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

MEMBERS NOT PRESENT:
Vincent June

ALTERNATES PRESENT:
Michael Hall for Michael Diebert

I Call to order
Brad Tucker called the meeting to order at 3:03 pm.

II Approval of minutes of 11/19/13
The minutes were approved as presented.

III Old Business
New policy 138 – Student Misuse of Course Material
The words in italics were added to complete the third sentence under Policy: “They may not be reproduced physically or electronically by any student without the consent of the instructor or the copyright holder”.

Dr. Morrey made a case for adding the following: “Student video or audio recordings of the instructor are also copyrighted by the instructor. These materials may not be reproduced and/or distributed physically or electronically without the consent of the instructor or the copyright holder”.

The policy was approved with the above amendments and will go on to the other policy councils.

IV Old Business
Changes to AAPC Bylaws
Changes were being considered to address three things:
1. Expanding section 9 to include timeframes within which recently approved policies can be revisited
2. Limiting faculty representation to academic divisions, instead of having an additional representative for GPC Online
3. Allowing the VP of Student Affairs and Enrollment Services to have a designee attend meetings on his behalf

Mr. Tucker said that because of the sensitive nature of the last item, he would have members do a written ballot. Before the ballot was cast, the sitting representative for GPC Online, Sarah Jennings, addressed the meeting.

She said she would like to believe that those who vote on the AAPC would be more encouraging to GPC Online and be impartial. However a prominent member of the AAPC referred to GPC Online at a recent meeting of the AAUP as a tic sucking the blood of GPC. At the last meeting another member of this committee audibly noted that what online instructors do is so much easier than what face-to-face instructors do. These comments and others like them do not instill confidence that the interests of Online faculty will be fairly represented here. That is a major issue for her constituents.

She cited instances in which having a member with online instructional experience on the committee has been useful. She pointed out that she has contributed to policy discussions even in cases where the Council recommended tighter governance of online instructors. Regarding Policy 110-Text Selection and Policy 506-Third Party Software policy, she said it was Online that pointed out the need for OIT involvement with the approval of digital teaching materials. She also brought the matter of student theft of intellectual property to the AAPC, which led to the Council’s recent approval of Policy 138-Student Misuse of Course Materials.

She concluded by pointing out that the online vote is a faculty vote, and if it is removed then the balance shifts more in the favor of administrative votes. She suggested that instead of getting rid of the Online vote, the AAPC should add a representative for face-to-face instructors if it is thought that they are not being represented well enough.

Ted Wadley added that at least two Online department chairs had contacted him and expressed that they would like to keep an online representative. They feel that there’s a danger that the Online campus will not be heard.

**Results of the written ballot:**

<table>
<thead>
<tr>
<th>Proposed change</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Section 9 about reconsideration of proposals</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Limit faculty representation to academic divisions</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Change VPSA to include a designee</td>
<td>12</td>
<td>2</td>
</tr>
</tbody>
</table>
Policy 127 – Withdrawals
The information under Procedure is policy, specifically rules and regulations that govern withdrawals. The word “Procedure” was deleted.

Under Withdrawal from the College the following was added to #4 at the request of the College Registrar, Doug Ruch:

Students who withdraw from all full-term and/or first-half term courses and subsequently register for second-half term courses will not be entitled to a percentage refund for the full-term and/or first-half term courses.

Under Withdrawal from the College #1 was amended to read:

Students withdrawing from all courses for the term are considered to be withdrawn from the college and are ineligible for college services that term.

Under Automatic Withdrawals and Withdrawals Initiated by the Instructor, #4 was deleted as it is a repeat of #1.

Under Withdrawals Initiated by Students, delete the word “be” from #4

In consideration of whether GPC should limit the number of withdrawals that students can do, Mr. Tucker had checked to see what some other USG institutions do. UGA has a limit of four as an undergraduate; Kennesaw State has eight as an undergraduate; and GA State has six as an undergraduate, with the first two semesters of withdrawal not counting towards the amount.

Opinions were divided on whether there should be a limit on the number of withdrawals. Ms. Winston said that official and unofficial withdrawals across any given semester amount to about 1000, that is, 3000 per year. She thought that the data should be examined to see how many are partial withdrawals, full withdrawals and hardship withdrawals, as well as administrative withdrawals. Limiting withdrawals could affect enrolment and she pointed out that anything that affects enrolment has a huge impact on the college because of the cuts we have had in our state appropriations and the cuts that the feds have been doing in terms of student eligibility for aid. She said we should use hard GPC data in making our decision, so that when we put a number in our policy we know exactly what it means for this institution. Mr. Tucker will see what data OIRP can provide, and what our peer (access) institutions are doing. Ms. Winston volunteered to work along with Mr. Tucker on what data OIRP needs to pull.

The Council decided to vote on the Withdrawals policy, as amended, without the section on limiting the number of withdrawals, and addressing that as an addendum at a later date. The vote was unanimous. The majority of members voted for limits for withdrawals to remain on the agenda for future deliberation.
Academic Expulsion
The AAPC had extended a sentence in the Academic Expulsion policy to say that someone who was involved in an alleged violation could not accompany another person involved in the same violation to the expulsion panel. This amendment went forward to the other policy councils, which in turn made numerous changes to the entire policy. It had now come back to the AAPC.

The Council accepted following changes:

Under Procedure (middle of p. 1)
The faculty members who filed charges against the student shall be notified of the meeting date, the and location. Those instructors That instructor has the right to appear but is not required to appear.

Under Procedure (3rd line from top of p. 2)
The student shall be given a minimum maximum of 30 minutes to state his/her case.

Under Procedure (third to last paragraph)
All titles (president, vice president) must begin with lower case letters.

In addition, the second to last paragraph on page 2 was reduced to one sentence:
A student who has been expelled may apply for re-admission after a period of three years.

The following wording was deleted:
At the point of reinstatement, the student shall be considered free of any accusations from his/her previous enrollment period”.

Religious Holidays
This policy was returned to the AAPC for its response to comments from the other policy councils. The Student Affairs Policy Council questioned whether instructors were not required to grant leave for religious holidays. The AAPC’s response was that this was not required, hence the need for a policy per the BOR. The change from “should” to “must” in the following sentence was accepted:
Accommodations will be made at the discretion of the instructor and should must be consistent with the instructor’s attendance policy.

The Financial Affairs Policy Council inserted a new policy section and a new procedures section. The Information Technology Policy Council added an appeal clause. The AAPC rejected these additions and affirmed the policy in its original form, except for the minor word change mentioned above.
V New Business

Policy violations by the president and the Human Resources department
It had been brought to Mr. Tucker’s attention that in an academic search the president and HR now have to approve the list of interviewees before people can be interviewed. Mr. Tucker explained that this is not a part of GPC policy, though some deans say it is. He referenced a document which was sent out to a search committee: Revised process instructions effective 12/2013 - the list of applicants to be interviewed must be approved by HR and President Watts before interviews are scheduled. The Senate has a mechanism to ask that the parties cease this practice. The AAPC does not, but Mr. Tucker said the Council could go on record to say that it finds it grievous that the president is violating the college’s policy. A motion was passed to make a statement to the president. Mr. Tucker will prepare it.

Mr. Tucker told the meeting that a faculty member had been accused of misconduct last spring and was told by HR that the new Faculty Due Process Rights policy violated BOR policy and did not have to be followed. Mr. Tucker expects HR to continue to block the use of this policy so he urged Council members to be vigilant and let their constituents also be aware. The Faculty Due Process Rights policy is official college policy; it was approved and signed off by the president.

VI Adjournment

The meeting adjourned at 5:00 pm