

ACADEMIC POLICIES COMMITTEE

Tuesday September 2, 2025

2:30p.m. | Michener Library Multi-Purpose Room

Minutes

Present: Chapin, Cieminski, Etheridge-Woodson, Garrett, Gershwin, Karlin, Leonard, Mannello, Muller, Newman, Trask

Zoom: Couch, Leatherman, Paytoe Gbayee

Absent:

Call to Order 2:35pm

Approval of the Agenda approved without objections

Approval of the April 21, 2025, meeting minutes approved without objections

Announcements/Chair's Report (Gershwin) – Introductions. Gershwin met with Newman about agenda items that will be discussed today.

Reports from Councils

Graduate Council (Cieminski) - Due to faculty capacity, interested faculty, and staff changes in the Graduate School, Amie Cieminski is serving as Interim Chair. She will represent Graduate Council at APC and Faculty Senate. Keely Hynes is Vice Chair of Graduate Council and Chair of the Standards Committee. The Graduate Council has not met this academic year.

Liberal Arts Council (Muller) – LAC Summer Projects – denied three student exception requests, working on clarity around ELED transfer of ELIT 290. Continued work on Foundational Skills Award and Website update. We sent out direct assessment follow-up memo and worked with AVPUGS on documentation around a course release for chair which was submitted to and accepted by the Provost. OIRE piloted Student Indirect Assessment Survey. We had our first meeting of 25-26 on 8/26. We passed an update to our bylaws that provides more detail on the responsibilities of the LAC chair to match current practice. For most of the meeting we focused on assessment and talking through what we needed to do for the year to continue enacting the entirety of our assessment plan. Indirect Syllabus Review (ISR) memos should come out on Friday of this week.

Professional Education Council (Paytoe Gbayee) – The Professional Education Council (PEC) recently held its first onboarding orientation. It was noted that they are currently managing only a small portion of the councils duties. PEC is revising the role of their council and working with Codification on technical details. They are also seeking clarity on the process for sending revisions to the CEBS Dean for approval. Additional efforts include reviewing the composition of the advisory panel, cleaning up related policy language, and working with the Disability Resource Center (DRC) to gain clarity on accommodations for teacher education professionals. The council also expressed interest in exploring the development of a possible budget to support its work.

Undergraduate Council (Karlin) – The undergraduate council will have their first meeting on September 9th.

Student Government Association (Baxter) – No report

Special Reports

Special Order

New Business

- **(Update?) Micro-credential Committee:** ([folder with documents](#))
 - Last year the ad hoc committee established the bylaws and framework of the Micro-credential Committee.
 - Before sending the recommendations to Faculty Senate, APC will review the documents.
 - Gershwin will share the documents with APC to review and approve at the next meeting.
- **Mandatory Syllabus Statements:**
 - Discussion of policy for mandatory syllabus statements.
 - Current mandatory statements linked here: https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx
 - There are two main issues with current syllabi,
 - 1) There are mandatory statements missing that could become legal concerns
 - 2) The clarity of accommodations through the Disability Resource Center (DRC), such as Board Policy 2-3-402
 - Etheridge-Woodson clarified that instructors could link syllabi statements from the CETL website,
 - She suggests working with DRC on creating a best practices tool for faculty regarding accommodations.
 - As a legal requirement, accommodations must be reasonable, and the faculty member is the one to determine what is reasonable.
 - It is important to have and document that conversation when students receive the DRC notification
 - Muller noted that in the past, upon receiving a notification from the DRC, she would follow up with the student to discuss accommodations. She is now being advised not to initiate those conversations and instead to follow the instructions provided in the DRC email.
 - Accommodations used to be fairly general and with time they have become more specific, maybe due to legal reasons or the change in leadership.
 - Garrett stated that it is unclear on how to navigate and who to contact for religious accommodations.

- Gershwin noted that faculty include their own policy for their syllabi and asked if they protected?
 - Etheridge-Woodson clarified that it depends on the policy since there are parts that are the faculty's decision and parts that are legally required.
- It was mentioned that the provost suggested a university wide syllabus and a separate class syllabus.
 - A further discussion could be had around this suggestion.
- Payton Gbayee shared the required components for syllabi
 - According to Board Policy Manual the required components to be in syllabi are
 - 1) prefix, number, title, description
course objectives/learning outcomes
 - 2) general strategy, topics, subject matter
 - 3) materials, and tasks to meet objectives
 - 4) tentative deadlines
 - 5) policy for final grades if university closes during final exam period
 - There are requirements that faculty are still unaware of
 - She agrees that including those links to the updated statements would be best and faculty can highlight or bring attention to specific parts of their syllabus.
- Muller mentioned that one of the duties in LAC is to review syllabi however there is no consistent syllabi review process across campus.
 - Etheridge-Woodson shared that she is currently working on a framework for curriculum committees to provide feedback on items such as proposals and revisions.
 - If anyone is interested in looking at that, let her know.
- The following question was raised who would take the role of creating a syllabi review tool?
 - Creating an ad hoc committee or delegating it to a committee was mentioned.
- Muller stated that the LAC has a model syllabus that CCC's use as a framework when reviewing syllabus.
 - That door has opened but as for who will be in charge of the next steps is still unknown.
- Etheridge-Woodson will reach out to Keith about best practices tools for faculty and discuss ways to communicate responsibilities regarding accommodations.
- A concern about accommodations made for non-DRC students was brought up and how to navigate that is unclear.
 - Students increasingly avoid the DRC and it becomes an equity issue.
 - The concept of discrimination if faculty were to address them is a fear they may have.

- It was suggested that if APC has the space to review and suggest how to implement the policies.
 - CELT has resources that can assist in that way.
 - Gershwin can connect with someone in CETL about those syllabus statements.
 - APC can brainstorm possible strategies such as workshops or checklists.
 - Include links in Monday Messages
 - Gershwin will also connect with the DRC clarifying accommodations around non-DRC students.
 - Clarification on whether this falls under academic freedom and if instructors are allowed to set their own policies in their syllabus with or without approval from directors or dean is needed,
 - Etheridge-Woodson stated that the idea is to have a unit level policy that everyone in the unit follows.
 - BPM 2-3-402(2) was referenced but it was made clear that some units do not follow.
 - This is an area where faculty can receive more guidance and support.
- **Integration of the new med school faculty:**
 - Faculty Senate membership
 - More information is needed before further discussion
 - Changes to the Board Policy Manual and bylaws will have to be made.
 - The College of Osteopathic Medicine (COM) is currently hiring faculty; they will follow a 12-month contract similar to the University Libraries.
 - Newman suggested inviting them to Senate meetings before implementing them as voting members.
 - We will need to determine whether to maintain the current number of senators or adjust representation.
 - Leatherman asked whether this will be APC's responsibility or Faculty Welfare
 - It was noted that one committee should be working on this at one time.

Unfinished Business

- **Rules of Procedure** ([folder with documents](#))
 - [Draft of Rules of Procedure](#)
 - Review and revise new draft
- **Curriculum Standards Recommendations** ([folder with documents](#))
 - Certificate description and residency requirements
 - [Drafted new language for the catalog](#)
- **NHS proposal for Undergraduate Grader** ([folder with documents](#))
 - [NHS proposal for Undergraduate Grader](#)

New Business on hold

- **Build Catalog template and review of concentrations**
- **Amorous Relations Policy** ([folder with documents](#))
 - [Amorous Policy](#)
 - APC approved draft and reviewed by UNC legal, ready for cabinet.
Next Steps → Submit to Faculty Welfare after it is shared and approved by Cabinet

Unfinished Business on hold

- **Graduate Student Full-time vs. Part-time Status**
- **University Libraries Unit Organization**
 - [UL Proposed Organization](#)
- **S/U Grading Policy**
 - Add note from Registrar: *(Note: The S/U grading policy supersedes program level grade requirements where pre-requisites are above a letter grade of "C-".)*
 - Add note for Nursing: From Nursing: S/U grades may have an impact on eligibility for graduate school, or *professional school or licensure programs such as nursing*. Students should...

Comments to the Good of the Order

Adjournment – 3:42pm

Tracy Gershwin
Chair