Academic Policies and Procedures Committee
February 7, 2006

Present:
Tim Chowns
Skip Clark
Muriel Cormican
Rosalind Duplechain
Lucretia Gibbs
Betsy Griffies
Bobby Johnson
Scot Lingrell
Blake Lord
Debra MacComb
Katherine Moffeit
Elizabeth Morton
Joseph Sharp
Bonnie Stevens

Agenda Item # 1- Dr. Clark opened the AP& P meeting and asked for approval of the January 10, 2006 minutes. Dr. Chowns made a motion to approve and Dr. Sharp seconded the motion. The minutes were approved by the committee. The next meeting date of March 7th was moved to March 14th due to a conflict with Research Day.

Agenda Item # 2-SAT- new requirements- Dr. Johnson asked how UWG would use the new SAT writing requirement if received, for example, what score to require and how to use the scores. Dr. Lingrell also asked if the scores should be used as admission requirements or for advance placement possibilities. There was also discussion about the validity of the new writing score since the new SAT requirement is still in the first year’s cycle. Ms. Stevens shared that the system may be moving toward using the new SAT writing score as a possible exemption factor for the Regent’s Test. Dr. Clark asked the committee would there be a possibility for a high score on the SAT writing to be used as an exemption for English 1101. Dr. MacComb stated that the she did not believe the English department would support the exemption of ENGL 1101. Ms. Stevens then noted that UWG would not be looking at placement based on the writing score of the SAT. Dr. Clark recommended UWG use the score for the 2007-2008 Academic Year as an assessment placement tool, and then re-evaluate the following year. Dr. Lingrell suggested the score be used in correlation with our FYRST program. Dr. Clark requested a motion to the committee for UWG to accept the new writing scores, compile data, examine correlations for the following academic year, and to further do research to determine if UWG would want to use the scores for placements and/or admissions. Dr. Lingrell made the move to accept, and the committee voted to approve.

Agenda Item #3- TPC Committee Proposal- Dr. Clark presented the emails proposal from the TPC Committee:
University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective
Dr. Clark asked for a move to accept, Dr. Chowns so moved and Dr. Moffeit seconded. Dr. Clark discussed the benefit of ease of faculty to contact students. Bonnie Stevens also noted that the Registrars’ office needs a way to communicate with students as an official means of communication. SGA representative Taniesha Snell suggested that students have only one link in which they can access Banweb. Dr. Lingrell noted that UWG is doing a better job of communicating with students at orientation and instructing them on how to use Banweb. Dr. Duplechain asked how we should communicate this with returning students or transfers. Bonnie Stevens said that she would check with ITS. Dr. Clark asked if every student enrolled would have access. Ms. Stevens said that as long as they are active for four semesters. Dr. Clark asked for approval to send to Faculty Senate, and was approved.

Agenda Item 3#- Faculty Advising and Office Hours - SGA representative Taniesha Snell presented SGA’s results from a recent survey in which students were asked general questions about their advising experience at UWG. Based on the results of the survey Ms. Snell suggested the following: 1) UWG hire professional academic advisors that are departmental specific, 2) major checklist sheets should be more specific, 3) better explanation in the catalog, 4) incorporate student advising mentors, and 5) encourage students to see advisor and/or dean. Dr. Lingrell said that Student Services has a sub-committee working on academic advising for strategic planning. Ms. Snell asked if there is a way we can identify to students that there are professional advisors employed at UWG? Dr. Clark suggested that UWG may want to consider standard forms when redesigning the UWG website. Dr. Cormican asked is Ms. Snell could coordinate with the Student Services Committee. Dr. Cormican also suggested that the survey include if the students had declared a major and for that to be listed. Dr. Clark noted concerns that transfer students seem to get lost in advising. Ms. Stevens noted that she is currently working on transfer sheets. Dr. Lingrell suggested the possibility of putting a hold in Banner for those students who have not been advised. Ms. Snell noted that some students still relate to the Excel center as freshmen orientated. Dr. Cormican suggested that the Excel Center is a good tool that UWG could build on. Dr. Morton suggested that more faculty could use training in advising (especially new faculty). Dr. Clark noted that AP & P would like to funnel the suggestions though the Academic Advising Strategic, Enrollment Council sub-committee and allow that committee to suggest any policy changes.

Agenda Item #4- The March meeting will be a follow up of W’s, repeat rule, and academic standing. We will also review the calendar for the 2007-2008 academic year.

Respectfully submitted,

Lucretia Gibbs