

## ACADEMIC POLICY COUNCIL Minutes

Monday, August 3, 2020

2:45 – 3:30 p.m.

Via Zoom: <https://ufl.zoom.us/j/92760491040?pwd=akxXSjJMdWpLa2VjVTB0dXZ4NGRYUT09>

**Attending:** Paul Duncan, Jason Byrd, Chris Hass, Hans van Oostrom, John Krigbaum, Angela Bascik, Deborah Mayhew, Emma Towler, Elizabeth Wood, Angela Lindner, Laurie Bialosky, and Youssef Haddad.

**1. Call to Order** – Hans van Oostrom – APC Chair

APC Chair Hans van Oostrom called the meeting to order at 2:47 p.m.

APC members were introduced.

**2. Approval of [June 25, 2020 Minutes](#)**

-The minutes were approved.

**3. New Business** - Chris Hass, Associate Provost for Academic & Faculty Affairs

- **[Syllabus statement policy](#)**

-The statement was tweaked based on feedback from the last council meeting.

-Whether conducting classes online or face to face, this policy would apply. There is still flexibility for faculty when preparing their syllabus, but this is meant to help and needs to be added to a syllabus whenever a faculty member plans to record a class.

-It was clarified that this policy applies to all graduate syllabi and courses.

-The Privacy and General Counsel offices have provided additional information since the last council meeting. <https://privacy.ufl.edu/privacy/studentfaculty/> provides updated guidance regarding Zoom recordings, what can be shared, and what students have permission to share. The online statement was reviewed, and it was agreed that there is no conflict with what is in this draft syllabi policy.

-In response to council concerns about how to protect biometric data (which would identify an individual), Dr. Hass agreed to add a clarifying sentence to indicate that unauthorized recording or sharing of recorded materials is prohibited.

-Council approved [the draft with this amendment](#).

-Faculty will be updated through each college, the University Curriculum Committee (UCC), and the Faculty Update Newsletter.

-Additionally, Dr. Hass followed-up on council inquiries with the following clarification:

‘There have been a few questions regarding the recording language in the updated syllabi statement. Here is additional info that may be helpful. Feel free to direct questions you are getting to me or the Privacy Office.

Student privacy rights or best practices have not been altered by this syllabi statement. If a student chooses not to participate or to participate in a way that prevents a faculty member from fully assessing their contributions, they can be graded accordingly. If participation is graded in a course and there is not another way to get full participation credit without having their camera or audio on, then this should be explicitly stated in the syllabus and the specific use of recording should be disclosed to the student. Because students might have difficulty in sharing video (poor wifi connection, environmental conditions they are not willing to expose) faculty should be flexible in how participation is earned.

If the recording is used outside the class then the student cannot be forced to participate with video or audio without consent.'

#### - [Minimal CANVAS use policy for fall 2020](#)

- The proposal is not meant to burden faculty but to provide uniformity to students in obtaining and tracking their academic progress.
- This proposal has been vetted by and is supported by the colleges.
- While other platform use is still allowed, CANVAS should be used; it provides the best mode of communication, gradebook viewing, and it's helpfulness to students may ultimately lead to better faculty evaluations.
- It was clarified that faculty may still offer paper submission options through means other than through CANVAS.
- The Student Petitions Committee has received a large number of requests for a retroactive drop because actual grades were not revealed late to students. Utilizing CANVAS could eliminate many requests for late drops. Council agreed that while faculty are encouraged to timely communicate grades to students, particularly in this crisis environment, this policy may not be the best means to emphasize this, so such additional verbiage was not added.
- There is no policy that faculty must record a lecture/class to accommodate a student, for example, in a different time zone, so while it is a best practice to do so, it is not required. Utilization of other communication methods, such as office hours could assist such students.
- Council approved the policy for Fall 2020 and recommends it be taken into consideration again for future semesters.

#### **4. Adjournment**

- The meeting adjourned at 3:30 p.m.