Academic Policies and Procedures Committee  
April 4, 2006

Present:
Rachel Abbott
Tim Chowns
Skip Clark
Susan Colgate
Meg Cooper
Muriel Cormican
Jorge Gaytan
Lucretia Gibbs
Betsy Griffies
Bobby Johnson
Scot Lingrell
Blake Lord
Debra MacComb
Katherine Moffeit
Elizabeth Morton
Bonnie Stevens

Guests: Sandra Stone, Academic Affairs; Gus Douvanis, Legal Advisor for UWG; Bob Swanson, UWG Bookstore; and Laura Mayfield; UWG Bookstore

Agenda Item #1 - Dr. Clark opened the AP& P meeting and asked for approval of the February 7, 2006 minutes. The minutes were approved by the committee with a few minor changes suggested by Dr. Lingrell. The next meeting date will be April 4th, 2006.

Agenda Item #2 - University Calendar- Bonnie Stevens presented the academic calendar for academic year 2007-2008. Noted changes were an added fall break for October 11th and 12th, classes will end on correct work day, and the start day for August 2007 is three days earlier. Dr. Clark asked for an explanation as to why we were starting earlier and voiced a concern for shortened time between the end of summer semester and the start of fall. Ms. Stevens explained the Board of Regents policy which requires all classes to have 75 class days in the semester. If we start later, then we are running too far into December to have grades posted and for graduation. Ms. Stevens also noted that the Monday classes are meeting 15 minutes longer in order to recover for a start day not beginning on Monday to meet the required 75 class days. Dr. Gaytan asked about the possibility of working with local schools to coordinate spring and fall breaks. Ms. Stevens explained that SGA had voted on theses dates (3rd week in March), we would have to decide which school system to work with, and the UWG calendar has to be planned two years ahead of time. At this time, it is not possible to coordinate with everyone that may be affected. Ms. Stevens is required to submit the calendar to the Board in March. Dr. Chowns did clarify that fall 2006 does have a fall break; however the fall 2007 break is at a different date. Dr. MacComb made a motion to approve the calendar, Dr. Chowns, and others seconded and the motion was approved.

Agenda Item #3 - New Textbook Policy- The Board of Regents passed a new policy in reference to text books in January to be effective the fall 2006 semester. The committee reviewed UWG’s current policy (approved March 3, 1978) with the Board’s Section 310
along with Bob Swanson and Laura Mayfield. The original policy is copied below with the changes so noted.

212 Policies Governing Textbook Selection and Ordering

(Approved by Faculty Senate March 3, 1978)

All textbook selections are subject to approval by the department chair. Department chairs are responsible for supervising and consolidating all book orders for the department. No book order will be accepted by the bookstore unless it is signed by the department chair.

In order to ensure that an adequate number of books is available, all book orders will be sent to the University Bookstore. The University Bookstore will inform the local private bookstore(s) of the details of each order. Based on previous experience with enrollment patterns and departmental usage, the University Bookstore personnel may judge that the estimate of the number of copies needed should be decreased or increased.

The University Bookstore is responsible for accurate record keeping and for proper inventory management to ensure that the needs of the faculty and students are met.

In order to reduce the cost to students, frequent changes in textbooks should be avoided. Departments should select textbooks with care and, in courses that are taught every semester (fall and spring), should attempt to use the same textbook for at least two academic years.

For better inventory control, sudden changes in textbooks should be avoided. Except in very unusual circumstances, it is the policy that for a course offered every semester (fall and spring), at least one semester will elapse between the time the University Bookstore is notified of the proposed change and the time the change is effective.

Ideally, all sections of a multi-sectioned course should use the same textbook. Every department is urged to make a conscientious effort to hold to a minimum the number of different texts used in different sections of a multi-sectioned course.

Faculty members assigning texts authored by themselves or their immediate family must not profit financially from their use. Faculty members will provide documentation of their adherence to this policy in their annual report.
The above policy was approved with the changes, so noted.

Other concerns were discussed in reference to textbook issues. There were general discussions in reference to desk copies and the sale of these. Dr. Lingrell clarified that this is really an ethical issue. Dr. Chowns suggested that the bookstore not purchase any desk copies to be resold. Dr. Douvanis noted that any commercial solicitation on campus requires a permit from Business and Finance. If someone does not have a permit, then Public Safety should be called. Bob Swanson will send an email to Dr. Douvanis in reference to a requirement in which royalties from a sale of a book, conflict of interests, and a possible 3rd party review may be addressed in reference to text book sales authored by a UWG faculty current faculty member or an immediate family member of that current faculty. Dr. Douvanis suggested the department chair and dean should not be responsible for the third party review. Dr. Clark then noted that AP & P will review the policy and will be responsible for any recommendations for changes to the Faculty Senate.

Mr. Swanson and Ms. Mayfield reaffirmed their commitment to working with both the faculty and students through lowering costs, adequate supplies and any other ways the bookstore can be of assistance.

**Agenda Item #3- Early Designation of Graduation with Honors** – There was general discussion in reference to the possibility of listing all honors in the graduation program (including those students who are to graduate with honors based on the last grade submitted). The current policy was examined and it was determined that the students’ transcript and diploma will determine the final standing; however, it is not possible to wait to have to the program printed after the last grade is submitted for that semester the graduation is occurring. The committee agreed there was no need to change the current policy.

**Agenda Item #4** The April meeting will be a follow up of W’s, repeat rule, and academic standing. We will also review the civility in the classroom issues, possible other text book changes, and Dr. Macomb will have a proposal for English 1101 and 1102 students.

Respectfully submitted,

Lucretia Gibbs