

# Academic Policy Council Minutes

February 14, 2013

Bryant Hall Room 120, 3:00 p.m.

## Attendees

Carol Murphy, Ken Gerhardt, Jessica Aaron, Maria Rogal, Seth Mahl, Craig Tapley, Nina Caputo, John Leavey, Nicole Stedman, Creed Greer, Renée Goodrich, Sue Alvers, Joe Glover, Steve Pritz, and Angel Kwolek-Folland

## Call to Order

Maria Rogal, Chair, called the meeting to order at 3:00 p.m. The January minutes were approved.

## Block Exams– Steve Pritz

- Steve Pritz noted that the current block exam policy has been in effect for a long time and has served those who use it well.
- Currently there are 1500 opportunities for three hour classes within a week. During fall term, there were 21 classes proposed that overlapped E2-E3, but instructors/departments changed the time of classes. Questions that the APC had that Steve plans to research:
  - Who made this rule? When? And Why?
  - Does it apply to every undergraduate class meeting (except labs)?
  - Does it apply to any graduate course?
  - What if any are options for exemption from this rule?
- Steve asked the APC to email any questions it might have:
  - How many courses with block exams are there and how many students are in these exams?
  - How many students have conflicts?
- Several APC members were concerned about the lack of rooms to reserve and the cost of reserving those rooms for events or conferences.
  - The Provost mentioned that most of the rooms are free except for the Reitz Union.
  - For planning purposes, the Registrar's Office will create a master calendar for Block exams.

## Posthumous Degree – Steve Pritz

- The Registrar's office will propose language and design for the new "In Memoriam Degree"
- The committee preferred the large paper and use of the seal if possible.
- Who signs the diploma?
- Craig made a motion and Carol seconded to send the "In Memoriam Degree" to Steve Pritz for further design consideration. This motion passed.

## Faculty Review of Administrators – Maria Rogal

- Maria recently received responses from almost all of chairs of College Faculty Councils on review of administrators.
- CLAS hasn't done a review on the dean in the last three years because it has been too labor intensive. However, now we have Qualtrics that colleges can use.
- The APC might want to contact Barbara Wingo on the legalities of a college handling its own dean evaluations.
- The provost's office uses the IDEA survey.

**Drop/Add – Creed Greer**

- There's been concern about the length of the drop/add period. Students have 5 days to drop and/add a class.
- Instructors are concerned that students who start their classes a week into the semester because of drop/add are behind already.
- Seth noted that he likes to have a week to test his schedule. Students should have the opportunity to go to class to see if they like it. Sometimes the class only meets once a week.

**Gen Ed Humanities Requirement Question – Maria Rogal**

- This request from Jessica Harland-Jacobs was referred to the General Education Committee who is in the process of slowly reviewing 1200 general education courses.
- Bernard Mair informed Maria Rogal in an email that the General Education Committee will definitely consider this course in their next round of reviews.

Meeting adjourned at 5:00 p.m.