

## MINUTES – ACADEMIC POLICY COMMITTEE

### MEETING HELD – 9/30/2011 AT 2:00PM IN ITS CONFERENCE ROOM (COBB HALL)

Following members were present at the meeting:

1) Bonnie Adams	2) Ayona Chatterjee	3) Suzanne Durham
4) Myrna Gantner	5) Lisa Gezon	6) Donna Haley
7) Michael Hopper	8) Arlene Horne	9) Dana Jones
10) Robert Kilpatrick	11) Richard Lemke	12) David Leach
13) Ron Reigner	14) Ursula Thomas	15) Diane Williamson

#### I. APPROVAL OF MINUTES FROM PREVIOUS MEETING:

- The minutes from the previous meeting was approved by a voice vote.

#### II. ARLENE HORNE (RESPONSIBLE CONDUCT AND RESEARCH POLICY)

- Dr. Arlene Horne updated the committee with the new guidelines for responsible conduct and research policy.
- These policies are federally mandated. Every university receiving federal fund is required to have these policies in place.
- These procedures are to help UWG faculty maintain the highest level of integrity in research.
- The policy is created with the idea of protecting the accused and the accuser. The policy outlines what happens when you report and investigate misconduct.
- The policies fit in with the BOR policies.
- The policy is posted on the research website and suggestions and comments are welcome.

#### III. FRIDAY CLASS SLOTS

- Theatre was the only department to express an interest using these Friday time slots.
- It was mentioned in the meeting that CoE had received instruction from their associate dean that a class meets less than 4 times a semester then it has to be scheduled on a Friday.
- Dr. Ursula Thomas mentioned that these time slots would not work for their college.

- It was also remarked that CoB may offer once a week MBA classes to meet Friday afternoon.
- Motion to put the proposal for vote at the next faculty meeting was approved by a voice vote. (Yes – 15, No – 0).

#### IV. TRANSIENT STUDENT POLICY

- The discussion started with how equivalent courses taken elsewhere may be approved to count towards a student's major.
- A transient student needs to fill out a form before and obtain approval (signature) of his or her advisor, the chair of the appropriate department and the dean/designee of their major college to determine if the course will be accepted as transfer credit at UWG and count towards the student's degree. This has to be done **prior** to taking the course elsewhere.
  - The new form will now need to have an extra line to accommodate the appropriate chair's signature.
- It was considered that the Registrar's office does not have an obvious link for 'Transient Students'.
  - It was suggested to add a link under 'Registration for Transient Students'. The new policy will replace the current policy under undergraduate > academic policies.
- Donna Haley requested the committee to include the information the graduation policy states by which a student cannot take a course elsewhere during his or her last semester at UWG or else his or her graduation will be deferred by a semester.
  - This information was added to the policy.
- The policy was voted upon and approved by a voice vote (15 – Yes, 0 – No) and will now be presented at the faculty senate meeting.

#### V. SACS COMPLIANCE

- The committee needs to review SACS compliance for 4 different categories. We need to provide documentation showing that the University is meeting the SACS compliance.
  - One category has been done and just needs to be reviewed.
- Solid draft is to be prepared by the end of Dec to be submitted to the VPAA office.
- Committee has to read and familiarize with relevant related documents.
- Subcommittees were created to tackle each of the 3 different areas.
  - Subcommittee I
    1. Suzanne Durham
    2. Ron Reigner
    3. Ayona Chatterjee
    4. Rob Kilpatrick

- Subcommittee II
  1. Lisa Gezon
  2. Myrna Gantner
  3. Bonnie Adams
  4. Dona Jones
  
- Subcommittee III
  1. Michael Hopper
  2. Ursula Thomas
  3. Richard Lemke
  4. David Leach

## VI. GRADE APPEALS POLICY

- Dr. Myrna Gantner pointed out the changes to the existing grade appeals policy. Most changes were editorial.
- The change will accommodate students to initiate an appeal for a single test/assignment before the end of the semester.
- It was agreed by the committee not to include a separate mention for online courses when discussing academic dishonesty. The committee felt that it was obvious that 'courses' implied all types of courses including online.
- Two issues were raised in the meeting about electronic translators and excessive collaborations by Dr. Kilpatrick and Dr. Adams respectively. Both are to be considered as academic dishonesty.
  - These changes were accommodated in the new policy.
- Some clarification was requested about not having teaching assistant grade major tests. The policy now specifies that graduate teaching assistants or professors can only grade major test/quiz/assignment.
- Dr. Kilpatrick pointed out if the grade appeals subcommittee should have representation from all colleges.
  - Dr. Gantner pointed out that it is a good idea but it is hard for organizing an appeals meeting with everyone in attendance.
  - The policy wording was changed to include representation from all department but only 3 faculty members need to be present to have a quorum.
- The motion was moved to agree to the changes to the Grade appeal policy. The motion was approved by a voice vote ( Yes – 15, No - 0)

Submitted respectfully

Ayona Chatterjee