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

II Approval of minutes of 10/15/13
Connie Washburn was present at the meeting on 10/15/2013. The minutes were approved.

III Old Business
Report on PPAB policy decisions
Faculty Senate Chair, Sally Robertson, reported that the PPAB had passed the GPC Volunteer Program policy. The age threshold (18 years old) was not lowered to allow younger volunteers.

IV Old Business
Policy 137 - Religious Holidays
Following is the policy statement that emerged from the last meeting, and went to the other policy councils:

Students are responsible for negotiating their needs regarding religious holidays with each instructor at the beginning of the term. Accommodations will be made at the discretion of the instructor and should be consistent with the instructor’s attendance policy.
Mr. Tucker reported that faculty members who sit on other policy councils are insisting that the college must accommodate religious holidays, that it would be discriminatory not to do so. He also said that the interim VPAA, Phil Smith, did not think that saying it is up to the discretion of the faculty satisfied the BOR’s requirement for a policy, making reference to the following language from the USG’s Academic Affairs handbook:

The intent and spirit of the policy should be honored by making special arrangements for individuals where such an action is deemed to be best for the institution as a whole.

The President, with input from the PPAB, will ultimately decide what the policy says.

Policy 138 – Student Theft of Intellectual Property (NEW)
There are two options for handling this issue:
   (1) include it as part of the Academic Honesty policy and rename the policy Academic Honesty and Misuse of Course Materials
   (2) develop a new stand-alone policy called Student Misuse of Course Materials.

The Council decided that a stand-alone policy would be the better option. Mr. Tucker had worked on a draft of this and the policy statement was reviewed at the meeting. Below is the edited statement that emerged from the discussion:

All instructor-created materials, both physical and electronic, used in this course are copyrighted by the instructor. They may not be reproduced physically or electronically by any student without the expressed written consent of the instructor. This provision includes, but is not limited to, posting any course materials to the Web or social media. Students who violate these copyright protections will be subject to a reduced or failing course grade and to charges of intellectual property theft that may result in suspension or exclusion from the College.

Ms. Whaley will develop the procedure for this policy for the next meeting. It is to include an intermediate step for the instructor to go through the Department Chair in dealing with the alleged perpetrator.

Changes to AAPC Bylaws
Mr. Tucker had drafted a new section for the AAPC bylaws to address instances where persons want policies to be reconsidered soon after they have been passed by the Council.

Section 9: Policy Review
Policies that have been approved by the Council one academic year will not be reconsidered by the Council until the following academic year, unless requested by the VPAA or the PPAB. Otherwise, after a policy has been approved, a two-thirds
vote of the voting membership is required to reconsider that policy during the same academic year.

Council members approved of this wording, but a formal vote was not taken as the proposal to amend had been sent out only one week before this meeting. According to Article VI of the bylaws, a proposed amendment must be sent out two weeks prior to the meeting at which it is to be considered.

Some membership issues relating to the bylaws were also discussed:

**VP for Student Affairs and Enrollment Services**
This position is listed as a non-rotating, non-voting member. However, the incumbent, Dr. June, has not been attending meetings for a long time. Mr. Tucker will amend the membership to say “The VP for Student Affairs and Enrollment Services or his designee” so that the VP can send someone to represent him.

**Faculty representative from GPC Online**
In addition to the seven faculty representatives from the divisions, an additional faculty member from GPC Online sits on the AAPC. The Executive Director of GPC Online is a non-voting member of the Council. Online is a campus, not a division. Any of the seven divisions can elect an online faculty representative for the AAPC. Ms. Whaley brought a motion for the Online faculty representative position to be deleted. This amendment will be included in the draft that Mr. Tucker will send out to Council members ahead of the next meeting, at which a vote will be taken.

V **New Business**

**Academic Expulsion**
There had been a case of impersonation where an identical twin tried to take an exam for her sister. The instructor became suspicious, compared their signatures and the fraud was discovered. According to the Academic Expulsion policy #100, “The student may be accompanied by one person of his or her choosing”. The sentence was extended with the words “as long as that person was not involved in the alleged violation”. This will ensure that joint violators face the expulsion panel separately so that they cannot synchronize their stories.

The Council voted to approve the amendment. This will go to the other secondary councils for their review.

**Revisions to the Withdrawal policy**
This revision originated with Ms. Whaley, who explained that it was necessary for a number of reasons. She said that the policy statement is weak and its purpose is not clear. “The college may withdraw students...” suggests that it is a matter of discretion, and when it is done students feel unfairly targeted and threaten to file suit. Other minor
things are (1) multiple references to the Regents Test, which is no longer done at the college, and (2) the code for English as a Second Language should be the four-letter ENSL instead of ESL.

Mr. Tucker explained that according to BOR policy a student may not withdraw from LS courses and remain in academic courses, except for an activity Physical Education course and a college orientation course. Further, Mr. Tucker had examined BOR policy and consulted with GPC’s Director of Learning Support (LS), Chris Rednour, and found that the policy does not stipulate that a student may be withdrawn from a course for violating an attendance policy for LS. Neither does it address what happens if an institutional withdrawal from a LS course is done. The current consequence at GPC is that other collegiate-level courses have to be dropped. BOR’s policy refers only to student-initiated withdrawals. Mr. Tucker concluded that the practice of institutional withdrawal from LS leading to withdrawal from collegiate-level courses is GPC policy, not BOR policy.

Pointing out that variations in attendance policies led to some instructors initiating withdrawals for collegiate-level courses while others did not, and students not attending because they thought that one withdrawal meant they were withdrawn from all classes, Mr. Tucker said that the college had decided to stop institutional withdrawals from collegiate-level courses because of attendance. For this reason the following statement which had been added under Automatic Withdrawals and Withdrawals Initiated by the Instructor was deleted from the revised draft policy:

> Each academic discipline may establish attendance or participation requirements for one or more of its courses. Students who violate these requirements before the midpoint of the term will be withdrawn from class.

The following statement under Withdrawals Initiated by Students, which had been struck, was reinstated (with edits):

> Students enrolled in both Learning Support, ENSL, and collegiate-level courses are not allowed to withdraw from any required Learning Support or ENSL course unless they also withdraw from all collegiate-level courses.

The overall policy statement was amended as well.

Original policy statement:

Students may withdraw or the college may withdraw students from their classes.

New policy statement

Students can withdraw from one or more of their classes. The college has the authority to withdraw students as specified below.
VI Adjournment
The meeting adjourned at 4:43 pm. The next meeting is scheduled for Dec. 17. Mr. Tucker thinks that the matters that are before the AAPC at present can wait until January’s meeting. However, he noted that the AAPC may need to comment on policies from other policy councils before then if it wants to get its voice heard before those policies go to the PPAB. In that case it may not be possible to postpone December’s meeting. He will let Council members know.