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.
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.