

## ACADEMIC POLICY COUNCIL (APC) MEETING MINUTES

April 24, 2019

9:30 a.m.

239 Tigert Hall

*Minutes submitted by Patricia Sohn, APC Chair.*

**Present:** Hans van Oostrom, Laurie Bialosky, Chris Hass, Angela Lindner, Deborah Mayhew, Kaitlyn Kowalski, Karen Whalen, and Patricia Sohn.

**1. Call to Order.**

-The meeting was called to order at 9:30 a.m.

**2. Approval of Minutes.**

-The March 27, 2019 minutes were approved as amended.

**3. Syllabus Policy - Associate Provost for Undergraduate Affairs**

-To be in compliance with UF syllabus policy, faculty and units must have syllabi available to students *three business days before the beginning of classes*. Some units are at 100% compliance. If syllabi are not available 3 days before class, it has been successfully used to demand refunds for a class.

**4. Non-Tenure Track Lines - Associate Provost for Academic and Faculty Affairs**

-There is an ongoing campus-wide effort to ensure that non-tenure track faculty are treated fairly and equitably. Next year, there may be a request for faculty input into the question. If (tenured, tenure track, or non-tenure track) faculty are interested in contributing their input into the questions being raised, please make a note of it if you receive a survey, or if the Faculty Senate asks for input next year. It is our opportunity to address the question in a concerted way.

**5. Flexibility of Course Format - Associate Provost for Academic and Faculty Affairs**

-Under certain circumstances, it may be important to change course format officially through the academic curriculum approvals system. Particularly if you are changing Gordon Rule status within your course, it is required to change the course information formally through the approvals system. The course catalog is based upon the information available within the course approvals system. It is in keeping with best practices to keep the course catalog up to date with what is being offered in the classroom.

**6. Student Accountability, re: Student Course Evaluations - Associate Provost for Academic and Faculty Affairs**

-The Council had a discussion about encouraging students to be constructive, non-retaliatory, non-violent or threatening, and to engage in civil discourse as part of doing their student evaluations. That is, students are asked to treat evaluations responsibly and in a professional manner. It is probably good for faculty to give students this sort of primer when reminding them to do course evaluations. The student number is now associated with the evaluation

within the evaluations system, although it can only be accessed by higher administration for important academic or other reasons. It may not be a bad idea for students to know this piece of information as a dis-incentive to use the student evaluations system inappropriately (e.g., especially violent or threatening comments).

**7. Election of New APC Chair.**

-Patricia Sohn was re-elected to be APC Chair for 2019-2020.

**8. Adjournment.**

-The meeting was adjourned at 10:52 a.m.