ACADEMIC POLICY COUNCIL (APC) MINUTES

MONDAY, DECEMBER 7, 2020

3:00 p.m.

Via Zoom:

https://ufl.zoom.us/j/93010735176?pwd=amdOK2J4cWh6MEgzRkVYdWJOT3Y2dz09

Attending: Hans van Oostrom, Eleni Bozia, Angela Lindner, Andrew Zimmerman, Angela Bacsik, Chris Hass, Deborah Mayhew, Laurie Bialosky, Jason Byrd, Paul Duncan, Richard Scholtz, and Youssef Haddad.

1. **Call to Order**
   - The meeting was called to order at 3:00 p.m. by APC Chair Hans van Oostrom.

2. **Approval of November 16, 2020 Minutes**
   - The minutes were approved.

3. **Old Business**
   a. **Peer Evaluations**
   - A 'Peer Evaluation of Teaching' meeting was noticed and held earlier today to help identify if a guiding document or strong university model of peer evaluation exists at UF. The group met at the request of the Faculty Senate Chair and was led by APC Chair van Oostrom. Allen Wysocki, IFAS Associate Dean and Professor, shared IFAS' model. College of Education faculty and Faculty Assembly members provided extensive information on their model and current work on this issue. The College of Veterinary Medicine provided preliminary information and Jennifer K. Smith, Director of the Center for Teaching Excellence, was in attendance to provide her feedback.
   - APC will discuss the hyperlinked documents below at a future meeting, and with assistance from the Welfare Council, will help sift through this information to establish a guiding document on how to conduct a peer evaluation:
   o http://fora.aa.ufl.edu/docs//72///2020-2021//CALS_Peer_Teaching_Assessment_Summary_7-15-15.pdf
   o http://fora.aa.ufl.edu/docs//72///2020-2021//CALS_Peer_Teaching_Assessment_7-15-15.pdf
   o http://fora.aa.ufl.edu/docs//72///2020-2021//College of Education Peer Teaching Eval Overview1.pdf
   o http://fora.aa.ufl.edu/docs//72///2020-2021//College of Education Sources of Evidence for Peer Teaching Evaluations.pdf
   o http://fora.aa.ufl.edu/docs//72///2020-2021//College of Education STL Peer ReviewTeaching policy 2.26.2019.pdf
   o http://fora.aa.ufl.edu/docs//72///2020-2021//Peer Evaluation at Vet Med.pdf
   - In addition to diverse faculty representation, the importance of administrative representation in this group was noted.
   - Involvement of and communication to academic deans early in this process will be helpful, particularly if college level recommendations are eventually made.

   b. **Anti-racism Action Plan**
   - APC considered what specifics could be encouraged in various Faculty Senate

committees and councils to aid in the construction of an action plan.

c. Quest
- College of Liberal Arts & Sciences Senator, Eleni Bozia, reported that she and Interim Assistant Vice President for Student Affairs, Will Atkins, are co-chairing a task force addressing Quest courses and how it can be interwoven with general education courses. The task force has strong student and faculty representation and has met once.
- Task force members have been asked to provide information at the next meeting: of bullet point topics which will help define the task force's objectives and how to implement them; and a description of members' background to help determine each area of contribution or specialization within the task force.
- APC is interested in receiving updates from Senator Bozia or College of Engineering Faculty Senator and task force member, Lawrence Ukeiley.

d. Faculty Titles
- APC is seeking clarification if outward-facing working titles can be used by faculty within a given unit or college if they are favor of doing so.

4. New Business
a. [Spring Required Minimal Canvas Usage Draft]
-With increased modalities being offered and utilized in the spring, including synchronous and asynchronous delivery, HyFlex, face-to-face, hybrid, etc., students have found Canvas to be an easily accessible and well-centralized information tool.
- This draft utilizes similar language to the proposal approved in Spring 2020.
- If Canvas is not being used, faculty need to use secured file storage provided and approved by UF. However, faculty ultimately still need to use Canvas to post the syllabus and communicate grades to students, regardless of whether they are temporarily (and securely) storing information, such as grades, outside of Canvas.
- A secure method to communicate with students is imperative.
- Email communication between faculty and students was discussed.
- Public record rules, including the Sunshine Law, remain applicable regardless of which UF system or mode of communication is used.
- In comparison to Outlook or email systems, Canvas is structured with additional layers of security. The use of UF official Outlook email, student listservs, and other commonly-used communication modes, such as Slack and [Pearson discussion boards], were discussed from information technology and privacy perspectives; their usage by faculty for announcements, reminders, deadlines, and course communications was discussed.
- Council agreed that anything deemed 'essential to all students' needs to happen in Canvas.
- Council discussed suggested changes to the [draft] and approved [the draft as amended].
- Although avoiding a policy review every semester would be helpful to the faculty and council, this is a temporary measure (as it was this fall) because of recent online course proliferation, due to COVID. In the spring, APC will consider if a permanent Canvas

policy, which will be reviewed by Faculty Senate and others, should be implemented university wide.

    b. Other
      - There was no other business.

5. Adjournment
    - The meeting adjourned at 3:48 p.m.