

Academic Policy Council Minutes
Wednesday February 21, 2018
HPNP Building Room 4233 (Dean's conference room, 4th Floor)
3:30 p.m.

Attendees

Alison Reynolds, Paul Duncan, Patricia Sohn, Susan Schaffer, Angela Lindner, Chris Hass, Laurie Bialosky, Hans van Oostrom, and Karen Whalen

Call to Order

The meeting was called to order at 3:31 p.m. by APC Chair Susan Schaffer.

Approval of Minutes

The January 17, 2018 minutes were approved.

New business:

UCC Chair Hans van Oostrom raised a concern about recent web modifications to the Dean of Students Office's website. A number of links are broken, including links on the student conduct & honor codes page. Angela will communicate with the academic unit personnel responsible for web maintenance to ensure that a consistent mechanism to modify or update web links is used. Departments will be encouraged to maintain the main template link when updating documents. The Council Chair will communicate with Vice President of Student Affairs David Parrott and copy University IT Committee Chair Dave Carlson to identify some needed web link repairs and to review centrally used links in need of maintenance.

1. Old Business:

a. Updates on previous topics

i. Development of a plan to address faculty adherence to syllabus and final exam guidelines (A. Lindner)

-The [UF syllabi policy](http://syllabus.ufl.edu/) was distributed and is readily accessible online. Syllabi for all colleges must appear on or be linked to: <http://syllabus.ufl.edu/> in an accessible format. In the future, the Provost's Office may take other steps such as reviewing the list of posted syllabi, and generating a list of who is out of compliance and what by what percentage. Part of the intent of accessible syllabus posting is to assist students in learning more about courses offered and decide whether enrollment is appropriate to their needs.

-Final exam week – The Provost's Office will send reminders to faculty to hold all exams during finals weeks. They are also trying to flag individual courses which may have oral exams or non-cumulative exams. Angela is coordinating with Assistant Provost and Director of the Office of Postdoctoral Affairs Cheryl Gater to establish a consistent timeline and regularly scheduled intervals when these email reminders are sent by the Provost's Office.

Options for scheduling change to go to Senate: (A. Lindner)

Faculty Senate approved the 2022-2023 calendar after reviewing several options presented by the Provost's Office with assistance from University Registrar Steve Pritz.

ii. UCC report (Hans van Oostrom)

Increased student and unit sizes combined with academic hall renovations are becoming problematic. There is a concern that some classrooms are being reserved but are not being used, needlessly causing space scarcity, particularly with increased faculty hiring meant to reduce class sizes. Another issue which needs to be addressed includes inaccessibility to classroom spaces in new buildings around campus. Classroom spaces need to be accessible via the standard Registrar Office scheduling procedures.

iii. Evaluation subcommittee report (Angel Kwolek-Folland)

The Task force is continuing its work with the two primary focuses being split between information technology and policy.

iv. Student bloodborne exposures updates (A. Lindner)

An agreement has been reached on what role each stakeholder should play. A question will be added in the approval system to ascertain if students may be exposed and if the reply is affirmative, suggested syllabus wording will be provided. Environmental Health and Safety is now working on determining the risk level to students so a means of directing students to resources can be developed. Progress is being made on amending the approval system to adhere to regulations while reducing the burden on faculty.

Adjournment

The meeting adjourned at 4:31 p.m.