

MINUTES OF THE MEETING  
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
November 5, 2003

The Academic Policies and Procedures Committee held its regular monthly meeting on Wednesday, November 5, 2003 in Room 224 of I.G. Greer Hall beginning at 3:06 p.m. Committee members present: Mr. John Abbott, Dr. Jon Beebe, Dr. Ed Folts, Dr. Holly Hirst, Dr. Dan Hurley, Dr. Ron Marden, Dr. Diana Quealy-Berge, Ms. Sammye Sigmann, Dr. Gayle Weitz, Ms. Arwen Carter, Mr. Chris Pereira, and Ms. Christina Tadlock. Committee members excused: Dr. Mike Dotson, Dr. Margot Olson and Ms. Erin Flynn.

Dr. Tim Burwell (the new Chair of the AP&P Committee) called the meeting to order after noting that we had a quorum of the voting membership in attendance. This is our first meeting for the 2003-2004 academic year, however, we will not be considering any curriculum proposals at this meeting because we didn't get the new members appointed in enough time to review proposals. (The May 7, 2003 minutes will be considered for approval at the December 3 meeting.) Today's agenda will be to discuss the proposed new AP&P Proposal Forms and the entire process as we move toward a paperless system.

Dr. Burwell asked the new members for the 2003-2004 academic year to introduce themselves: Faculty: Dr. Diana Quealy-Berge (Human Development and Psychological Counseling); Ms. Sammye Sigmann (Chemistry); and Dr. Gayle Weitz (Art). It was also noted that Dr. Mike Dotson (Marketing) was reappointed to serve another term as a member of this committee. Graduate Student: Ms. Arwen Carter (Technology). Undergraduate Students: Ms. Erin Flynn, Mr. Chris Pereira, and Ms. Christina Tadlock.

In addition to the new voting members, Dr. Burwell also recognized that Ms. Joy Clawson (in attendance today), and Ms. Joni Petschauer will be the representatives for General Studies.

Dr. Burwell recognized Dr. Clinton Parker, as the previous Chair of the AP&P Committee. Dr. Parker noted that he appreciated the opportunity to speak to the members after serving as Chair of this Committee for 23 years. He thanked the members for serving on this committee and he noted that the work of this committee is some of the most important work that a faculty member can do in regards to the University's curriculum matters.

On behalf of the committee, Dr. Burwell thanked Dr. Parker for his many years of work and dedication to the AP&P Committee.

SPECIAL AGENDA:

Dr. Burwell noted that today's meeting agenda is to look at AP&P's processing changes, however, he had several issues to discuss from his orientation meeting with new members.

There are 15 voting members (11 faculty and 4 students) who serve on this committee. Name cards will be provided at each meeting for the voting members (and a name card for Dr. Burwell, as the non-voting Chair).

Attendance is very important because we must have 10 members present to have a quorum. Our

procedures state that "A quorum for the transaction of business shall consist of two-thirds majority of members of the Committee. Decisions shall be by a simple majority of the votes cast."

Another issue from the orientation meeting was how to count abstentions in determining the outcome of a vote. As part of this discussion, Dr. Gayle Weitz asked about having a Parliamentarian for the AP&P Committee. **A motion was approved which stated that we have a parliamentarian for the AP&P Committee.**

**VOTE 1                      YES   9                        NO   1                        ABSTAIN   2**

Ms. Christina Tadlock, an undergraduate student member, volunteered to serve in that role for this academic year. Ms. Tadlock also serves as the Parliamentarian for the Student Government Association. Discussions continued regarding how the abstention vote should count, and Dr. Burwell asked Christina to research that and then report her findings at our December meeting.

Dr. Burwell asked Dr. Holly Hirst to begin the discussions regarding the proposed new AP&P forms. Dr. Hirst noted that when this committee began looking at ways to aid in paper reduction, we looked closely at the current forms, as far as what information did we really need to know on these forms in order to clearly evaluate the proposal - some things could be eliminated, and more helpful things might need to be added. Following those discussions during the last academic year, Dr. Hirst created a draft of the new forms in the PDF format. Those forms were distributed to each of you before this meeting.

Numerous comments and suggestions followed in regards to the proposed new forms, such as: the numbering system for proposals should be consistent; increase the number of approval boxes; the need to elaborate on what we mean by "course goals;" a suggestion that paper copies be done front and back; prepare directions to follow about when to contact other departmental chairs about similar courses/degrees because this has sometimes been done way too early; concerns about whether or not the Library, Media Services and ITS should be contacted; ask departments to be specific about exactly what new resources are needed; add a place on the form for effective dates; and a major portion of this discussion centered on whether or not to require a course syllabus. Dr. Hirst noted that the "New Course Information" form was meant to replace the 10 page syllabi that we sometimes received. Dr. Bill Ward (Co-Chair of the Core Curriculum Council) noted that they need to see a syllabus. Dr. Ward also noted that the CCC hopes to continue using the same form that we approve for AP&P. Several members noted that the absence of a syllabus would be a serious error. Another suggestion was to ask departments to provide a URL or Link to the syllabi. Dr. Huntley noted that SACS requires that both syllabi be provided for dual-listed courses.

Dr. Burwell noted that these discussions could go on and on, but this committee needs to determine what is our greatest need - does the form need to change? The form may not need to change if we choose to distribute proposals electronically. Dr. Aeschleman noted that the College of Arts and Sciences is doing this electronically using the University's "M-drive" and Doug Brantz noted that the College of Fine and Applied Arts uses a database that is shared on-line through the web. Dr. Burwell suggests that we come up with a common way that all colleges/school/departments could use to be phased-in to do these processes electronically. Students voiced concerns about their accessibility to the "T-drive" or the "M-drive."

**A motion was approved which stated that we move toward adopting a totally electronic process for the AP&P Proposal forms and procedures.**

**VOTE 2                      YES 12                      NO 0                      ABSTAIN 0**

Mr. Don Rankins suggested that there should be some collaboration among the colleges and their tech consultants regarding the electronic process. Discussions then continued as earlier with no decision being made in regards to when could we start this new process - what kind of time-line do we set - do we try the PDF format for now - or do we look at other options first?

**A motion was approved which stated that we establish a subcommittee to look at the electronic processing issue, and that we ask this subcommittee to report back to the AP&P members at our December 3, 2003 meeting to present electronic options. The committee will be composed of three AP&P members (Dr. Holly Hirst, Dr. Dan Hurley and Dr. Gayle Weitz); a computer consultant from each college/school; a representative from the Teacher Ed Council, the Graduate Council, and the Core Curriculum Council; and a representative from each college/school (a dean or associate dean); and Mr. Don Rankins was asked to Chair this subcommittee.**

**VOTE 3                      YES 12                      NO 0                      ABSTAIN 0**

Discussions continued about what do we do about this process in the meantime while the subcommittee is looking at options. Do we adopt the proposed new AP&P forms? How are we going to proceed? We need to come up with a clear signal on what the best course of action is for this body.

**A motion was then made and seconded to accept the AP&P proposal forms in the PDF formatting until we can re-evaluate and come up with a better way of electronic processing. That motion failed.**

**VOTE 4                      YES 0                      NO 11                      ABSTAIN 1**

Dr. Gayle Weitz noted another issue that needs to be discussed - the AP&P MANUAL (dated September, 1990) is very out-of -date and it needs to be revised. Don Rankins pointed out that a lot of the policies in that manual are duplicates of policies that are printed in the Undergraduate and Graduate Bulletins. It was also noted that this manual should be made available on-line rather than producing printed copies.

**A motion was approved which stated that we establish a subcommittee to revise the Academic Policies and Procedures Manual and to have it available on-line. The following members volunteered to serve on this subcommittee: Dr. Gayle Weitz (will serve as Chair), Dr. Dan Hurley, Ms. Christina Tadlock, and Ms. Arwen Carter. Mr. Don Rankins will assist.**

**VOTE 5                      YES 12                      NO 0                      ABSTAIN 0**

There being no further business, the AP&P Committee members voted to adjourn.

**VOTE 6                      YES 12                      NO 0                      ABSTAIN 0**

ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
**November 5, 2003**  
 Vote Record

VOTE SYMBOLS	y (YES)	N (NO)	A (ABSTAIN)
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Committee Members

John Abbott	y	y	y	N	y	y
Jon Beebe	A	y	y	N	y	y
Michael Dotson	-	-	-	-	-	-
Ed Folts	N	y	y	A	y	y
Holly Hirst	y	y	y	N	y	y
Dan Hurley	y	y	y	N	y	y
Ron Marden	A	y	y	N	y	y
Margot Olson	-	-	-	-	-	-
Diana Quealy-Berge	y	y	y	N	y	y
Sammye Sigmann	y	y	y	N	y	y
Gayle Weitz	y	y	y	N	y	y
Arwen Carter	y	y	y	N	y	y
Erin Flynn	-	-	-	-	-	-
Chris Pereira	y	y	y	N	y	y
Christina Tadlock	y	y	y	N	y	y

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The recommendations of the Academic Policies and Procedures Committee, at its November 5, 2003 meeting are approved.

Kenneth E. Peacock  
 Kenneth E. Peacock  
 Interim Provost

11/26/03  
 Date

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