ACADEMIC POLICIES COMMITTEE
September 3, 2014
MINUTES

Member(s) Present: Berg, Boyce, Couch, Creasy, de la Torre, Eastin, Hapcic, Landeira, Smith, Wiegand, Wilson.
Absent Member(s) with Alternate: Barnhart (Creasy).
Member(s) Absent: Burgett, Clark/Zimmerman, Schaffer, Straw.
Guest(s): None.

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

Approval of the agenda/May 5, 2014 minutes
The agenda was approved unanimously as presented.
The May 5, 2014 minutes were approved unanimously as presented.

Chair Report/Announcements
Landeira welcomed/introduced new and returning members and reviewed Committee procedures and responsibilities.

Reports from Councils
Graduate Council (Wiegand)
The Council will meet on September 18th.

Liberal Arts Council (Boyce)
The Committee met on September 2nd. Landeira inquired about the liberal arts core/major credit requirements, and recommended campus wide education regarding regulations. Boyce noted that additional discussions will be held regarding the 9 hour LAC/major credit requirement rule.

Professional Education Council (Barnhart): No report.

Undergraduate Council
The first UGC meeting will be held on September 9th.

Special Orders
Election of Chair/Vice Chair for 2014-2015 Academic Year
Landeira opened the floor for nominations for Chair.

   MOTION: Hapcic nominated Landeira for Chair. Landeira accepted the nomination.
   SECOND: de la Torre.

Nominations were closed.

   VOTE: Landeira was elected Chair by acclamation.

Landeira opened the floor for nominations for Vice Chair.

   MOTION: Landeira nominated Hapcic for Vice Chair. Hapcic accepted the nomination.
   SECOND: Eastin.

Nominations were closed.

   VOTE: Hapcic was elected Vice Chair by acclamation.

Unfinished Business
Ten Year Rule for Credit Acceptance
Couch clarified the location of the policy language, noting that the current catalog language will be updated to align with State regulations. Couch will present the language amendment at the September 15, 2014 APC meeting.

Class Scheduling Alternatives
Berg outlined the rationale for the scheduling proposal that was distributed to Committee members. The Committee discussed pedagogies, length of class times, childcare needs, nontraditional students, working students, commuter students, faculty meetings, peer institution practices, and whether or not the proposal would be campus wide versus within units. The Committee agreed that any schedule change proposal would need to be campus wide to be effective long-term. Committee members agreed that they would like to discuss the proposal with their colleague, and present the information to the Faculty Senate.
MOTION: Make a motion to the Faculty Senate to request a resolution to have a feasibility study performed regarding class scheduling alternatives: de la Torre.
SECOND: Berg.
DISCUSSION: The Committee discussed the procedure to move the proposal forward, and agreed that a motion should be presented to Senate to request additional discussion, in order to move forward with a feasibility study and/or research on an overall change in class scheduling.
VOTE: The motion passed unanimously.

New Business
Grade Submission
Landeira outlined rationale for proposed amendments to the current catalog language for Grade Submission. 
Faculty must submit grades via the Web to the Registrar's Office by 5 pm of the third working day after the end of finals week of the semester in which the course was offered. Grade changes or corrections must be submitted within the first six weeks of the following academic-year semester, and must be signed by the instructor and the department chair/school director. Changes to grades for classes taken in the fall semester are due within the first six weeks of the spring semester; changes to grades for classes taken in the spring or summer semester are due within the first six weeks of the fall semester. Grade change forms are available in URSA, under the Faculty tab. No grade change forms delivered by students will be accepted. Any grade change after the six week period must follow the Academic Appeal process. All grade changes after the six week period must be signed by the Instructor and the Department Chair/School Director and submitted to the Office of the Registrar with a brief written explanation of the reason for the grade change in keeping with institutional policy. In the event that the grade change is for a class taught by a Department Chair/School Director, the signature of the Dean of the College is required. No grade changes will be allowed after one year following the original grade submission or after a degree has been conferred, whichever comes first.
MOTION: Consider the grade submission amendment proposal: Wilson.
SECOND: Eastin.
VOTE: The motion passed unanimously.
DISCUSSION: The Committee discussed the current Academic Appeals Procedure, and the pros and cons of the current catalog language. Due to time constraints, the Committee will continue discussion at the September 15, 2014 meeting.

Comments to the Good of the Order
Adjournment
The meeting adjourned at 4:00 p.m.

Joy Landeira
Chair
Lori Riley
Recording Secretary