

**Academic Policies Committee
Minutes
30 October 2015**

In Attendance: Myrna Gantner, Donna Haley, Anne Barnhardt, Susana Velez-Castrillon, Sally Richter, Ajith DeSilva, Jennifer Heidorn, Meg Pearson (for Debra MacComb), Shelly Elman, Cheryl Brown, Emily McKendry-Smith, Patrick Hadley, Ethan Stiles
Guests: Christie Williams, Asst. Director of Accessibility Services

- I. Minutes
 - a. The minutes from the 10 April 2015 meeting were approved with one correction.

- II. Math Substitution Policy
 - a. Christie Williams presented the draft of the UWG Math Substitution Policy. She stated that the BOR/USG policy was created in July, 2015 and she took the responsibility to draft UWG's policy. It doesn't seem that this will come up a lot.
 - b. Changes made by committee to Christie's draft were:
 - i. Page 2, bullet point 2: change Dr. Landman to the Chair of the Math Department;
 - ii. Page 2, bullet point 2: add to the make up of the committee a faculty representative from the student's major;
 - iii. Page 2, bullet point 5: cut it so that there is only one appeal opportunity;
 - iv. Page 2, bullet point 5: Appeals should go to the Dean of the College in which the student's major is housed;
 - v. Page 2, bullet point 5: change "The decision will be communicated by the AD, or the AD's designee, to the student within five business days of the request." To: "The decision will be communicated by the AD, or the AD's designee, to the student within **ten** business days of the **appeal** request."
 - vi. Page 3, sub-bullet point 1: change Wanda Eidson to Registrar and the email address from weidson@westga.edu to registrar@westga.edu.
 - c. **Anne Barnhardt motioned to approve the UWG Math Substitution Policy with changes/corrections. Susana Velez-Castrillon seconded. It was approved.**

- III. LEAP
 - a. Discussion about what LEAP is (Liberal Education and America's Promise) and its philosophy ensued.
 - b. Myrna read LEAP's learning outcomes to the committee.
 - c. The resolution was approved.

- IV. Academic Calendar update
 - a. Myrna reviewed the history of how we went from 16 week semesters to 15 week ones and why we're changing back.
 - b. Myrna discussed the process of coming up with a five year cycle of calendars.
 - c. The committee discussed the creation of a new calendar committee that will either be a standing committee of Academic Policies or a University committee.
 - i. Its purpose would be to create a new academic calendar once each time we get through one so that we always have calendars five years ahead.

- ii. The make up of the committee would be similar to that of the ad hoc committee that met this year.
 - d. Summer Session Grades Due policy
 - i. The committee agreed to set three deadlines for the four main summer sessions.
 - 1. Maymester: Grades will be due 48 hours after the final exam day.
 - 2. June Session: Grades will be due 48 hours after the final exam day.
 - 3. July & June/July Sessions: Grades will be due 48 hours after the last final exam day.
- V. Late Add Policy
- a. Shelly inquired if there was a late add policy and if so, what is it?
 - b. Myrna stated the late add policy formula for fall/spring terms:
 - i. Days 1, 2, 3 of the term is the drop period;
 - ii. Days 1, 2, 3, 4 of the term is the add period (students must pay their tuition by 6pm on the last day of the add period);
 - iii. Days 4 and 5: Associate Deans can drop and add without going through other departments;
 - iv. Day 5: Students must pay bills;
 - v. Days 6 and 7: clean up errors to schedules and/or with financial aid;
 - vi. Days 8, 9, 10: Roster Verification;
 - vii. Day 11: Financial Aid disbursed.
- VI. Old Business
- a. Last year Student Affairs requested we discuss adding Title IX language to syllabi. The committee tabled the discussion to find out if it was legal to add what Student Affairs proposed (it was word for word from a Huffington Post article).
 - i. Susana Velez-Castrillon is going to check with Jane Simpson on this.
 - b. In the April 10, 2015 meeting, discussion of the Responsible/Not Responsible language that the Student Conduct folks in Student Affairs use when considering plagiarism.
 - i. The committee requested that Alicia Caudill and Melissa DeGrandis come up with new language and bring it back to us.
 - ii. It was never brought back, but a committee member stated that the language changed to "No further action is required."
 - iii. It was determined that the committee will invite Xavier Whitaker (Alicia Caudill's replacement) and Melissa DeGrandis to the next meeting to discuss this.
 - c. The committee needs to discuss the faculty appeal of an grade appeal decision at the next meeting.
- VII. New Business
- a. Agenda items for the next meeting:
 - i. SEIs for online courses (enforcing that students must fill them out);
 - ii. Administrative or hardship withdrawals and notification of faculty of such.
 - b. The next meeting will be November 20 at 3:30pm in the Martha Munro Conference Room.

The meeting adjourned at 4:45pm