

Academic Policies Committee

Meeting Minutes

30 August 2021

Minutes approved 10-1-21

- I. Welcome: Roll Call at 11:02 AM
  - Present: Edelman, Haley, Hopper, Lewis, Mitchell, Morales, Pashia, Penceo, Pope, Remshagen, Wentz, Will, and Wofford
  
- II. Review of shared governance procedure for academic policies
  - Committee discussed the creation of a shared drive for documents such as the APC action/information items list
  
- III. Action Items: Updating GA History and Constitution Exam testing policies
  - Item brought to APC by Jill Drake. Proposal put forward was to allow unlimited retests with no alternative assignments and no specified wait time between attempts of the GA History and Constitution Exam.
    - Question: Does History approve of this change? Email exchange between Jill Drake, Carrie, Melius, Paul Rutledge, Keith Bohannon indicates agreement.
    - Question: Is there a charge for the exam? According to the UWG website, each exam attempt costs \$10.
    - Vote: 8 in favor, motion passes
  
- IV. New Business
  - Changes in advising for undergraduate students
    - Some faculty have been told that all advising will move to a centralized advising office.
    - We discussed the complexity of various programs such as Biology which has multiple concentrations that students must start working on before they finish the core.
    - Some of our members were told that students would meet with advising center first and then with faculty member to approve schedule. The faculty advisor would remove any holds.
      - Questions: Would this add a stumbling block for students? What about summer registration if faculty are not on contract?
    - No exact details were shared; committee chair will ask for additional information in Ex Comm.

- Posthumous degrees
  - Proposed policy change posted on UWG website. Removes all criteria for recommending a posthumous degree. Now reads as posthumous degrees can be awarded at the direction of the president.
  - Encourage your constituents to comment on the policy. Comment window closes on 9/2/21.
- High Impact Practices (HIPs) guidelines
  - APC will need to consider HIPs at two different levels.
    - First, we will consider whether or not to move forward with the HIPs course designations in Banner. (See Appendix A for proposal)
    - Each HIP will have a separate set of criteria by which a course can be evaluated. Each criteria will come through APC for approval and then the courses will go to UPC for the actual designation.
  - First proposal was not yet available at meeting time. Committee agreed to receive proposal and ballot for approval via email. (See Appendix B for results of vote)

V. Adjourn at 11:51 AM

## Appendix A

### **High Impact Practices (HIPs) Implementation Proposal Academic Programs Committee Faculty Senate University of West Georgia August 31, 2021**

#### **Proposal**

The University System of Georgia (USG) is requesting that every institution develop a campus-wide process and criteria for assigning attributes in Banner for all courses identified as High Impact Practices (HIPs). Faculty governance is essential to the success of this curricular work; therefore, we propose this work be guided and approved by the Faculty Senate.

The [Campus HIPs Committee \(LEAP West\)](#) was recognized by the Faculty Senate in 2015. The committee membership includes faculty representatives from each of the academic colleges and schools. A member of the Academic Programs Committee (APC) of the Faculty Senate also serves on this committee. This Campus HIPs Committee will draft recommendations for the process and criteria for assigning attributes in Banner for courses identified as HIPs and submit to the APC for revision and approval before being sent to the Faculty Senate for final approval.

Once the process and criteria for assigning HIPs attributes to courses have been approved, the curricular approval of courses receiving a HIPs attribute will be processed through the Undergraduate Programs Committee (UPC), as it currently is with all undergraduate courses at UWG. The Campus HIPs Committee will coordinate the initial stages of this process: sending out periodic calls for faculty to submit courses for HIPs designation; reviewing courses based on the criteria approved by the Faculty Senate; and submitting recommendations for courses to receive HIPs attributes to the UPC for approval. Once that process is completed and approved by the Faculty Senate, the registrar will assign the attributes to courses in Banner.

#### **Rationale for High Impact Practices to Support Student Academic Success**

Research on the positive impact that HIPs can have on student learning--as well as on retention and progression--is well-established, dating back over a decade. Faculty at UWG have been actively engaged in teaching courses that include HIPs for many years, even though the institution has rarely designated them as such. While assigning HIPs attributes in Banner will allow the USG to assess HIPs and their educational impact across institutions, this work also has significant implications for UWG students. Once attributes are assigned, students would be able to make more informed decisions about courses they are taking. For example, if a student wanted to take a service learning course, they would be able to identify those courses in the registration system. They would also be able to identify HIPs-aligned courses for future educational and professional purposes post-

graduation. Assigning attributes to courses could also benefit academic programs in recruitment of new students and in establishing milestones for student achievement.

## Institutional Background and Support

This process for assigning HIPs attributes to courses is not new to UWG. Over the past several years, the Campus HIPs Committee has worked with the Faculty Senate to approve designations for Service Learning courses and First-Year Seminar courses. The same faculty governance process will be followed again to meet these new USG expectations.

In Spring 2021, six UWG faculty were selected to serve as USG HIPs Implementation Fellows to serve as campus liaisons to support this work. They will continue to advise and support this work as members of the Campus HIPs Committee.

The initial recommendations for HIPs implementation at UWG were included as part of the institution's 2021-2022 Momentum Plan which was finalized in the spring.

The Provost supports this work and has identified funding to support faculty in course design or course redesign related to HIPs.

Additional information on the USG recommendations, formal definitions of High Impact Practices, and other documents supporting this proposal can be found [HERE](#).

## Appendix B

