

Academic Policies Committee

Minutes

31 October 2016

Approved 28 November 2016

In Attendance: Donna Haley, Jessica Loiacono (UWG Online), Dominique Crossley (for Chance Grzesik), Sally Richter, Cheryl Brown, Shelly Elman, David Jenks, Emily McKendry-Smith, Anne Barnhart

The meeting began at 10:05 AM.

- I. Minutes
 - a. The minutes from the 21 September 2016 meeting were approved without corrections.

- II. Timing of student evaluations in online courses
 - a. Jessica Loiacono offered information on the current state of online evaluations:
 - i. Currently go through the last day of finals week.
 - ii. Open for 4 weeks for full term classes; to allow students to participate because response rates are lower for online evaluations.
 - b. Discussion of it more time makes students put off evaluations because they plan to do them later.
 - c. Discussion of how to increase response rates of online course evaluations.
 - i. Making a video, making an announcement, and reminding students that the evaluations are anonymous are all associated with increase response rate.
 - ii. "Send Proof" option allows students to show they have completed the evaluation.
 - d. Motion to change timing of online course evaluations
 - i. For 8 week courses, evaluations will be open in the 6th-7th weeks.
 - ii. For full semester courses, evaluations will be open in the 14th-15th weeks.
 - iii. Motioned by Anne Barnhart and seconded by Cheryl Brown.
 - iv. The motion unanimously passes.

- III. Hardship Withdrawal Policy
 - a. David Jenks explained that there needs to be a distinction between policy and procedure – what will appear in the catalog and what will appear in policy.
 - b. Discussion of what should appear in catalog.
 - i. Substantial support for including both policy and procedure in catalog.
 - c. Discussion of how faculty advisors are informed of when students should apply for graduation.
 - d. Motion to approve the new Hardship Withdrawal Policy (as shown on the "new policy" column of the comparison chart).
 - i. Motioned by Anne Barnhart and seconded by Shelly Elman.

- ii. The motion unanimously passes.
 - e. Motion for the Academic Policies Committee to take on distinguishing between policy and procedure.
 - i. Motioned by Shelly Elman and seconded by Cheryl Brown.
 - ii. The motion unanimously passes.
- IV. Issues related to minors
 - a. David Jenks directs attention to No. 5 “Courses taken to satisfy major requirements may not be counted” in the “Specific Requirements for a Minor” section of the Undergraduate Catalog.
 - i. This is an issue for students double-majoring in the same degree awarded in the same semester when at least one of the majors requires a minor.
 - b. Issue of students declaring a major and a minor in the same discipline. There is no language prohibiting this.
 - i. Discussion of how this seems to contravene the spirit of a liberal arts education.
 - ii. Could be appropriate in some cases, such as major in Theatre Performance, minor in Theatre Tech.
 - c. Issue of students who would like to be awarded a minor without being awarded a degree.
 - i. Student may have already graduated and want to come back to do a minor.
 - ii. Students may have not completed degree requirements but want acknowledgement that they have completed a minor.
 - iii. It is determined that the APC does not need to address this issue.
 - d. Discussion of modifying the text in the Undergraduate Catalog regarding the Specific Requirements for a Minor.
 - i. It is decided to form a subcommittee of the APC to address these issues.
 - ii. Shelly Elman volunteers to serve on the subcommittee and we are soliciting at least two other members to join her.
- V. New Business
 - a. Anne Barnhart explains that Study Abroad is revising their student evaluations.
 - i. Interested in online evaluations, as in-personal evaluations may not be feasible in this context.
 - ii. These evaluations will eventually come before the APC.
- VI. Old Business
 - a. Discussion of why student evaluations are used for promotion and tenure, giving studies indicating they are problematic.
 - i. David Jenks reports that USG has revised its promotion & tenure policies.
- VII. The meeting was adjourned at 11:17 AM.

