MEMBERS PRESENT:
Michael Bradley, Sarah Jennings, Illiad Connally, Jason Dew, Thomas Graham, Paula Porto, Sally Robertson, Doug Ruch, Ted Wadley

MEMBERS NOT PRESENT:
Susan Cody, Keith Cobbs, Vincent June, Erin Morrey, Ingrid Thompson-Sellers, Emily Whaley, Robin Winston

I Call to order
Brad Tucker called the meeting to order at 3:06 pm

II Approval of minutes of 1/15/12
The minutes were approved as presented.

III Old Business

Policy 110: Text Selection (revision)
OIT has come up with a review process that they suggest we use, and will incorporate it into the Third Party Software policy they are revising right now. Sarah Jennings and Brad Tucker had worked to update the Text Selection policy with this new information. There is now a section called Approval of Electronic/Internet Components which reflects OIT’s review process. Mr. Tucker highlighted the important points: (1) OIT wants thirty days to complete the review process (it may be finished in less); (2) the list of texts must be narrowed down to no more than three; and (3) the Chair of the text selection committee will be the person responsible for sending requests for review to OIT.

Mr. Tucker explained that he had asked that the Text Selection policy be pulled from going to the PPAB with the recent conflict of interest revision, in order to accommodate this latest Approval of Electronic/Internet Components update. In response to a question from Mr. Bradley about the timing of text adoptions, Mr. Tucker said it was his understanding that adoptions are for fall and have to be approved by March 1. There is a website with all the approved textbooks listed, which he updates.

The Council members voted to delete # 2 under this section as the statement, which reads as follows, is unclear:
Approval of a product will apply for two years. Approved e-textbook products may not be reevaluated for three years if they are not adopted by any other selection committee in the interim.

Elsewhere the policy states:

Texts will be reviewed at least every three years by the selection committee. Once a text is selected, it should be used for a minimum of two years.

This language was deemed to be clear and sufficient.

With the above amendment, Council members voted to approve the Text Selection policy. It will go forward to the other policy councils, then to the PPAB with any comments that they make.

Policy 445: Faculty Sick Leave (revision)

At the previous meeting, members did not understand the following sentence in the policy:

During the summer semester, faculty accumulate sick leave in an equivalent ratio based on the number of credit hours taught.

Brad Tucker had since consulted with HR and had received an email that stated that “the total summer sick leave hours are earned and processed at the end of the summer session”. He said he interpreted that to mean that at end of July whatever a faculty member earns during the summer will then be credited to his/her account. For exactly how that is calculated, he pointed Council members to 5.1.8 – Leave Accrual for Summer Pay in the BOR Business Procedures Manual, based on which the first paragraph of the policy was re-written as follows:

Full-time faculty accumulate eight hours of sick leave per calendar month. During the summer session, the sick leave amount is calculated by dividing the total credit hours the faculty member is teaching by the number of credit hours considered to be “full-time” for summer employment, which has been previously determined to be 9 credit hours. Based on this, a full-time faculty member teaching 3 hours would earn 5 hours for the two month period. Faculty members teaching 6 hours would earn 11 hours, and anyone teaching 9 hours would earn the full 16 hours.

The AAPC voted to approve the policy as amended, including the deletion of the original second paragraph. (Note: It had been voted at the previous meeting to replace the last paragraph with different wording.)

IV New Business

Selling sample textbooks to textbook buyers

At the last Senate meeting, a Senator had asked if there was a policy regarding book buyers coming on campus to solicit the sale of books. Based on information received at
that meeting, Mr. Tucker found a related policy in the BOR Business Policy Manual. It charges the USG Chief Academic Officer “to establish guidelines concerning the designation and sale of textbooks...” including to “… disallow faculty to resell sample texts provided by publishers”. The textbook policy in the BOR Academic Affairs Handbook does not include this, however. Nevertheless, Mr. Tucker said that the interim VPAA, Phil Smith, declared it to be policy since it is in the Policy Manual for the BOR, and GPC does not need to write its own policy for this. Mr. Tucker said he asked a GPC police lieutenant if people are allowed to come on campus and knock on professors’ doors asking for books to buy. The lieutenant said it is stated in the Student Guidebook (2012-13, p. 54-55) that this is not allowed. He further said that the police can be called to escort such persons off campus if they appear.

V Other

Membership rotation
Mr. Tucker asked members to keep track of their tenure on the Council and advise the Dean when their rotation will soon be up so that an election can be held. Service expiration dates are on the AAPC membership page. It presently indicates that Dr. Tom Graham’s rotation will be up in March 2013, but it should be July 2013. Mr. Tucker will make the change.

VI Adjournment
The meeting adjourned at 4:06 pm.