MINUTES OF MEETING
Academic Affairs Policy Council
Tuesday 4/15/14 - 3:00 p.m.
JCLRC 4190 - Clarkston Campus

Brad Tucker
AAPC Chair presiding

MEMBERS PRESENT:
Susan Cody, Elizabeth Lathrop, Tarrah Mirus, Erin Morrey, Paula Porto, Sally Robertson, Matthew Robison, Shyam Sriram, Ingrid Thompson-Sellers, Ted Wadley, Connie Washburn, Emily Whaley, Robin Winston

MEMBERS NOT PRESENT:
Michael Diebert, Sarah Jennings, Vincent June

I Call to order
Brad Tucker called the meeting to order at 3:08 pm.

II Approval of minutes of 2/18/14
The minutes were approved as presented.

III Old Business
Revision to policy 127 – Withdrawals
The Council approved the following amendments (in italics) to the revised Withdrawals policy:

Limitations on Withdrawals (beginning fall 2015)
1. Students are allowed to withdraw or be withdrawn with a grade of “W” from a maximum of four classes ((a lecture and a co-requisite lab count as one class) at the college, exclusive of hardship withdrawals.

2. Automatic, administrative, instructor-initiated, or student-initiated withdrawals in excess of four classes (a lecture and a co-requisite lab count as one class), exclusive of hardship withdrawals, will be assigned a grade of “WF”.

3. In cases where multiple withdrawals within a single term would exceed the four-class limit (a lecture and a co-requisite lab count as one class), the grade of “W” or “WF” will be assigned in the order of the courses with the most credit hours to the fewest.

Withdrawals will be counted in terms of classes not credit hours, otherwise persons doing four-credit hour classes would be at a disadvantage.
It was agreed that that hardship withdrawals may be granted at any point in the semester. Otherwise, if a student has a situation that would qualify for hardship withdrawal, but it occurs before the midpoint, the student would receive a “W” (or more than one as the case may be). Given the four-class limit on “W”, the student with a genuine hardship before the midpoint would end up getting “WF” sooner. A process will be created in the back end to appropriately notate student records with hardship withdrawals, since the system only shows “W” and “WF” at present.

The online withdrawal process is to have a pass-through agreement that spells out the implication of a withdrawal to the student, and requires his/her acknowledgement before being allowed to proceed.

Ms. Winston pointed out that the withdrawal policy has implications for AMAX, which is Approaching Maximum Timeframe. Students are allowed 150% of a program’s timeframe to complete the program. When they are 20 hours away from the maximum, Financial Aid has to halt them, and they have to get an academic plan that shows that they can complete the program in a timely manner, in order to maintain their Financial Aid. Both ‘W’ and “WF” count as unsuccessful attempts, so Mr. Tucker thought that by limiting the number of withdrawals students will be more realistic about how many courses they take, and are more likely to stay on track with AMAX.

**Rationale for revision to the Withdrawals policy**

Arising from the last meeting, Mr. Tucker had prepared a rationale for limiting withdrawals that he hopes will accompany the revised policy to the other policy councils. It provides important information on which the changes made by the AAPC were based.

The following changes (in italics) were made to the document:

1. **1st paragraph, page 1, 4th to last sentence**
   
   $4 million, instead of 4 million dollars

2. **2nd paragraph, page 1, 1st sentence**
   
   Considering this data, the AAPC has concluded that a *four-course* limit on withdrawals would be reasonable and efficacious to the college's long-term goals of greater student *retention, progression*, graduation and/or transfer.

3. **2nd paragraph, page 1, 4th sentence**
   
   However, when students are allowed to withdraw from a large number of classes, their progression towards *degree completion* and transfer is institutionally hindered.

Mr. Tucker will break down the document into smaller sections.
NEW BUSINESS

The Withdrawals policy, along with the Student Misuse of Course Materials policy, went to the PPAB at its last meeting. The policies had been held up by other councils and were sent forward with their comments right before the PPAB meeting. Because the AAPC had not had an opportunity to respond to the comments of the other councils, the policies were tabled. Mr. Tucker said that now is the opportunity to respond to the comments, though he cautioned that the Withdrawals policy will be returned to the other councils again due to the changes made at the current meeting.

Secondary council comments on AAPC policy 127 – Withdrawals
The AAPC accepted the comment from the Information Technology Policy Council (ITPC) that CPC deficiencies need to be addressed at item #3. Based on another comment from the ITPC, item #8 was amended (see italics) to read:

The official date of withdrawal will be the last date the student attended class or logged into an online class.

The AAPC rejected all other comments.

Secondary council comments on AAPC policy 128 - Student Misuse of Course Materials
The comment from the Financial Affairs Policy Council (FAPC) questioning the absence of any other outcome apart from the Department Chair convening an expulsion panel was considered valid. Members agreed that an instructor should be able to deal with the alleged violation internally in his/her class, if warranted.

Response to the comments on this policy was not concluded, so it was tabled.

AAPC comments on FAPC Professional Enhancement leave policy
Mr. Tucker provided the gist of the policy: persons can take up to a year of leave with full pay for professional development (formerly it was half-pay). Persons would be required to return to serve the institution for at least one year on completion of the leave. The Council was divided on this policy. Some persons felt that it provided a good opportunity for the college to retain good talent, while some felt that the terms were too generous for an institution with financial constraints. Mr. Tucker pointed out that BOR policy says that for leave at more than half-pay, extraordinary justification must be provided. The proposed policy does not require that. Sick and vacation leave will continue to accrue, and some members questioned how utilized sick leave would be tracked. There was general agreement that the selection process would need to be very rigorous and transparent, and that a one-year commitment to the College after professional enhancement leave was too short.

Mr. Tucker will provide comment from the AAPC that Council members were mixed in their feelings on this policy.
Comments on other policies from other policy councils
Brad invited members to send him comments on the other policies as time did not permit group discussion.

V Other Business
This is the last meeting for the semester. A meeting is tentatively scheduled for June and will take place if the interim VPAA thinks there are urgent matters that need to be addressed. The first meeting for the upcoming academic year will be in September, at which time Council representatives must be in place and ready to go. If elections for the different areas were not already done in spring, Mr. Tucker urged that they be done early in the fall semester. Regarding representatives who are rotating off, Mr. Tucker reminded the meeting that there are no term limits. Persons can continue to serve if their disciplines want them to.

VI Adjournment
The meeting adjourned at 5:00 pm.