

## **ACADEMIC POLICIES COMMITTEE**

Monday, February 26, 2024  
2:30p.m. | UC Council Room

*Minutes draft*

Present – Allen, Benedict, Cieminski, Couch, Heiny, Kang, Leatherman, Leonard, Levin,  
Michell, Matchett, Newman, Parker, Senbet

Zoom – Larson

Absent – Bailey, de la Torre, Muller

Call to Order 2:33pm

Approval of the Agenda approved without objection.

Approval of the February 12, 2023, meeting minutes approved without objection.

Announcements/Chair's Report (Levin) -

For the resolution for unit leaders/directors coming out of Faculty Welfare: APC initiated a senate action last year (1250) which defined schools and departments, and codified that schools are led by directors and departments are led by chairs. In the rationale, we encouraged Welfare to take up the contract type issue for school directors, since the faculty status of directors is more of a welfare issue than an academic policy.

Reports from Councils

Graduate Council (Cieminski) - There is discussion about the low GPA policy, will work with registrar's office for other items to consider. The Graduate Council is looking more into the low GPA policy and academic probation. Their intent is to notify students sooner and note that an effort is being made to make some progress. Research and Sponsored Programs made a visit and is willing to work with faculty.

Liberal Arts Council (Muller) - LAC met on 2/20 and approved a new Arts and Humanities course CS 209 Computer and Data Ethics into curriculum category gtP AH3/LAC LAA3. Chair Muller sent a reminder email to all until leads who have courses being taught in LAS1 and LASL (Natural and Physical Sciences) during Spring 2024 about the required direct assessment of student learning in these courses. If you are in those units, you can also direct any questions to Chair Muller or Director of Assessment Bebee.

Professional Education Council (Bailey) – No report.

Undergraduate Council (Larson) – At the last Undergraduate Council meeting Melissa Malde proposed a new mindfulness course that is still in the works, she will return next month with updates. Kathy Zeller presented F2F Canvas Classroom Shell; she is gathering faculty input before working with UGC to draft a policy.

Student Government Association (Michell) – Student Government Association is working on bylaws. The elections for next year's senators and executive board will be announced soon.

## Special Reports

## Special Order

## Unfinished Business

- **Curriculum Working Group recommendations**

- [Curriculum Process Policies.docx](#)

- 3-3-501

The process steps work but the involvement of the registrar may cause some questions on the process time.

Remove "In order" in first paragraph.

- 3-3-501(2)

Change "Process steps" to "Required review and approval" in part (c)

- No need to have Registrar twice, as we are describing the reviews and not the specific steps.

- Insert "Upon final approval of the curriculum changes, the Registrar will process the submission." At end of paragraph.

- Question(s): Will it help to have something that encourages an informal discussion before first before the taking the steps?

It can be helpful but is not necessary to include in the policy.

- The origins of the curriculum changes need to be clear.

Currently, curriculum changes are often entered by administrative staff, not faculty

The registrar will make sure changes are coming from the right place/person.

The unit leader and/or faculty member should have approval and ensure alignment between both parties to maintain consistency for any changes.

- 3-3-501(2)(a)

Edits need to be made to condense this section.

Insert "All curriculum changes must be initiated by the faculty in the primary unit offering the course or program (the originating unit)" as first sentence of paragraph.

- Continue to work on document.

- **Four-Day Final Exam schedule**

- Data: [SR093835 Fall 2023 Finals per Student per Day.xlsx](#)

- We will bring a resolution to Senate in support of the administration pursuing this

The M. Lucile Harrison award is looking for people to serve on the committee, think of someone to nominate.

Adjournment 3:48pm

Oscar Levin  
Chair