MEMBERS PRESENT:
Keith Cobbs, Thomas Graham, Ron Key, Paula Porto, Sally Robertson, Doug Ruch, Ted Wadley, Emily Whaley

MEMBERS NOT PRESENT:
Illiad Connally, Jason Dew, Barbara Hall, Lee Jones, Vincent June, Erin Morrey, Robin Winston

NON-MEMBERS PRESENT:
Robert Hopkins (for Illiad Connally), Beth Wallace (for Barbara Hall), Jeff Mahr (for Erin Morrey), Barbara Brown

I Call to Order

Brad Tucker, the new AAPC Chair, called the meeting to order at 3:04 p.m. He asked persons to introduce themselves.

II Approval of minutes of 4/17/12

* Special note: Emily Whaley said that a Chair from her department asked her to point out that Dr. Jackson’s reference to the part-time workload as half of the full-time workload is incorrect. It should be half of the number of hours that term-to-term instructors are allowed to teach, which is presently nine hours. A motion to change the minutes was accepted.

The first bullet under withdrawals policy should read: GPA was spelled [instead of ‘spelt’] out as grade point average.

The minutes were approved as amended.

III New Business

A number of policies were before the AAPC because they involved SACS issues. SACS liaison, Dr. Barbara Brown, provided background information for the discussions.
Proposed Policy 133 – Credit Hours

Dr. Brown explained that she wanted the policies on the meeting’s agenda to be pushed through rapidly as we just got feedback from our offsite review and we have to respond with a focus report by August 1. She wants to be able to cite the relevant policies in the report so that there will not be a need to focus on them during the site visit.

SACS has its own mandates, as well as some federal (Department of Education) mandates, with which institutions must comply. There is a new federal regulation that says that the college must have a written policy for determining credit hours. We have demonstrated to SACS that we comply with the requirement but we must have a policy in writing. The definition of credit hours must account for “engaged minutes”, which are comprised of face-based class time, if applicable, plus expected out-of-class preparation.

The proposed policy outlined the determination of credit hours according to the kind (format) of courses—lecture-based courses, laboratory courses, and courses that mix activity/laboratory/clinical and lecture components (such as Fine Arts, Physical Education, Nursing and Dental Hygiene).

The GPC Credit Hour Manual referenced in the policy is to be developed, but not necessarily by the AAPC. Final exams will be counted as part of the required minimum of 750 minutes per credit hour. Statements on the expectations regarding hours to be spent in activity, laboratory and clinical components are being introduced for the first time. SACS will not expect to see them represented in earlier documents. Dr. Brown agreed to compose a standard statement regarding the credit hour policy that can be included in syllabi.

The Interim Director of Governance advised Mr. Tucker that his office will re-format the policies, without making any substantive changes, to achieve a more standard format. Mr. Tucker will review the policies after this is done.

The following amendments were made to the policy:

- It is expected that All courses will require a minimum of 2,250 engaged minutes per semester hour.
- When lecture-based courses are offered in hybrid or fully online format, 2,250 engaged minutes are still required and expected for each lecture hour of credit.

The Council voted to approve the policy as amended.

Proposed Policy 903 – policy on policy councils

Our report to SACS lacked a written policy on how the policy development and revision processes at the College function. The proposed Policy Councils policy lists the five
policy councils. The word Policy was inserted to complete the name Information Technology Policy Council.

The Council voted to approve the policy as amended.

Proposed Policy 904 – President’s Policy Advisory Board (PPAB)
The membership structure of the PPAB consists of non-rotating, ex-officio, and rotating members. The rotating members are the Chairs of the Faculty Senate and the Staff Senate. The Council considered the inclusion of information on the selection of those Chairs to their respective Senates as unnecessary in this policy. This information was removed.

The Council voted to approve the policy as amended.

Proposed Policy 905 – Policy Development and Revision
This policy outlines the actual process of policy development and revision. Following are the amendments that the Council approved:

- All policies under consideration will [instead of should also] be published on the Governance and Policy website.
- Links to the Governance and Policy website were removed.
- The President’s Policy Advisory Board may accept, return for [instead of accept with] revision, or reject the policy proposal.

The Council voted to approve the policy as amended.

Proposed Policy 906 – Policy on Substantive Change
GPC went through the SACS substantive change reporting process for the new four-year degree programs. However, a written policy was needed. Dr. Brown explained that the proposed policy is based entirely on a SACSCOC document on what constitutes substantive changes and what institutions must do. To that was added a description of the role of the SACS Liaison in demonstrating accountability for substantive changes to SACS. The proposal is for the SACS Liaison to train administrators on substantive changes that must be reported. The Liaison will also review policy council and faculty/staff senate proposals to determine if they involve substantive changes that must be reported. The intent is to make the role as innocuous/unobtrusive as possible while offering SACS a reasonable guarantee of accountability.

The Council voted to accept the proposed policy.
Policy 407 – Conflict of interest
Emily Whaley introduced this item for discussion. She explained that the problem with the policy is that it does not cover conflict of interest as faculty members often run into it. She cited the case of book searches. The MCSE department that she represents has about 30 courses, and book searches are ongoing. Faculty members author textbooks under contract to publishers (or sometimes they do short term jobs where they do not sign a contract), and at the same they are engaged in book searches that involve books by those publishers. Opinions are split about the level of participation, if any, that a faculty member should have on a textbook committee if that faculty member does work for a publisher whose book is under consideration. The controversy exists even if the faculty member is working on a book that is for a different mathematical course than the committee that he/she might be on. The current Conflict of Interest policy does not address these issues.

Brad Tucker suggested that a Conflict of Interest policy for Academic Affairs be developed, separate from the existing Conflict of Interest policy which parallels the BOR version. His motion to create a sub-committee to work on this was accepted by the Council. He further recommended that the faculty representatives on the AAPC should send a call out for input from their constituents for the policy.

SIS and withdrawals
Emily Whaley reported that she has students who withdrew during the semester and, with only one day left in the semester, the withdrawal is still not listed in the Student Information System (SIS). She also spoke of a student who was listed in two different sections of MATH 1101, when the student should not have been allowed to register for one without withdrawing from the other. In response to her enquiries, Ms. Whaley was informed that when a student withdraws online, the name has to be written down and typed somewhere else to effect the withdrawal. The recent reduction in force resulted in a shortage of typists and a delay in the process.

Doug Ruch, College Registrar, said there were currently 44 students in cue to have their withdrawals processed, and he had lost one-third of his staff in the reduction in force exercise. He undertook to have the withdrawals done by the end of the week, for the dates on which the students submitted them. Responding to a question of why withdrawals were not updated automatically, Mr. Ruch explained that it was to facilitate Learning Support review.

IV Other

Bylaws
With regard to Council membership, Brad Tucker noted that while the Chair was listed as a voting member, he did not think that should be the case, as Chairs typically are not voting members. He further pointed out that modifications will have to be made to the bylaws to reflect recent changes. Some of these changes are:
- The VPAA or his designee will chair the Council
- Task teams no longer exist

Mr. Tucker will have a revision to the bylaws ready for consideration at the September meeting.

**AAPC website**
Brad Tucker showed the new AAPC website that he had developed at [www.gpc.edu/aapc](http://www.gpc.edu/aapc). The navigation bar consists of bylaws, meetings, membership, and approved policies for 2012-2013. The latter will be a repository for policies as approved by the AAPC (including the approval date), before they go to the PPAB.

**May 2013 meeting**
This meeting is cancelled as faculty will be off at that time.

**VI Adjournment**
The meeting adjourned at 4:32 pm.