Call to Order
The meeting was called to order at 3:00 p.m.

Approval of the agenda/Approval of the November 10, 2014 minutes
The agenda was approved unanimously as presented.
The November 10, 2014 minutes were approved unanimously as presented.

Chair Report/Announcements
Landeira welcomed Kallsen, who is attending to provide input regarding the Codification Committee motion to Senate to delete Part 5 Curriculum. Landeira also noted that she invited Rodriguez, who will attend an APC meeting next semester, and Bentz, who was unable to attend today, but provided input on HLC language for the APC motion Part 5 Curriculum.

Reports from Councils
Graduate Council (Wiegand): No report.
Liberal Arts Council (Fitzpatrick)
The State is looking more closely at gtPathways course requirements, syllabus requirements, and student learning outcomes. The Council will continue to review goals and student learning outcomes in relation to UNC syllabi. The Council also discussed clarification of area 3 and 5 of the Liberal Arts Core in the University catalog with the Registrar’s office.
Professional Education Council: No report.
Undergraduate Council: No report.

Special Reports
Unfinished Business
Discussion on Codification Motion to Delete Part 5 Curriculum
The Committee discussed the upcoming Codification Motion to Senate to delete Part 5 Curriculum. Kallsen outlined his work with student athletes and reiterated the importance of having guidelines for course outlines to protect the students, faculty members, and the University. Kallsen noted that he is in favor of retaining Part 5 Curriculum in the Board Policy Manual with the necessary amendments for clarification. Smith outlined research he has completed on various institutions and policies regarding syllabi requirements/content. The Committee discussed accreditation requirements and Wilson outlined her experience as an accreditation team member, noting possible areas that will be looked at in the upcoming visit regarding syllabi, course content, and learning outcomes. The Committee discussed variations throughout the University regarding syllabi requirements, academic freedom, and course outline content/requirements. Berg added that there is an increase in second language learners in the higher education market and it is important to have well defined syllabi for these learners.
The Committee discussed 2-3-402 Teaching Responsibilities (section referred to in the Codification Motion)
The following amendments were recommended by Berg:

2-3-402 Teaching Responsibilities.
2-3-402(1) On-Campus Programs.
(a) Instructional staff members are responsible for stating clearly in writing the instructional objectives of course they teach at the beginning of each term. It is expected that each instructional staff member will direct his or her instruction toward the fulfillment of these objectives learning outcomes and that examinations assessments are will be consistent with these objectives. Instructional staff members are responsible to orient the content of the courses they are assigned to teach to the mission of the University and the unit, and in accordance with the approved course descriptions.

The Committee will continue discussion of Section 2-3-402 at the December 8, 2014 meeting.
Landeira asked Committee members if they would like to present an amended motion to the Senate today or retain the current APC amendments to Part 5 Curriculum. The Committee agreed that Part 5 Curriculum addresses curriculum specifically and should be retained in the Board Policy Manual.

**Major/Minor Credits**
The Committee will continue discussion on major/minor credits when a representative from the Registrar’s office is in attendance.

**Student Code of Conduct**
Hapcic outlined concerns/questions regarding the Student Code of Conduct and due process. The Committee agreed that additional discussion and clarification is needed regarding the procedures for complaints, academic conduct, and student conduct. The Committee will continue discussion when Dean of Students Katrina Rodriguez is able to attend an APC meeting second semester (Landeira asked Committee members to submit questions to the dean of students at that time).

**New Business**

**Comments to the Good of the Order**

**Adjournment**
The meeting adjourned at 4:00 p.m.

Joy Landeira
Chair

Lori Riley
Recording Secretary