

MINUTES OF THE MEETING  
OF THE UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
May 4, 2016

The AP&P Committee met on Wednesday, May 4, 2016 at 3:00 p.m. in the William C. Strickland Conference Room of I.G. Greer Hall.

Committee members present: Dr. Jon Beebe, Dr. Ed Behrend-Martinez, Dr. Jennifer Burris, Dr. Teresa Carnevale, Dr. Dinesh Davé, Dr. Jeff Hirst, Dr. Joe Klein, Dr. Cameron Lippard, Dr. Kathleen Lynch-Davis, Mr. Jason Miller, Dr. Ben Powell, Dr. René Salinas, Mr. John Wiswell, Ms. Tori Little

Committee members unexcused: Dr. Ellie Hoffman, Dr. Janice Pope, and Mr. Wes Rawles

At 3:02 p.m., Dr. Ben Powell noted that we have a quorum and he called the meeting to order.

**Approval of Minutes**

**a.** February 3, 2016

VOTE 1 – To approve the February 3, 2016 minutes - PASSED

**b.** March 2, 2016

VOTE 2 – To approve the March 2, 2016 minutes – PASSED

**c.** April 6, 2016 (meeting cancelled, no vote needed)

**Subcommittees**

- Academic Policies Subcommittee (Edgar Peck, Chair) – Edgar Peck presented from subcommittee the changes/deletions the committee recommends to the Academic Governance Handbook (see attachment at end of minutes.)

VOTE 3 – To approve changes to the Academic Governance Handbook and now called the AP&P Manual - PASSED

- Academic Procedures Subcommittee (Ben Powell, Chair) – Ben Powell presented from subcommittee the recommendation of adding to Part B of the AP&P form: *For a new degree or certificate only, was Institutional Research, Assessment, and Planning (IRAP) consulted to develop functional learning goals and outcomes? Attach the goals and outcomes to be published on Academic Affairs' website. List the person contacted, the date he or she was contacted, and their response(s).*

VOTE 4 – To approve changes to be made to Part B of the AP&P form – PASSED

Academic Procedures Subcommittee (Ben Powell, Chair) – Ben Powell presented from subcommittee the recommendation of adding to Part A of the AP&P form: *Part A of the AP&P Committee's Proposal Form be modified to 1) drop the "Dean" field, 2) change the*

*forward slash to “or” in the College/School field and the Department/Program field, and 3) that the “Dept. Chair/Prog. Dir.” text be replaced with “Proposer”.*

VOTE 5 – To approve changes to be made to Part A of the AP&P form - PASSED

### **Announcements**

- “For Information Only” memo/list of items approved by the General Education Council on March 25, 2016.
- “For Information Only” memo/list of items approved by the General Education Council on April 22, 2016.
- Catalog and Curriculum Management Software Update – Debbie Race reported that funding was approved for the purchase of the catalog software. Two companies were considered and both vendors provided software demos of both their catalog and curriculum products. The demos were attended by many people including AP&P members, Registrar’s Office, ITS, and others. A survey was completed by those who attended the demos. Phone calls were made to other schools using the two products to collect their feedback. ITS conducted research concerning infrastructure and security. A subcommittee met to consider the information from both vendors and DIGARC (Acalog and Curriculog) was chosen as the vendor. General Counsel is reviewing contracts.

### **New Business**

Order of Presentation:

College of Arts and Sciences (1)

Dr. Dru Henson presented a proposal from the College of Arts and Sciences for the Department of Cultural, Gender and Global Studies.

The proposal from the Department of Cultural, Gender and Global Studies was approved

U\_CAS\_CGG\_2015\_30      Change the name and catalog description of the undergraduate minor in Non-Profit Management (609/52.0206) to read as follows:

Minor in Non-Profit Organizations (143/52.0206)

The undergraduate minor in Non-Profit Organizations is offered for students who wish to supplement their major course of study with an interdisciplinary exploration of the structure and operation of non-profit organizations. The minor consists of 18 semester hours.

VOTE 6 – To approve the proposal from the department of Cultural, Gender and Global Studies - PASSED

### **Old Business**

**Other**

### **Adjournment**

VOTE 7 – To approve the motion to adjourn – PASSED

UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
**May 4, 2016**  
 Unofficial Vote Record

<b>Committee Members</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Jon Beebe	Y	Y	Y	Y	Y	Y	Y						
Ed Behrend-Martinez	Y	Y	Y	Y	Y	Y	Y						
Jennifer Burris	Y	Y	Y	Y	Y	Y	Y						
Teresa Carnevale	Y	Y	Y	Y	Y	Y	Y						
Dinesh Davé	Y	Y	Y	Y	Y	Y	Y						
Jeff Hirst	Y	Y	Y	Y	Y	Y	Y						
Ellie Hoffman	-	-	-	-	-	-	-						
Joe Klein	Y	Y	Y	Y	Y	Y	Y						
Cameron Lippard	Y	Y	Y	Y	Y	Y	Y						
Kathleen Lynch-Davis	Y	Y	Y	Y	Y	Y	Y						
Jason Miller	Y	Y	Y	Y	Y	Y	Y						
Janice Pope	-	-	-	-	-	-	-						
Ben Powell	Y	Y	Y	Y	Y	Y	Y						
René Salinas	Y	Y	Y	Y	Y	Y	Y						
John Wiswell	Y	Y	Y	Y	Y	Y	Y						
Tori Little	Y	Y	Y	Y	Y	Y	Y						
Wes Rawles	-	-	-	-	-	-	-						

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The recommendations from the May 4, 2016 Undergraduate Academic Policies and Procedures Committee meeting are approved.

*Darrell P. Kruger*

5/31/2016

Darrell P. Kruger  
 Provost and Executive Vice Chancellor

Date

## AP&P Subcommittee-Academic Policies (Academic Governance Handbook-AGH)

### Recommendations Summary 2015-2016

- Jon Beebe - Faculty Representative (AP&P)
- Rich Crepeau - Faculty Senate (Acad. Policy)
- Julie Hayes - AP&P Specialist
- Marie Hoepfl-Graduate AP&P
- Kristin Hyle - General Education
- Joe Klein - Faculty Representative (AP&P)
- **Edgar Peck - Committee Chair**
- Ben Powell - AP&P Chair
- Tina Proctor - College of Health Sciences
- Debbie Race - Registrar's Office
- Robert Sanders - Graduate School
- Tara Strickland - Registrar's Office
- David Wiley - COE

**CC: Paul Gates (Faculty Senate), Susan Davies (Enrollment Services), Mike Mayfield (Academic Affairs)**

<b>Meetings:</b>	<b>Faculty Senate</b>	<b>April 11, 2016</b>
	<b>Graduate AP&amp;P</b>	<b>April 18, 2016</b>
	<b>Undergraduate AP&amp;P</b>	<b>May 4, 2016</b>

### Recommended Changes

#### 2014-2015

##### 1. Graduation-Commencement Walkers

Committee recommends deleting this section of the Academic Governance Handbook. Information appears in the Undergraduate Bulletin (Fall 2015)

#### Nov 13<sup>th</sup> Meeting

##### 2. Committee recommends changing the name of Academic Governance Handbook to the "AP&P Manual".

##### 3. Academic Load

Committee recommends deleting this section of the Academic Governance Handbook. Information appears in the COE POS and COE Student Manual.

Edits to the COE UG Bulletin and Grad Bulletin were considered, but are unnecessary.

##### 4. Admissions Policies-Exceptions

Committee recommends deleting this section of the Academic Governance Handbook. Information appears in the Undergraduate and Graduate Bulletins.

##### 5. Catalog Adoption

Committee recommends deleting this section of the Academic Governance Handbook. Information appears in the Undergraduate and Graduate Bulletins.

##### 6. Student records-Policies and procedures concerning the release of student information

Committee recommends deleting this section of the Academic Governance Handbook. Information appears in sections 105 and 800 of the Policy Manual.

Information also appears in the UG Bulletin-Academic Regulations and Grad. Bulletin Privacy section.

##### 7. Grade Changes

Committee recommends deleting this section of the Academic Governance Handbook. Edits will be made to the Faculty Handbook to include this information.

The Faculty Senate will vote on edits to the Faculty Handbook in the April 2016 meeting.

8. Independent study

Committee recommends deleting this section of the Academic Governance Handbook.  
Edits will be made to the Faculty Handbook to include this information.  
The Faculty Senate will vote on edits to the Faculty Handbook in the April 2016 meeting.  
Student information appears in Undergraduate and Graduate Bulletins.

9. Individual study

Committee recommends deleting this section of the Academic Governance Handbook.  
Edits will be made to the Faculty Handbook to include this information.  
The Faculty Senate will vote on edits to the Faculty Handbook in the April 2016 meeting.  
Student information appears in Undergraduate and Graduate Bulletins.

10. Awarding degrees posthumously

Committee recommends deleting this section of the Academic Governance Handbook.  
Edits will be made to add this information to the Policy Manual.  
The Chancellor's Cabinet will vote on the addition of this policy in the April 2016 meeting.

**Nov 30<sup>th</sup> Meeting**

11. Selected topics course – guidelines

Committee recommends editing this section of the Academic Governance Handbook.

12. Scheduling of courses to be offered for credit

The committee recommends editing this section of the Academic Governance Handbook.

13. Change of course

Committee recommends deleting this section of the Academic Governance Handbook.  
Information appears in the drop/add, dropping a course section of the UG and Grad. Bulletins.

14. Leave of absence

Committee recommends deleting this section of the Academic Governance Handbook.  
Information appears in the Graduate Bulletin.

**Jan 25<sup>th</sup> Meeting**

15. Instructional Assistance Program

The committee recommends deleting this section of the Academic Governance Handbook  
Information appears in the Academic Regulations portion of the Undergraduate Bulletin  
Information appears in the Numbering of coursework portion of the AGH

**Feb 29<sup>th</sup> Meeting**

16. Numbering of coursework

The committee recommends editing this section of the Academic Governance Handbook.

17. Academic Governance

The committee recommends editing this section of the Academic Governance Handbook.

18. The Academic Policies and Procedures Committee

The committee recommends editing this section of the Academic Governance Handbook.

## 19. Curriculum Approval Process Flow Chart

The committee recommends editing this section of the Academic Governance Handbook. Information appears on the AP&P website

## **Pending Changes 2016-2017**

### 1. Centers and Institutes

Deletion of AGH section will be recommended in the future if edits are made to the Policy Manual. The committee recommends editing and adding this section to the Policy Manual. Alan Utter is working to edit this document and propose addition to the Policy Manual.

### 2. Change of major

Deletion of AGH section will be recommended in the future if edits are made to UG Bulletin. The committee recommends editing and adding this section of the AGH to the UG Bulletin. Information appears in the Graduate Bulletin. Proposal has been submitted to edit the Undergraduate Bulletin (Fall 2017).

### 3. Incomplete grades

Deletion of AGH section will be recommended in the future if edits are made to UG Bulletin. Information appears in the Undergraduate Bulletin-Academic Regulations. Information appears in the Graduate Bulletin-Incompletes-No edits are required. Committee recommends editing the Undergraduate Bulletin. Proposal has been submitted to edit the Undergraduate Bulletin (Fall 2017).

### 4. Request to take coursework at another school

Deletion of AGH section will be recommended in the future if edits are made to UG Bulletin. The committee recommends editing this section of the UG Bulletin. Proposal has been submitted to edit the Undergraduate Bulletin (Fall 2017).

## **2015-2016 Subcommittee Meeting Minutes**

**November 13, 2015**



AP&P Academic  
Policies Subcomm M

**January 25, 2016**



AP&P Academic  
Policies Subcomm M

**November 30, 2015**



AP&P Academic  
Policies Subcomm M

**February 29, 2016**



AP&P Academic  
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