

ACADEMIC POLICIES COMMITTEE

Monday, April 3, 2023
2:30p.m. | UC Council Room
Minutes

Present: Allen, Benedict, Couch (Heiny), Leonard, Levin (Chair), Mahovsky, Matchett, Michell, Muller, Senbet, Wieben, Welsh

Present via Zoom: Cieminski, Parker

Call to Order

The meeting was called to order at 2:32pm.

Approval of the Agenda

Approved without objection.

Approval of the March 20, 2023 meeting minutes

Approved by voice vote.

Announcements/Chair's Report (Levin): We have two more meetings left this semester, so if we want to bring anything to Senate, we need to get it done by our next meeting on April 17th. We also need to elect a chair and vice chair. Nominations will be held at our next meeting and the election will be held at our last meeting on May 1st.

Reports from Councils:

Graduate Council (Cieminski): We discussed possibly changing the number of years to complete a degree but did not make any decisions. We are also continuing our discussions about ways to support graduate student mental health.

Liberal Arts Council (Muller): We are working on assessment processes, finishing up indirect assessments, and writing out an assessment plan to be done this semester.

Professional Education Council (Mahovsky): We met and decided on wording to change for the approval. We will work on the submission.

Undergraduate Council (Welsh): Our LMS use policy discussion continues.

Student Senate (*Proxy*: Michell for Pettorino): We updated language in our bylaws. Student Senate elections for next year's cabinet will be held Wednesday, April 5th and Friday, April 7th @ 5:30pm.

Special Reports: None.

Unfinished Business

• **Department/School Definitions:**

DISCUSSION:

- Having flexibility is reasonable, but currently, Board Policy states full time administrators are not voting faculty, and there are strong opinions surrounding voting faculty.
 - Ensure directors are unit leaders of schools, chairs are always unit leaders of departments, and remove reference to free-standing program(s) from proposed policy.
 - Levin will also remove the complexity formula.
 - The complexity of a unit will be informed by considering number of staff, programs, credit hours, accreditation and student production hours.
 - Directors currently have five-year terms and chairs have three-year terms.
 - All directors must have the same contract type.

- Unit leaders will not be able to choose their contract.
 - The nature of contracts demands clarity and time accounting, i.e., earning sabbatical time.
 - There are additional concerns surrounding the Equal Pay Act.
- In order to change your unit name there will be a process with both faculty and dean input, with final decision made by provost.
 - We could come up with a definition of administrative complexity and include an exception or appeals process.
 - A department could remain a department even if complex because they want a chair, etc.
- We can develop a system for appealing to the tradition in a discipline.
 - This would not force any units to change but instead offer time to consider if school directors should be faculty.
 - KIND is thinking they should be a school, but then they must have full time administrative director, who could not have faculty workload in teaching or professional activity.
- Levin will send a version to Codification committee, and APC will vote to approve at our next meeting.
 - Then APC will send to Faculty Senate.
 - Next year we can redefine school directors to be on faculty contracts.
- **Learning Management Systems (LMS) Use Policy:** Undergraduate Council's (UGC) response to APC LMS minimum requirements:
 - Section 2-3-501 basically outlines the required contents of a syllabus, includes tentative deadlines, evaluation criteria and weights of assignments.
 - UGC would like to see a set of standards related to due dates and grades being made available to students.
 - The three key items to include are a syllabus, posting/publishing of deadlines (updated when necessary), which creates the calendar and use of the gradebook. UGC does not feel this is too prescriptive.
 - UGC to consider if the committee really wants this policy placed in Board Policy.

DISCUSSION:

- Now that syllabi are essentially digital documents, any changes also can be done in the digital environment.
 - From the student perspective, many do not have a preference of digital over hardcopy syllabi.
 - Students need to know course deadlines and to be able to see their grades.
 - Students want a list of deadlines, before a semester starts, for tracking assignments.
- Nursing is in favor of keeping LMS use decisions at the unit level.
 - An example was given of nursing programs with customized due dates for different students.
- Course outline requirements already exist in Board Policy, so a simple explanation could be given about how final grades will be determined using online portals, websites, clinicals and notebook expectations.
- Concern was expressed about placing specific features of current (Canvas) LMS in policy.
- Levin will prepare a document and send to UGC chair for their next meeting on April 11th.

- **University Closure during Finals Week policy:** Not discussed.

New Business

Comments to the Good of the Order: None.

Adjournment

The meeting was adjourned at 3:51pm.

Oscar Levin
Chair

Nina Phillips
Recording Secretary