

ACADEMIC POLICIES COMMITTEE

Monday, March 20, 2023
2:30p.m. | UC Council Room
Minutes

Present: Allen, Benedict, Cieminski, Couch, Heiny, Levin, Leonard, Mahovsky, Matchett, Michell, Muller, Senbet, Welsh

Present via Zoom: Parker

Absent: Wieben

Call to Order

The meeting was called to order at 2:34pm.

Approval of the Agenda

Approved by unanimous voice vote.

Approval of the February 27, 2023 meeting minutes

Approved by unanimous voice vote.

Announcements/Chair's Report (Levin): We are continuing to work on department/school definitions.

Reports from Councils:

Graduate Council (Cieminski): We are meeting this week, no report.

Liberal Arts Council (Muller): Per established process, LAC pulls random teaching syllabi and does a review of required elements for indirect assessment. Most syllabi (about 90%) do not meet LAC requirements and a smaller but still large number (about 60%) do not meet board policy standards. Reference was made to the Course Outline section 2-3-501 of Board Policy Manual, stating faculty obligations to students.

Professional Education Council (Mahovsky): We are meeting this Thursday, no report.

Undergraduate Council (Welsh): We are meeting next Tuesday, March 28th and will be reviewing Learning Management System (LMS) use policy and requirements.

Student Senate (*Proxy*: Michell for Darschewski): We are meeting this Wednesday, no report.

Special Reports

Unfinished Business

- Department/School Definitions:
 - Under the proposed policy draft:
 - Chairs are unit leaders of departments, and directors are unit leaders of schools.

- A school director would still be a member of faculty, with up to 100% of their workload dedicated to unit leader service.
- This way chairs and directors are evaluated by faculty members in their own unit.
- Chairs/directors would not accrue vacation time or need to keep track of their hours.
- It was mentioned that college deans do have some concerns about holiday breaks, vacation time, faculty evaluations and the retooling semester, which would require having a transition plan in place.
- Chairs/directors would essentially be administrative positions with faculty status.
- Currently, school directors cannot have workload in instruction and research.
- Matchett gave updated school counts of UNC faculty and staff, stating one school has 22 faculty and 3 staff, 14 faculty and 1 staff, 15 faculty and no staff, 22 faculty and 3 staff, 42 faculty and 2 staff, 10 faculty and 2 staff, 16 faculty and 5 staff, and 5 faculty and 10 staff.
- The intention of these new definitions is to create a process for a unit to transition from one type to another.
- Faculty or a dean can initiate a change; and if it is unclear, then they can make an argument, but there must be agreement between the dean and a majority of the faculty, with the Provost making the final decision.
- Using Chair Levin's complexity calculation, if a unit scores lower than the mean score of all departments, then they stay/become a department.
 - If a unit scores higher than the mean score of all schools, then they should remain/become a school.
 - If somewhere in between, then there needs to be a conversation.
- Allow this process to become more faculty-led, requiring a faculty vote, which can be considered in Provost's final decision.
- This new policy would require a school have a director.
- Practically speaking, there is no difference between a chair and a director besides the title.
- It was proposed that full time directors could be able to decide which type of contract they get (faculty or administrative).
- Chair Levin asked if it made sense to move forward with a model where the distinction is based on a numerical metric of complexity?
- A committee member requested a list of units/departments that may be affected before making any changes.
- Matchett said there are conversations currently being had about moving free-standing programs into already existing departments or schools, but not eliminating the academic program itself or related faculty positions.
- Discussion about including the number of staff supervised by the unit leader as part of the complexity calculation.
- Teacher assistant and adjunct staffing numbers vary greatly year to year; use a 3-year rolling average for complexity calculation.
- Consider student credit hour production as well.
- Parker said to consider doing a survey of college chairs and deans to find out what the factors are that make the unit more complex.
- Matchett to ask about director or assistant dean contract negotiations.

- Learning Management Systems (LMS) Use Policy
 - We are adding a new clause to the Board Policy Manual (BPM) section 2-3-402(1) Teaching Responsibilities – On-Campus Programs.
 - 2-3-402(1) ~~On-Campus Programs~~ changed to 2-3-402 Teaching Responsibilities.
 - (III) In each section of a course with at least three enrolled students, the instructor of record shall maintain a course site (or *shell*) on the University’s Learning Management System (LMS) with ~~information about requirements of the course~~ elements of the course outline as described in 2-3-501. Instructors are encouraged to use the LMS for ~~all electronic~~ communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Policies for the use of the LMS may be determined by the academic unit offering the course.
 - Updated roman numerals: ~~(III)~~(IV), (IV)(V), (V)(VI), (VI)(VII), (VII)(VIII), (VIII)(IX)
 - Remove BPM section 2-3-402(2) Off-Campus Programs completely as it is identical to On-campus teaching requirements.

New Business

- University Closure during Finals Week policy – not discussed.

Comments to the Good of the Order: None

Adjournment

The meeting was adjourned at 3:53pm.

Oscar Levin
Chair

Nina Phillips
Recording Secretary