**Academic Policy Council**

**March 23, 2018**

**Mahar 467**

**Minutes DRAFT**

**Present: Eve Clark, Mary McCune, Sue Fettes, Pat Russo, Robert Taglia, Daniel Truong, Jean Chambers, Jason Zenor, Rameen Mohammadi**

Meeting called to order 3:08

Introduction of new student member, Robert Taglia. Clark provided a brief introduction to the Council’s mandate and duties.

1. **Approval of the agenda.**

Fettes motioned for approval, Zenor seconded. Approved.

1. **Approval of March 9, 2018 minutes**

Chambers motioned to approve with minor changes. Fettes seconded. Approved.

1. **Chair’s Report**

The Dean of the College of Liberal Arts and Sciences has accepted a new position. Discussion ensued about who might serve as Interim Dean.

Liz Schmitt of Personnel Policies Council sent out an email seeking input on updating the Faculty Assembly By-laws regarding promotion and tenure. One area involves coupling promotion and continuing appointment. Another area is in regard to getting rid of sub-divisional review and replacing with a college-wide review committee.

The changes to the College Calendar rules have been approved by Faculty Assembly. The only holidays removed are the Jewish High Holy Days and Catholic (and some Protestants’) Good Friday. Labor Day was put back in to the calendar. The vote was 26 in favor 13 opposed. The new calendar will go into effect in 2020 as calendars are approved several years out. Discussion ensued regarding the makeup and mandate of the calendar committee. Mohammadi informed Council that the committee needs to have a variety of constituents in order to understand the impact that days off have on the different areas of campus and different types of students, such as athletes.

1. **Old Business**

**A) Changes to the Public Accounting Major**

Clark stated that this proposal proved to be a headache for all the Councils involved in the approval process. There was concern expressed by other councils over the way this would be presented in the catalog. Mohammadi reiterated that the general education language will not appear in the catalog regardless of what is put forward by the department.

ENG 587 appeared in the undergraduate cognate section in some proposals and in the graduate cognate section in others. It is now in the graduate cognate section. A shared document was created for the Councils to work on the proposal jointly. Given the state of the proposal, it has not hit the floor of Faculty Assembly yet. Fettes wondered if it should come back to APC. Clark responded that the proposal is now in the same format as what APC voted on. If there are new changes, it will be brought back to APC.tr

1. **New Business**
2. **Internship Course Policy Updates**

Mohammadi provided background on the need for new language: 1) there was language in the original that referred to a paper process but it is now an electronic process. They removed language that implied paper-pushing; 2) They removed language referring to an approval by department chair. No chair plays a role in this process so they removed the language.

Fettes wanted to know what standing professors need to have in order to serve as faculty sponsor and who ultimately has control over the new process. Russo responded that would be the Center for Experiential Learning (CEL) and the academic advisor. Mohammadi, too, oversees whether students are eligible to do an internship. Zenor pointed out that the Communications Department has an internship coordinator.

Discussion ensued regarding the ability to do program deviations and when such deviations would be appropriate.

In discussing whether adjuncts should serve as academic advisors for internships, Zenor stated that he believed the bigger issue was what the student was doing at the internship. He noted that in his field adjuncts work in the profession and have connections that are useful for students. Mohammadi stated that departments can decide and make clear which type of faculty they wish to grant the ability to oversee internships. Discussion ensued regarding necessity of an academic component in the internship and the need for Learning Agreements. These ensure that faculty have some input and that the students actually learn something related to their discipline. This also protects students from exploitation. Mohammadi noted that CEL now has someone visit the students at the sites since faculty rarely have time for such visits.

Zenor asked why they changed the language regarding the need to have 60 credits in order to be eligible to do an internship to the phrase “Junior or Senior standing.” Mohammadi responded that the catalog already has language that defines the number of credits for each class year. He felt such language should only appear in one place in the catalog in light of potential future changes. This would limit having to make changes in multiple places in the catalog in the future.

Suggested changes:

1. “an approval process” should read “the approval process which includes ….”
2. On the second page, 4th line in where the phrase “-submit-scholarly” appears, the dash and “scholarly” should be removed. The line should read “submit academic assignment”
3. Put back in language that identifies the 498 as “Internship in [subject matter]”
4. On the second page the language “with whom the internship ….” should be replaced with “where the internship….”
5. The language regarding “campus guidelines for registration” should be replaced with “college calendar”

Motion to approve with changes made by McCune, Fettes seconded. Approved.

1. **BS Biochemistry Proposal**

Clark received the following email from Jean Dufore: “The BIO 310 change is at UCC now and will be voted on March 28 and read out at the next FA after that time.

The cognate requirements total doesn't show on my copy but it should read as 31 credits.

CHE 111, 212, 331, 322, and 425 all have a required lab component.  The print catalog states for example: CHE 331 and 332 Organic Chemistry I and II with labs. Acalog (online catalog) lost the ad hoc text that had the labs included. It is being updated to reflect the programs correctly. Should the required lab wording continue for these courses with this update?” The response to this question was that the required lab wording should continue.

The right hand side of the proposal should be labeled “Proposed” instead of “Current.”

Fettes stated that APC typically asks for letters/emails of support rather than just statements in the proposal.

Clark will request the letter/email that indicates Biology’s support for the changes.

The proposal can’t move to the FA floor until the credit change for BIO 310 is approved by UCC.

Chambers moved to approve conditionally, Russo second. Approved.

1. **Approval Process Deadlines:**

To be concluded this semester, all business needs to be seen by APC by 4/9 or 4/10. APC is meeting 4/13.

Meeting adjourned 4:12

Respectfully submitted,

Mary McCune