

MINUTES: ACADEMIC POLICIES AND PROCEDURES MEETING

OCT 5TH 2012

Members present:

David Leach Madison Barnett

Myrna Gartner Ron Reigner

Donna Haley Lisa Gezon

Robert Kilpatrick Michael Hopper

Tina Warren Ayona Chatterjee

Vicki Geisler

- I. **APPROVAL OF MINUTES FROM SEPTEMBER 7th, 2012:** The minutes from the last meeting were approved by a voice vote. All ten members who were present voted to pass it.
- II. **ACDEMIC CALENDAR & SCHEDULE:**
 - a. **ACTIVITY HOUR:** SGA representative Ms. Barnett presented the idea of having designated hours every week for club meetings and meeting professors. She said that they SGA conducted a survey based on a 16 week schedule and having an activity hour on TR or MW. SGA will provide survey reports for the committee to draft ideas to present to Provost.
 - b. **ACADEMIC CALENDAR:** Dr. Geisler commented about the short time between classes on TR. Dr. Leach and Dr. Kilpatrick will summarize existing feedback from department chairs and the general faculty and present to the committee. Dr. Gartner talked briefly about the trimester system being a possible option for the university in the future.
- III. **SUBCOMMITTEE ON PLAGIAGRISM:** Will be tabled at next meeting. Chair to be decided between Bonnie Adams and Jean Cook.
- IV. **CREDIT HOUR POLICY:** Dr. Gartner presented the updated credit hour policy. This new document addressed the federal rule defining a credit hour and adds to the BOR rule of 750 minutes. Since 'seat time' for online classes and labs were not clear, the committee is going to request Jon Anderson to attend the next meeting and discuss the credit hour policy further.

- V. *GRADE APPEAL POLICY:*** The policy refers to section 208 from the handbook. The new policy mentions that a grade appeal has to be completed by 12 months since the initiation of the appeal. New language has been added to the policy to take care of academic suspension.
- VI. *UNIVERSITY – SANCTIONED EXTRACURRICULAR ABSENCES:*** We discussed a section of the undergraduate catalog that mentions university-sanctioned absences and decided that we need to draft a policy that outlines what constitutes a university-sanctioned absence, and how faculty handle university-sanctioned absences. Dr. Kilpatrick and Dr. Hopper will draft a policy to be reviewed at the next meeting.
- VII. *MEETING TIMES AND PLACES:*** In response to emails from Dr. Geisler and Dr. Adams, we considered changing when the committee meets. There was consensus that Friday afternoons are the only time that would work, and that starting later than 2:00 PM would not be feasible. 1:00 was suggested, but was unworkable for some members of the committee. It was suggested that we send an email asking the whole committee if meeting at 1:30 would be possible

VIII. *ADJOURNMENT*

Respectfully Submitted by

Ayona Chatterjee (Items I-V)

and

David Leach (Items VI – VII)