MEMBERS PRESENT:
Susan Cody, Michael Diebert, Sarah Jennings, Elizabeth Lathrop, Erin Morrey, Paula Porto, Doug Ruch, Ingrid Thompson-Sellers, Ted Wadley, Emily Whaley

MEMBERS NOT PRESENT:
Vincent June, Sally Robertson, Matthew Robison, Shyam Sriram, Robin Winston

ALTERNATES PRESENT:
Stephan Moore for Matthew Robison, Janet Orr for Shyam Sriram

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

II Approval of minutes of 6/18/13
In the first line on page 2, Robertson should replace Wheeler. The minutes were approved with that amendment.

III Old Business
Report on PPAB policy decisions
The PPAB approved the textbook policy with the AAPC’s additions of conflict of interest and the approval of electronic components by the Office of Information Technology. Mr. Tucker had reviewed the approved policy that is posted online and observed that the only thing that was added was that a faculty member who discloses a relationship with a publisher has to complete the outside activities form. The PPAB will consider the Incompletes policy at its next meeting.

IV New Business
Policy 137 - Religious Holidays
The USG Policy Manual states that each institution should have a policy regarding special arrangements for students for religious holidays. Mr. Tucker asked members to report the feedback that they had received from their constituents. Ms. Whaley had no comments from the MCSE discipline. Most of the feedback that Dr. Morrey got said that we are a state institution, there is a separation of church and state, so that should be
the policy. She explained that the stance of her Science colleagues may have to do with the fact that it is very difficult to accommodate students who miss lab classes, for whatever reason. Mr. Tucker reported three viewpoints from ESL: (1) accommodation for students’ religious holidays should be for one day only, (2) the policy should state that accommodations for religious holidays should be at the discretion of the instructor, (3) one person has no issue with religious holidays and already accommodates students.

Given the situation with Science, for example, Mr. Tucker commented that it would be difficult to write a one size fits all policy for the entire college. If BOR says we have to have one then he is comfortable with saying it is up to instructor’s discretion. In that way instructors who want to accommodate students can, those who cannot (for example, because of labs) do not have to, and others can do what they want. Instructors differ in how they deal with late work, make up work, and absences. As long as the instructor specifies on the syllabus how religious holidays will be dealt with, then students know up front what they will be facing in that course. They have the option of choosing another section if they deem it necessary. Based on the likely variations in how instructors would handle accommodations for religious holidays, Dr. Morrey asked if we would be opening up ourselves to lawsuits for religious discrimination. Mr. Tucker pointed out that if we were required to accommodate for religious reasons then the BOR would have a policy requiring us to do so. Instead, the BOR only says that we need to have a policy.

Dr. Thompson-Sellers shared with the meeting that Kennesaw State University puts out a list of all the major holidays that will occur during a specific academic year. There is a broad policy that says the list is provided so that persons can know potential conflicts. All employees and students are responsible for negotiating their needs around religious practices with their supervisor or professor. Council members were in favor of the essence of this statement. Ms. Whaley thought that providing a list of the holidays would lead students to choose days to be off, even without genuine religious affiliation, and Mr. Tucker pointed out that employees would have to be excluded as the policy being developed is for students only.

Mr. Tucker asked Dr. Thompson-Sellers to send Kennesaw’s policy to him and he would work on a draft for the next AAPC meeting.

Comments on policies on from other Councils

Policy 204 Appeals Process for Tuition Classification - no comment

Policy 208 Display of Non-College Publications - no comment
**Policy 221**  Students’ Role in Institutional Decision Making

Mr. Tucker said that last year the AAPC had revised its bylaws and removed students from the Council. At the time he was unaware of the existence of policy #221 which states that students will participate in the college’s decision-making process. Ms. Whaley felt that students who sat on the Council did not actually represent other students as they did not solicit their opinions as other Council members do with their constituents. She also pointed out that they hardly attended meetings.

Stephan Moore, representing the Dean of Student Services – Clarkston, pointed out that students are on a lot of committees across the college, and there are persons that work with them to make sure that information from the student perspective is brought back to the table. He felt that there was value in having that perspective when looking at academic policies, and that the Dean of Student Services who sits on this Council would be a good person to work with a student representative to ensure that relevant feedback comes to the AAPC. Paula Porto felt that student representatives would need mentorship as well as education on the purpose of the AAPC and their role, to be effective. Dr. Thompson-Sellers shared that she has served on BOR Advisory Councils that have student representatives. They were handpicked based on their association with student government associations, and represented their respective bodies. She felt that if we can appropriately select students, such that they will be a part of a unified body and be able to give feedback to that body and solicit input as well, then it will work.

Mr. Tucker said that if there is going to be a student representative on the Council then he wants someone who will attend consistently, and be consistently prepared. The student would have to take the responsibility seriously, review meeting documents and solicit opinions from other students, just as he expects from all members.

With respect to this policy, Mr. Tucker will send a comment from the AAPC saying that the Council had removed student membership, stating the reasons and asking how to proceed. If the SAPC feels that students should be on the AAPC then he would like for us to have input to say the kind of support they would need to be effective, contributing members.

**Policy 337**  Fuel card program – no comments

**Policy 401**  Career Development – no comment

**Policy 402**  Classified employee disciplinary policy and procedure – no comment

**Policy 403**  Classified Personnel Performance Management – no comment

**Policy 409**  Employee orientation – no comment
Policy 414  Employment of Full-time faculty – no comment

Policy 415  Employment of Full-time Classified Personnel – no comment

Policy 424  Family and Medical leave

- Under minimum eligibility requirements, section III A, there is a questionable mention of airline flight crew employees.
- Under Section I E - Intermittent Leave “Employees must make reasonable efforts to schedule leave planned for medical treatment so as not to unduly disrupt the employee’s operations”. AAPC suggests college’s operations.

Policy 437  Reassignment and transfer of personnel among campuses/centers – no comment

Policy 446  Statement of non-discrimination – no comment

Policy 450  Tuition Assistance Program - no comment

Policy 461  Contract Approval Process – no comment

Policy 704  Grant application - no comment

Policy 720  Cost-Sharing and In-Kind Contributions on Sponsored Projects – no comment

Policy 724  Asset Management & Investment - no comment

Policy 725  Gift Management - no comment

Policy 726  Naming of Programs and Facilities - no comment

Policy 727  Office of Institutional Advancement Records Management - no comment

Policy 728  Recognition of the Georgia Perimeter College Foundation - no comment

Policy 729  Photography

The AAPC recommended adjustment (see italics) of the following sentence:

All images taken on behalf of the college by the college photographer or a freelance photographer hired by the college are owned and copyrighted by Georgia Perimeter College.
V Other
It had come to Ms. Whaley’s attention that some students say that they do not read their GPC emails because their inbox is flooded with hundreds of messages. Partly to blame for this if the fact that Student Services advertises items for sale on behalf of students, instead of students posting messages on a bulletin board.

Mr. Moore explained that emails go out twice per week - Tuesdays and Thursdays, Clarkston campus is the only one that does it, and it was a financial move based on the amount of money that was being spent on making copies for students. It is more cost effective for a staff member to compile the information and send it out via email. Since the advent of the JAG list, only students who subscribe to this receive the emails. Mr. Moore said the amount of emails that students are receiving now is minimal compared to a year ago when anybody could sit at a desk and send an email that automatically went out to the student community. Ms. Whaley concluded that students are probably exaggerating or making up an excuse for not doing what they are supposed to do. Council members agreed that students have to be held accountable for checking their GPC email accounts.

VI Adjournment
The meeting adjourned at 4:11 pm. The next meeting will be in October.