Academic Policies and Procedures Committee
October 18, 2005

Present:
Rachel Abbott
Tim Chowns
Skip Clark
Muriel Cormican
Lucretia Gibbs
Jorge Gaytan
Tim Hynes
Bobby Johnson
Scott Lingrell
Katherine Moffeit
Elizabeth Morton
Joseph Sharp
Matt Hagler for Blake Lord SGA
Bonnie Stevens

Agenda Item # 1- Dr. Clark opened the AP & P meeting with a motion to approve minutes for the September 20, 2005 meeting that were circulated previously by email. Dr. Sharp made motion to approve, everyone seconded the motion and the minutes were approved.

Agenda Item # 2- Multiple Use of Course Materials- Dr. Hynes shared his draft version of Multiple Use of Course Materials policy. Dr. Sharp suggested an addition of “in another course” to the second sentence. Dr. Clark asked for discussion, there was none. Dr. Clark suggested a vote, and for AP & P to present the policy to the Faculty Senate. Dr. Hynes asked for a motion for approval, and for this to be included in a faculty member’s syllabus along with the faculty handbook. Matt Hagler, for SGA, asked for clarification before we moved forward. Dr. Hynes explained if the same paper by the same student is submitted to more than one class assignment, then the student must acknowledge that the paper was turned in prior in another course. If there is not a rule against this, then this practice is permissible. Dr. Chowns suggested adding the statement “without the permission of the instructor” after the second sentence. Dr. Clark reviewed with everyone the discussions from the last meeting which led to this policy. Dr. Hynes expressed the importance of the policy as a requirement in a syllabus. If it is not listed in the syllabus, it would be unclear as to how the policy could be enforced mid-stream. Dr. Hynes noted that if approved, he would take care of notifying the faculty. The committee could amend requirements for syllabus content. The new policy was edited, voted on and approved as listed below:

No material prepared to meet requirements in one course may be used to fulfill requirements in another without permission of the instructor. Instructors will identify on course syllabi or other appropriate course materials the acceptability of using material produced for another course requirement.
**Agenda Item #3 - Process of Appeals**

Dr. Clark said that currently UWG has about 10 cases a year, majority of the charges are plagiarism. Dr. Clark asked if AP & P should look into policy changes. Dr. Hynes noted that he had emailed department chairs, as a parallel process, that the VPAA office must be notified of actions taken. The VPAA office will be responsible for reminding the chairs periodically. The intent is to create a database to track repeat offenders. Dr. Clark asked what were the typical sanctions and the number of chances granted to students. The sanctions vary from an F on the assignment to expulsion. Dr. Clark discussed how many chances and how vague should the policy be? Dr. Clark noted we have minor and major infractions. Dr. Hynes noted that the problem may be with quantification and that caution should be taken. Dr. Morton asked is it possible for one offense to be strong enough to expel someone with the current policy? Dr. Hynes suggested that we do not want to have a simple policy of “if you are caught, you are gone”. Some of our students are not clear on what is academic dishonesty. There must be a means in the system as what constitutes a case of clear knowledge of a violation of academic dishonesty and the difference in a teaching moment per Dr. Hynes. Dr. Chowns asked who would be responsible for informing the correct people of repeat offenders. Dr. Hynes noted that the VPAA’s office is creating a database to determine repeat offenders. Dr. Chowns suggested that there should be an additional step of notification. Dr. Hynes suggested for the committee to put this on hold. This could be part of a possible Faculty Senate meeting. Dr. Chowns stated that we would address what to do with the repeat offender’s information later and should be actively on the agenda.

**Agenda Item #4 - Course Evaluations**

Dr. Clark shared that he had conducted research on course and faculty evaluations. Most all input argued that you need open ended questions for effectiveness. Hynes noted multiple choice questions work well, but not very informative. Dr. Hynes suggested that AP & P may want to look at the current questionnaire. 1.) What do the students learn in the class? 2.) Is there a systematic way of sampling open ended questions in class 3.) Is there evaluation of teaching and learning? Dr. Morton suggested for the committee to look at positive outcomes and see what works. Dr. Clark said that he had read that open ended questions, and multiple evaluations are consistent with multiple strategies and multiple review in courses work. Dr. Hynes suggested that we are moving more toward a culture of student learning instead of a way of rewarding funds. Dr Clark asked if we need a subcommittee to review how the evaluations are used. Dr. Gaytan noted that the current instrument does deserve some merit. Dr. Clark suggested that we focus on this on a future date and that there may be a need to educate peers on what should and should not be done with evaluations.

**Agenda Item #5 - Other Business**

Dr. Clark discussed possible November dates and agenda items such as Academic Standing. Dr. Lingrell suggested that we may also want to address how many times a student can take the same course. Dr. Clark suggested the
SAT guest for the January meeting and possible advising issues for the February meeting. The committee will meet again on November 29th.

The meeting was adjourned at 4:20 pm

Respectfully submitted,

Lucretia Gibbs