

ACADEMIC POLICY COUNCIL (APC) Minutes

MONDAY, FEBRUARY 8, 2021

3:00 p.m.

Via Zoom:

<https://ufl.zoom.us/j/97399537810?pwd=TW1keWdvdS9lYldLMkFqNGtTNUZjUT09>

Present: Hans van Oostrom, Emma Towler, Richard Scholtz, Paul Duncan, Laurie Bialosky, Elizabeth Wood, Angela Lindner, Eleni Bozia, Jason Byrd, Chris Hass, Deborah Mayhew, Andrew Zimmerman, Angela Bacsik, and Hannah Vander Zanden.

1. Call to Order

- The meeting was called to order at 3:01 p.m. by APC Chair Hans van Oostrom.

2. IDEA Tip

- Chair van Oostrom will implement an Inclusion, diversity, equity and action (IDEA) tip at the start of each council meeting and encourages faculty to do so in their meetings as well. Please feel free to share your IDEA tip at a forthcoming council meeting. Today's tip is found at: <https://implicit.harvard.edu> and is an opportunity to measure your implicit associations on various topics.

3. Approval of January 15, 2021 Minutes

- The minutes were approved as amended to correct a surname scrivener's error.

4. New Business

a. UF Academic Calendar

- The UF academic calendar is approved five years in advance. The 2025-6 calendar approval was tabled at the Faculty Senate meeting to allow time to explore other options including: a later start to the Spring semester; feasibility of aligning Alachua County public schools and UF Spring Breaks. The Office of the Registrar prepares the calendar, which is then brought to Faculty Senate for approval.
- Associate Provost Lindner is gathering more information now with public school, UFPD, and local law enforcement officials. Registrar Steve Pritz will provide various academic calendar scenarios, accounting for such needed variations as exam days over weekends, delaying the start of spring semester, reading days tweaks, etc., to the Faculty Senate Steering Committee for review.
- The semester start dates are particularly relative for nine-month faculty.
- Retaining the 220-day minimum as a starting point in the calendar tweaks was suggested.
- Other important points of consideration include: the Board of Governor-mandated twelve-hour rule pertaining to instructional and office hours; the calculation of contact hours; documenting academic calendar rules to help in moving forward; and ensuring that Faculty Senate actions and discussions are relayed to the unit level.

b. [Proposed Syllabi Statement/Resource](#)

"The University of Florida acknowledges the importance of an inclusive environment for all, and consistent with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 484C of the Higher Education Act of 1965, the University prohibits discrimination based on sex, gender identity, sexual orientation, race, color, national origin, and veteran status in education programs or activities. If you believe that you have been the victim of discrimination, harassment or sexual misconduct, you may contact the Office for Accessibility and Gender Equity at <https://titleix.ufl.edu/make-a-report/> to submit a complaint or obtain other assistance."

- The Faculty Senate Parliamentarian received an email from a colleague who discussed consideration of approving or writing a diversity and inclusion statement for all syllabi. The challenges of each college tackling this task independently include duplication of work and difficulty in parsing the needs of individual colleges so that uniformity, consistency and language is optimal.

- Associate Provost Hass screen-shared currently utilized resources:

[Click here to read the Honor Code](#). Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

4. Campus Resources:

Health and Wellness

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road,

- Points of discussion included awareness of: avoiding an overly-lengthy and unwieldy syllabus due to the addition of new requirements; the need to clearly guide students to all available options and legal resources, and clarifying their rights; which resources students currently utilize to explore such issues and ensuring this information is placed in such locations with easy and visible access.

- Should Canvas contain all the uniform requirements posted on Canvas plus the items unique to a course which is normally posted in a syllabus?

- The terminology in relation to classroom inclusiveness and the right to have inclusiveness was discussed.

- The timeline for this item was discussed, including that faculty will soon be preparing summer syllabi.

- The General Education Committee (GEC) is working on syllabus templates which could be modified so boilerplate language could be on a .pdf or faculty could select from such options.

- Should approved policy language be embedded in the syllabus? Syllabus vs. catalogue placement was discussed. University Canvas experts and university catalog officials can

also connect to determine the best place to place this information. Council's student representative opined that students likely refer most often to the syllabus and less to the catalog because the latter entails a more extensive search for specific items. A cohort page, which students are subscribed to, is one consideration.

- This could be added as an optional item in the syllabus policy for now and APC can continue discussion on this in future agendas.

- Chris will bring council's feedback to the Office of the Chief Diversity Officer and the General Counsel's Office and APC will further explore this item.

c. Draft COVID Impact Statement

- This draft statement has been shared with colleges and Associate Deans who were obtaining feedback from College Faculty Councils/Assemblies.

- This is a guidance statement and would be applicable to P&T packets being reviewed as early as this spring/next month.

- A suggestion was made to have a word limit. Research and teaching narratives are 750 words but there is no word limit on annual evaluations. 500 words may be a good median number to utilize.

- Department Chairs are being made aware that this is intended to allow an opportunity for faculty to capture COVID impacts and relay them on faculty members' annual evaluations.

- Memorandums of Understanding (MOU's) and guidance being provided to Department Chairs, with respect to faculty evaluations, were discussed. The Provost's Office continues to work with Faculty Senate and College Councils/Assemblies and, where applicable, within the parameters of the Collective Bargaining Agreement (CBA) to ensure faculty can effectively tell their stories regarding pandemic impacts on their careers, publications, teaching, scholarship, etc.

- Faculty would not be required to answer any or all of these questions, as they are intended to ensure that faculty who have been heavily impacted by COVID have an opportunity to help control their assessment narrative.

- It would also be optional because not all faculty may be comfortable drawing attention to limited progress or personal circumstances. It would be an opportunity to disclose factual and specific information to P&T committees, such as if faculty were coping with mandatory daycare or laboratory closures, etc.

- Clear instruction to the faculty is essential.

- It is anticipated that this will be in the form of a .pdf of instructions added to the P&T system.

- Council voted and is in agreement with this statement in principle. Feedback will be provided to Associate Provost Hass.

5. Old Business

a. Peer Evaluations

- Chair van Oostrom attended the Association of American Universities (AAU) STEM Department Chair Workshops, where teaching evaluations and peer assessments were discussed. A project page from the National Science Foundation (NSF)-funded University

of Georgia DeLTA (Department and Leadership Teams for Action) project was screen-shared with council. Its evaluation format includes: 1- peer voice 2- student voice and 3- self/self-assessment. Council Chair is creating a report with the information about peer evaluation of teaching and will share a draft with all interested Faculty Senate councils.

b. Anti-racism Action Plan

- Council Chair charged council members to obtain constituent feedback for specific plans of action; all suggestions are welcomed.

c. Faculty Titles

- Council is looking at the issue of faculty titles, in coordination with the Compensation Committee, which has a goal of bringing the resolution (or some form of it) which was presented to Faculty Senate in the fall, back to Faculty Senate by this semester's end. The CLAS survey is being reviewed. An alternative approach may be to ask colleges to support the usage of working titles if this is more agreeable than doing so at the university-wide level.

- The original resolution may need to clarify that the discussion is between the usage of Human Resources and official faculty titles versus working faculty titles. Chair van Oostrom will seek clarification with the Faculty Senate Chair on the administration's position on utilizing working titles.

6. Adjournment

- The meeting adjourned at 4:13 p.m.