

Academic Policies Committee
Minutes
11 March 2016

In Attendance: Anne Barnhart, Ajith DeSilva, Shelly Elman, Emily McKendry-Smith, Patrick Hadley, Jennifer Heidorn, Debra MacComb, Judy Butler (Bob Morris), Ethan Stiles, Sally Richter, Michael Hester (guest), April Wood (guest)

The meeting began at 2:05pm

- I. Minutes
 - a. The minutes from the 19 February 2016 meeting were approved without corrections.

- II. Ad hoc Dual Enrollment Committee Update
 - a. The courses that 9th and 10th graders will take on our campus go towards the UWG required Carnegie units.
 - b. Much of the recommended requirements that the ad hoc committee came up with are from the Advanced Academy.
 - i. In the Spring 2017 term, Advanced Academy requirements will change to meet Honors College requirements.
 - c. April Wood, Associate Director of Move On When Ready, stated that she has received approximately 190 MOWR applications in the last year.
 - i. Currently, there are over 400 MOWR students enrolled.
 - ii. She, an associate in the FYE office, and two members of the Advanced Academy currently do all of the advising and recruiting for MOWR students.
 - iii. MOWR has a 60% retention rate.
 - iv. MOWR is talking about creating summer camps for high school students who want to participate, but who don't want to leave their schools during the fall/spring semesters.
 1. This will possibly start in the summer of 2017.
 - d. Discussion of the current ad hoc Dual Enrollment Committee's recommendation ensued.
 - i. Under the Recommended requirements for admission section the following change was made:
 1. 600 SAT scores in Critical Reading and in Math should be 650.
 - ii. Under the Further Recommendations section, the following changes were suggested:
 1. The first bullet point is currently in place, so this should state that it is also required for 9th and 10th graders.
 2. Cut the second bullet point because FERPA applies to minors just as it applies to students 18 and over.
 3. Much discussion ensued over the third bullet point.
 - a. Because there are over 400 MOWR students and only 2-4 staff members, the interviewing process as described in this bullet point would be impossible.
 - b. A suggestion that the summer camps might serve as a pre-requisite to the first semester of enrollment was made.

- c. Michael Hester, Executive Director of the Advanced Academy, stated that he'd check to see if the Advanced Academy staff could do the interviews.
 - i. Hester said that the interviews that the Advanced Academy did in the past was because the students were in residence on campus; this is not the case currently and so these interviews don't occur anymore
 - ii. The interviews used to last for hours so that only one to two occurred each day.
- d. Debra MacComb, the APC representative on the ad hoc Dual Enrollment Committee stated that the main concern was for the 9th graders.
 - i. Should the interviews be only for 9th graders and not 10th graders?
- 4. Another concern stated was for IRB.
 - a. MacComb communicated with Charla Campbell, the Compliance Officer in ORSP, and who is over IRB, who stated that "a minor is a minor."
 - i. Meaning that parental consent must be obtained before any 9th or 10th grader can be part of a research study.
 - 1. This may be a problem for scholarship.
 - 2. It may be best to exclude 9th and 10th graders from studies.
- e. The proposal will go back to the ad hoc Dual Enrollment Committee to create a final draft.
 - i. The ad hoc committee will include April Wood in all further communications.
- f. Michael Hester will provide the ad hoc committee the Advanced Academy's copy of the Minor Acknowledgement Form that they use (which was also adapted from the Kennesaw State document).

III. Student Evaluation form for Online Courses

- a. It was determined that there is overwhelming support to change the language and the time span for the evaluations to be open.
- b. Proposed changes to the Student Evaluations for Online Courses are:
 - i. Under Student-Centered Questions:
 - 1. Question 2: I regularly attend class.
Change to:
Question 2: I check my online course at least two times per week.
 - 2. Delete Question 3: I was punctual.
 - 3. Add to Student-Centered Questions:
I have consistent access to the technology required for this course.
 - ii. Under Instructor-Centered Questions:
 - 1. Question 8: The instructor is receptive and responsive to the sharing of ideas during class discussions.
Change to:
The instructor is receptive and responsive to the sharing of ideas during online discussions.

- iii. Change the timeframe the student evaluations for online courses are available to end a week earlier than what is currently happening.
 - 1. For example, student evaluations for online courses should be closed during finals week, rather than after finals week as is the current practice for face-to-face course student evaluations.

IV. New Business

- a. Emily McKendry-Smith will introduce the agenda items for the changes in the student evaluations for online courses at the faculty senate meeting because Shelly will be unable to attend.
 - b. Emily McKendry-Smith will serve as APC chair for the 2016-2017 academic year.
- V. No Old Business was discussed
- VI. The meeting adjourned at 3:06pm