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
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

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)

Meetings:
- Faculty Senate April 11, 2016
- Graduate AP&P April 18, 2016
- Undergraduate AP&P May 4, 2016

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 13th 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.

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 30th 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 25th 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 29th 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 Policies Subcomm M