

## Academic Policies and Procedures Committee

February 20, 2007

### Present:

Susan Colgate  
Meg Cooper  
Muriel Cormican  
Lucretia Gibbs  
Charles Hodges

Bobby Johnson  
Perry Kirk  
Scot Lingrell  
Debra MacComb  
Katherine Moffeit

Mary Jane Rootes  
Bonnie Stevens  
Julie Talbot  
Julie Wieczkowski

Others: Michael Aldrich and Denise Overfield, Academic Affairs

**Agenda Item # 1 – Call to order of and approval of minutes:** Kathy Moffeit opened the AP & P meeting and asked for approval of the January 23, 2007 minutes. Scot Lingrell made a motion to approve, Debra MacComb seconded, and the minutes were approved with minor corrections in punctuation.

**Agenda Item #2 – More on the First Year Program:** Kathy Moffeit met with Micheal Crafton who said he would like AP&P to come out with a stronger statement so information could go to Faculty Senate for discussion. Noting he could not speak for Julie Bartley but would try to share her intent, Scot Lingrell fielded questions and comments. There was wide ranging discussion. First Year Programs will continue to be offered; the issue is that Senate approval is needed to make it required (official policy). Information in two main areas needs to be added to the proposal: (1) learning outcomes and the content of the programs, and (2) clarification of the language as to whether participation in FYPs is really required. Julie Bartley will come back with a revised proposal so we can vote at the next meeting on whether to send it forward to the Senate as an action item requesting endorsement of the program.

**Agenda Item #3 – Student Evaluation Forms (Denise Overfield):** A set of draft questions (from a handout at an Assessment Institute) for possible use in UWG course evaluations was re-presented. We would keep the open-ended portion of the evaluation. There was discussion regarding administration of the evaluations – for example, they could be administered on-line with students required to complete them in order to access their grades; if this is done, there would need to be some changes in how the Registrar's Office handles grades. There may be an opportunity to have a set of standard questions, with a portion of the questions customized for various types of classes. The current system already has been purchased for the next academic year. Some transition time is needed. AP&P committee members were asked to take the set of questions back to their departments/colleges for feedback.

**Agenda Item #4 – Performance/Skills-Based Course Limitation Policy (Bonnie Stevens):** A proposed policy was distributed. This policy corresponds to statements by Sandra Stone, former interim VPAA, regarding these matters (copy of e-mail also distributed) and is currently being followed with the exception of the limitation on debate. The policy needs to be in writing and to appear in the Catalog. It falls within the responsibilities of AP&P but also will be taken to UAPC. The policy was accepted to be included in the Catalog (M-Bonnie Stevens, S-Muriel Cormican).

**Agenda Item # 5 – Proposed Fall 2008 calendar/Proposals for Summer calendars (Bonnie Stevens):** The 2008-9 proposed calendar had gone to PAC and they had requested input from AP&P.

Fall, 2008: Meeting the requirements of the Board of Regents regarding scheduling meant that we either would need to hold classes the Wednesday before Thanksgiving or give up Fall break. A number of other school systems had already seen this and eliminated Fall break. AP&P approved changing the proposed Fall, 2008 schedule to eliminate the fall break, not hold classes the Wednesday before Thanksgiving, and hold Reading Day on December 4th (M-Muriel Cormican, S-Perry Kirk). One-night-a-week Thursday classes still would meet December 4th.

Summer, 2008: Two options were presented, one with classes on Fridays and the other without classes on Fridays. (Class times differed between the two options. The Education Session is scheduled separately.) The question posed was if either option looked better than what we're currently doing or if there were any other ideas. AP&P members were asked to take the two options to get feedback. We also may e-mail Bonnie Stevens if we have other ideas for summer scheduling.

**Additional Item** – Do we want to address the absences policy (for University functions)? Those expressing an opinion did so in the affirmative. Kathy Moffeit will make copies of the e-mail from a faculty member raising this issue and bring it to the next meeting.

**Next meeting** – March 27th.

Respectfully submitted,

Meg Cooper