

**Academic Policy Council Minutes**  
**Wednesday, January 17, 2018**  
**HPNP Building, Room 4233 (Dean's conference room, 4th Floor)**  
**3:30 pm**  
**Call in number: 352 273-9583**

**Attendees**

Patricia Sohn, Susan Schaffer, Angela Lindner, Chris Hass, Toby Shorey, Laurie Bialosky, Joel Brendemuhl, Hans van Oostrom, Alison Reynolds, Sue Alvers, and Jack Mecholsky.

**Call to Order**

Council Chair Susan Schaffer called the meeting to order at 3:31 p.m.

**Approval of Minutes**

The December 13, 2017 minutes were approved.

**New Business:**

**a. Discussion of how to encourage faculty adherence to the state and university policies regarding:**

**1. Posting syllabuses:**

- Syllabus must be posted three days prior to the start of class.
- All syllabuses must be made available to the public.
- While each college dean is ultimately responsible for adherence to this policy, there is a need for increased accounting and oversight.
- Faculty may not realize that posting their syllabus only on Canvas is insufficient.
- New faculty hires should be educated and perhaps provided training materials to encourage adherence to the policy.
- Angela Lindner will contact Angel Kwolek-Folland to discuss how the faculty handbook addresses this policy and will update the council at the next meeting.

**2. Final exams:**

- While not all faculty give a cumulative final exam, there is still a need for adherence to the final exam policy.
- There is a concern that holding final exams earlier than the allotted exam period will place students at a disadvantage because of limited study time.
- A make-up exam slot is always available on Friday.
- While Provost Glover will send an administrative memo as a policy reminder, department chairs, deans, and all faculty should note that holding early exams is a violation of state and university policy.

**b. Academic Integrity Task Force Report (Joel Brendemuhl, Professor and Associate Dean, CALS/ UF IFAS)**

- Joel Brendemuhl discussed developing the best faculty management practices. There are two parallel task forces underway; one originates from the VP of Student Affairs, Dr. David Parrot's office, which is focused on a line by line review of the student honor code and the second by UF Online Director Evangeline Cummings. Moving forward, Dr. Brendemuhl is coordinating with both.
- Student conduct code revisions need approval by the Board of Trustees (BOT) after a 30-day public comment period.

-Task force recommendations will be brought to the June BOT meeting so the task force work should conclude by April, when the findings can be brought back to council.

The task force is examining how to:

- Change the culture versus the penalties as defined in the student conduct code
- Make the honor code more visible during UF Preview
- Provide clarity and if an approach of spelling out and publishing sanctions for each offense is helpful
- Overcome the burden of a cumbersome reporting process

-The task force will weigh the benefits of having such student requirements as requiring students to have a (\$15-\$20) 360-degree external camera rather than a computer camera.

-Along with reviewing current, published codes, Dr. Hansen's 2010-11 Task Force Report will be carefully reviewed and mined for pertinent recommendations and policy deficiencies.

-The council may be interested in asking the student honor court to present to Faculty Senate.

**c. Change of April meeting date**

It was agreed that the council will meet at 3:30 on Tuesday, April 17<sup>th</sup> rather than on 4-18 due to chair teaching conflict. Laurie will be taking minutes at the SCORS meeting, which overlaps this council's April 17<sup>th</sup> meeting time.

**Old Business:**

Students and classroom bloodborne pathogen exposures – Toby Shorin

- Toby Shorin discussed the issue of undergraduate courses in which students are exposed to animals and tissues. Graduate students are trained to handle these substances by departments and colleges, so the committee is focusing on training for students participating in undergraduate courses who are in direct contact with such items. The committee is ensuring there are consistent protocols and procedures across campus and is only examining exposures made as a function of the class, as opposed to incidental exposures.

-Protocols from UC Davis and Michigan State were examined as they have been identified as similar peer institutions.

-A survey was sent to targeted faculty and resulted in the committee making the following recommendations:

- Coordinate with the General Counsel Office to reclassify risks and define exposures
  - identify affected courses
  - a risk assessment should be identified on course syllabuses
  - require training prior to exposure and include it in course grading
  - identify which courses have a potential need for a waiver signed by students
    - recognize that a potential waiver requires General Counsel feedback if a student refuses to sign a waiver.

Dr. Angela Linder will provide further updates this spring.

The meeting was adjourned at 4:40 p.m.