard	R	A	P	R	P				
Melanie DeVore	P	P	P	P	P				
Sarah Handwerker	P	P	P	P	P				
Min Kim	R	R	R	P	P				
Julian Knox	P	P	P	R	P				
Alesa Liles	P	P	P	P	R				
Catrena Lisse	R	P	P	P	P				
Bryan Marshall	P	R	P	P	R				
Wathsala Medawala	P	P	P	R	P				
Christine Mutiti	P	P	P	P	P				
Sam Mutiti	P	P	P	R	P				
Gennady Rudkevich	P	A	P	P	P				
Christina Smith (Vice-Chair)	P	P	P	P	P				
Jessica Wallace (Secretary)	P	P	P	P	R				

CHAIRPERSON SIGNATURE _____

DATE _____

(Including this Approval by chair at committee discretion)

