MINUTES OF MEETING  
Academic Affairs Policy Council  
Tuesday 6/18/13 - 3:00 p.m.  
JCLRC 4190 - Clarkston Campus  

Brad Tucker  
AAPC Chair presiding

MEMBERS PRESENT:  
Michael Bradley, Illiad Connally, Sarah Jennings, Erin Morrey, Sally Robertson, Doug Ruch, Ingrid Thompson-Sellers, Ted Wadley, Emily Whaley, Robin Winston

MEMBERS NOT PRESENT:  
Keith Cobbs, Susan Cody, Jason Dew, Thomas Graham, Vincent June, Paula Porto

ALTERNATES PRESENT:  
India Blackburn for Keith Cobbs, Michael Diebert for Jason Dew, Cherie Rainwater for Paula Porto

I Call to order  
Brad Tucker called the meeting to order at 3:05 pm.

II Approval of minutes of 4/16/13  
The minutes were approved as presented.

III Update on AAPC membership for FY 2014  
Mr. Tucker updated the meeting on some of the new representatives who will be replacing members whose terms expire on 6/30/13:  
- Michael Diebert will replace Jason Dew for English  
- Shyam Sriram will replace Dr. Thomas Graham for Social Sciences  
- Connie Washburn will replace Illiad Connally for Business/PE/SLIP  
Emily Whaley, representing MCSE, will continue for another term.

IV Old Business

Report on PPAB policy decisions  
Mr. Tucker informed the meeting that the PPAB met on June 4 and considered some AAPC policies. The minutes of that meeting have not yet been posted so he was unable to give a full account of what had been approved and what had not. The Faculty Due Process policy had been approved. Some of the AAPC revisions that are included are: 1) the policy is applicable not only to faculty but to academic administrators, and 2) HR has been removed from the process by specifying who is responsible for what. The PPAB did not approve a statement giving permission to have a representative of a responsible
education association attend a hearing as an observer. Sally Robertson reported, however, that the interim President supports bringing in outside counsel (which is included in the policy), but not outside organizations.

Mr. Tucker said he thought this policy was a big win for faculty. He reiterated the situations in which it can be invoked and encouraged AAPC members to make sure that faculty are aware of the new policy. The Office of Governance and Policy had already posted it to the GPC website.

V  New Business

Textbook selection policy
The AAPC had revised this policy twice, adding conflict of interest first and then approval of electronic/internet components. As the policy was about to go to the PPAB, the interim VPAA requested that the Council look at three things:
1. How instructors pilot texts
2. Texts/materials used by instructors
3. How texts are assigned to part-time instructors

Regarding #1, Mr. Tucker had reviewed the policy and concluded that it was more a management issue than a policy issue. According to the policy, an instructor has to get approval from the Selection Committee to pilot a text, that approval can only be for two semesters, after which the instructor has to go back to the Selection Committee to get approval to continue to pilot a text. If the selection committee turns an instructor down, he can appeal that decision to the Academic Dean. He said the interim VPAA agreed that the policy was good as written. Department Chairs should not be allowing faculty to pilot texts without Selection Committee approval; they should enforce the policy.

The second point has to do with this statement in the policy: “Instructors teaching courses for academic credit must use one of the approved texts”. Mr. Tucker explained that instructors do not have the option of creating a course-pack or delivering a lot of materials electronically via iCollege and using that as the text for the course. Right now, faculty members are required to use one of the approved texts whether they need it or not. Allowing instructors to use their own material, in lieu of text(s) would be liberalizing the current policy. It would not mean that a faculty member was free to choose an unapproved text.

Mr. Tucker related that he could teach one of his courses using his own material, without a textbook, but some faculty members in his discipline feel that students should have a textbook as the instructor would be more likely to cover the course content/outcomes, and students would have it for reference after the class is over. His discipline would not allow faculty to not use an approved text. Mr. Tucker felt that non-text materials should be approved by the Selection Committee to make sure that they cover the course outcomes. With Selection Committee approval of their materials,
instructors could save students the cost of purchasing texts that are not really needed for the class. He conceded that the approach may not work for the sciences and science related courses like Dental Hygiene. Ted Wadley said that in English they had allowed the use of course packs and no textbooks for fifteen years.

Michael Bradley made the point that not using textbooks meant that another institution would not be able to evaluate the quality of our programs based on the syllabus and the book(s) used. He noted that as a transfer institution, this is an important consideration, as we do not want to unduly burden our students in getting their courses counted. Dr. Thompson-Sellers supported this point based on her experience with requests for syllabuses for online courses. Doug Ruch revealed that GPC also requests syllabuses in evaluating transcripts from other schools.

The question was: Should the policy be liberalized or allowed to remain as is?

It was decided to replace “Instructors teaching courses for academic credit must use one of the approved texts” with the following:

**Instructors teaching courses for academic credit must use (1) an approved text, or (2) a pilot text approved for no more than two semesters, or (3) course materials approved by the selection committee.**

In relation to the third point—how texts are assigned to part-time instructors—the interim VPAA would like for each division to determine a *campus-based* default text for part-time instructor use. Mr. Tucker explained that if the full-timers on a given campus all tend to use a particular book, if you set a *college-wide* default text that part-timers have to use they may get to that campus and have no support because no one on that campus uses that book.

The AAPC developed the following statement to address this issue:

**The full-time faculty on each campus will choose one of the approved texts as the campus-based default text for part-time instructors. If no full-time faculty members are based on a particular campus, the decision will fall to the selection committee.**

All members voted to approve the policy with the amendments.

**Incompletes**

Dr. Erin Morrey related a colleague’s experience with a student who wanted an incomplete grade shortly after midterm. The policy says that completion of the “majority of the coursework” is required. The student felt that since she had passed the halfway point in the course, and was passing, she was eligible for an incomplete grade. The BOR policy states that the student has to be doing satisfactory work and for non-
academic reasons are unable to meet the requirements. The requirements for removal of an ‘I’ are left to the respective institutions. However if not satisfactorily removed after three academic terms of residence, the ‘I’ symbol will be changed to ‘F’. “Terms of residence” was interpreted to mean enrolled.

Mr. Tucker had surveyed some other USG institutions and shared the results. Non-academic reasons beyond students’ control was the standard reason for incompletes. However, institutions varied on the percentage of work to be completed at the point of the request for an incomplete. For example, GSU says most of the major assignments, generally all but one; Kennesaw and GA Gwinnett say work must be completed up to the last two weeks of the semester; UGA says an incomplete is not ordinarily given unless the student has completed a substantial part of the course; and GA Tech says the student should only lack a small proportion of coursework. The time limit which institutions place on incompletes also varied. GPC’s current policy states “any grade of ‘I’ which is not changed by the end of the following term will be converted automatically to an ‘F’”. In addition, GPC gives the instructor the option to grant an extension of up to a year if necessary. The Council felt there was no need to change this.

The policy statement was revised to read in part:

A grade of incomplete (‘I’) may be assigned at the instructor’s discretion if a student 1) is earning a passing grade at the time the incomplete is requested, and 2) has completed most of the major assignments, generally all but one, and, 3) cannot complete the remainder of the coursework due to non-academic reasons beyond the student’s control. If an instructor denies a student’s request for an incomplete, the student may appeal to the department chair. The decision of the department chair is final.

A clear deadline for the completion of outstanding coursework was included:

Students have until the last day of the following term to complete their coursework.

Apart from the changes above, the content of the policy was not altered. Mr. Tucker rearranged the text to separate policy from procedure. All AAPC members, except Dr. Erin Morrey, voted to approve the policy.

Mr. Tucker will post the Text Selection policy and the Incompletes policy to the AAPC website by 6/19/13.

VI Adjournment
The meeting adjourned at 5:02 pm. The next meeting will be in September. Mr. Tucker will send out meeting invitations for next year’s meetings.