MINUTES OF MEETING
Academic Affairs Policy Council
Tuesday 12/18/2012- 3:00 p.m.
JCLRC 4190 - Clarkston Campus

Brad Tucker
AAPC Chair presiding

MEMBERS PRESENT:
Michael Bradley, Illiad Connally, Jason Dew, Susan McGrath, Erin Morrey, Paula Porto, Sally Robertson, Doug Ruch, Emily Whaley, Keith Cobbs, Ingrid Thompson-Sellers, Ted Wadley, Robin Winston, Ron Key

MEMBERS NOT PRESENT:
Sarah Cantrell, Vincent June

I Approval of minutes of 11/13/2012
Jason Dew’s name was removed from a statement about reviewing the 2008 Senate document on faculty transfers.

II Old Business

Policy 121 Revision – Grade Forgiveness
In addition to the changes that had been approved at the November meeting of the AAPC, the policy was further amended to exclude Nursing and Dental Hygiene courses from grade forgiveness and to make explicit that grade forgiveness is not considered in Nursing and Dental Hygiene for admission purposes.

The Council approved the revised policy.

Discussion of the status of currently approved e-book and components
Brad Tucker reported on his conversations with Phil Smith and Deborah Robinson about the current status of these materials. While all of these materials may not have been reviewed by OIT, faculty can continue to use them unless a problem surfaces. The need to include OIT review in the text selection process and the most appropriate place for their review was discussed. The Council agreed to take up the text selection policy in January to include OIT review in the process and to delineate whose responsibility it is to make sure that the OIT review takes place. Deborah Robinson will be invited to that meeting to discuss these issues with the Council.

Discussion of the current Sick Leave Pay Policy
Sally Robinson reported on her survey of how sick leave is handled for faculty at other USG schools. For most of the schools, the standard is 8 hours for a day missed and 40 hours for a week missed, with the proviso that the sick leave policy does not necessitate a standardized schedule for faculty. Two notable exceptions to this were Gordon College and Southern Poly. They allow faculty to deduct only those hours for which they had assigned duties (instruction, office hours, committee meetings) instead of a mandatory 8 hours for any day missed. Most schools, however, follow USG policy that suggests 8 hours for missing an entire day on campus. She noted that she could not find any policies specifically for online instructors. However, it was noted that according to Jim Ramus, GPC does have a policy for online instructors. Why this has become an issue at this time with all of the new demands on faculty because of the budget reductions was discussed. It became an issue because of a disagreement between a faculty member and a department chair about how many hours must be taken. One of the primary concerns of the faculty member was the lack of consistency across the college in how this is handled. This issue was not something that the administration brought up to make a point of at this time. Brad Tucker agreed to talk again with Phil Smith to again convey the faculty members’ strong opinion that they should not be required to put in for 8 hours of sick leave if they missed fewer than 8 hours of responsibilities on campus, that faculty may very well continue their work at home on the days they cannot come to campus because of illness. The Council agreed to work on the sick leave policy, while noting that it is a Financial and Administrative Affairs policy.

Revision of the Faculty Transfer Policy 437

The Council continued its discussion of the 2008 Senate draft of a faculty transfer policy and of the current policy what was approved in February of this year. The primary question is whether or not the current policy contains sufficient protections for faculty against punitive transfers. Some of the feedback from faculty members to the Council was that the current policy does not provide sufficient protections. The Council took some time to look at some of the language of the Senate draft and compare it to the current policy. The current policy primarily addresses faculty initiated transfers and says little about college initiated transfers except to say the president makes the final decision and that an employee can appeal a transfer. The current policy does not, for example, specify how faculty members should be chosen for transfer when there are no volunteers. Some of the language in the Senate draft was also discussed, that the language was at times vague and the person responsible for carrying out particular actions was unclear. The Council asked that Sally Robertson take the 2008 Senate draft back to the Senate to work on the language. After that, Sally can take the Senate draft to the PPAB, at which time the AAPC may reconsider the policy, even though the policy originates from the Financial and Administrative Affairs Policy Council.
III New Business

Discussion: Posting of AAPC Comments on other councils’ policy drafts
The Council discussed whether or not the comments that the Council makes on drafts of policies from the other councils should go through an approval process before being sent forward to the PPAB and before being posted on the Web. Brad noted that because of the short turn-around time on sending these comments forward, any discussion and approval would have to be done electronically, which could become quite unwieldy. His intention is to faithfully represent what the Council has discussed, even including some minority opinions. The Council agreed that approval would not be necessary, that the chair can post the comments and send them forward without going through an approval process. The members of the Council will let the chair know if they believe the comments are not representative of the Council discussions/conclusions.

Policy 136 (201) Revision: Acceptance of Transfer Credit
This is a policy revision to make GPC policy consistent with BOR policy. The policy was presented as 201, a Student Affairs policy, but was amended to be an academic affairs policy. Brad will determine the next number in sequence for academic policies and number it accordingly.

The Council approved the revised policy as amended to be an academic affairs policy.

Comments on new Policy 205 – Caption Policy for GPC
Concerns were discussed about how this policy would affect technology that is currently in use that cannot be captioned. As written, it seems that this technology could not be used if a student with a hearing-impairment enrolled in the course. The Council also questioned the 3 month requirement of prior notice by a student to request captioning. The Council wondered whether this requirement is consistent with ADA and BOR policies and other USG institutions. In some cases, students could not make requests 3 months prior because the schedule is not published that far in advance. There was also a concern that the policy does not explicitly state who is responsible for the captioning. These concerns will be forwarded on with the policy for review by the PPAB.

Comments on revision of Policy 407 (210) – Academic Policies for Financial Aid
Changes to this policy were necessitated because of recent federal government changes to financial aid policies. Questions arose about the Pace provision in the policy. The policy states that students must maintain a 67% completion rate separately in college-level courses, ESL courses, and remedial courses. However, Robin Winston stated that the college only tracks one overall completion rate that includes all coursework. Concerns were expressed about how students can meet separate 67% completion rates given the limited number of hours available to students in such areas as ESL and Learning Support. It was noted that on the Financial Aid website, warnings are listed in the separate categories of classes. This concern will be noted as a comment on the
policy as it goes forward to the PPAB for review. Robin Winston said she would also look into the current practice on Pace.

IV Adjournment
The meeting adjourned at 4:35 pm.