

**Academic Policy Council  
October 26, 2018  
Mahar 467**

**Minutes**

**Present: Eve Clark, Sue Fettes, Pat Russo, Mary McCune, Victoria Chiu, Rameen Mohammadi**

**Excused: Daniel Truong, Kevin White**

**I. Approval of the agenda.**

Fettes moved, Russo seconded. Approved.

**II. Approval of October 5, 2018 minutes**

The minutes were moved and seconded without changes. Approved.

**III. Chair's Report**

**A) More discussion on change of modality**

The Chair reported that there is a push by FAEB to deal with the issue of programs that have gone on-line. Who oversees what occurs when those programs change? There are instances that are occurring with greater frequency where on-line programs are not consulting with affected departments: they are not seeking approval from affected departments for going on-line or for making changes to the existing program. Additionally, there are cases where courses needed for the on-line program are not even being offered on-line.

Fettes wondered why APC needs to oversee these matters. Clark noted that the question under consideration regards the change in modality not a change in the curriculum. Fettes queried in response to this whether PPC was the appropriate Council for such matters. Clark responded that perhaps both Councils need to be involved. She also noted that SUNY is increasingly focused on on-line delivery so this will become an ever more pressing matter in the future. Russo felt that APC should look for the letters of support, as we do when other programs make changes that affect other departments. She also felt having both Councils involved might be the best path going forward.

**B) UCC fix –automatically send notification to Dean and Chair**

UCC will copy both the Department Chair and the Dean when new courses or updates are submitted to them. This does not mean they will approve or deny the proposals, just that they will be notified that the proposals have been submitted. Mohammadi felt the Registrar needs to be notified as well since changes to a particular program could have implications for programs in other Schools. A

representative of the Registrar's Office does sit on UCC. Clark will bring the issue of notifying the Registrar directly back to the Chair of UCC.

#### **IV. New Business**

##### **A) Communication and Social Interaction**

While this change seemed to be a simple matter of replacing COM 403 for COM 303, discussion quickly focused on the fact that COM 303 has already been deactivated. After speculating about how this happened, it was determined that APC could not vote on the current proposal because the "old" version does not reflect current catalog copy. COM will need to re-activate COM 303.

Mohammadi stated that he would look into what happened and that APC should consider this an "editorial error" and move forward with the proposal. McCune moved and Russo seconded to approve the change pending inquiry into how and why COM 303 disappeared from the on-line catalog. Approved.

##### **B) History Memo**

After an engaging and wide-ranging discussion, it was determined that History only needs to notify the Registrar of new courses and to which list they should be added. Since the lists appear after the description of the program APC need not approve this change.

##### **C) Syllabus Language Regarding Mandatory Reporting**

Discussion ensued regarding mandates to syllabi language, which crimes are covered by the Clery Act and which of those crimes are subject to mandatory reporting, and why this proposal is coming before APC. Members of APC wondered whether the first sentence in the proposed language was necessary. They also felt the language in the entire statement needed to be clearer and easier for a student to understand. They felt links should be provided to the Title IX site and to Clery reporting. The members then discussed the purpose of mandatory reporting. Mohammadi and McCune sought to clarify what "mandatory reporting" meant and the reasons for it (which are to help students who might otherwise disqualify or suffer other academic setbacks, not to compel the filing of a complaint with law enforcement). In sum, members felt the language needed to be revisited in order to revise with an eye toward greater clarity for both faculty and students.

Meeting adjourned 4:37 p.m.

Respectfully submitted,  
Mary McCune