ACADEMIC POLICY COUNCIL (APC) Minutes

Tuesday, February 28, 2023

9:45 a.m.

239 Tigert (Provost's Conference Room)*, or if needed, via Zoom:
https://ufl.zoom.us/j/93835431484?pwd=Z3R3M3VXSXY3VXRDQmdUUnIvOFBRdz09
Meeting ID: 938 3543 1484   Passcode: 945880   Dial in: +1 305 224 1968

Present: Richard Scholtz, John Krigbaum, Angela Lindner, Chris Hass, Crystal Marull, Patricia Sohn, Nancy Clark, Karen Whalen, Norman Beatty, Angela Lindner, Tom Kelleher, Vandana Bawja, Amanda Phalin, Avi Baumstein, and Skylar Johnson.

1. **Call to Order** – Richard Scholtz, APC Chair
   - The meeting was called to order by APC Chair Richard Scholtz at 9:45 a.m.

   UF Faculty Senate Chair, Amanda Phalin, joined meeting for ~10 minutes to provide APC with update on HB 999. Phalin had met with Chancellor Rodrigues who emphasized that it is the responsibility of the UF faculty to provide data to the Florida legislature with evidence of how proposed HB 999 would harm accreditation, degree programs, funding opportunities, student success, etc. Phalin and team plan to acquire data ASAP (legislative session begins March 7th) from faculty/units across campus to back up broader concerns of UF faculty for proposed HB 999 and to find constructive steps forward.

2. **Approval of January 31, 2023 Minutes**
   - The minutes were approved at 9:55 a.m.

3. **New Business**

   a. **College of Pharmacy Online Excused Absence Process –** Karen Whalen, Assistant Dean for Curricular Affairs & Clinical Professor

   Skylar Johnson (College of Pharmacy) conducted a Smartsheet demonstration with respect to tracking student attendance in flipped classroom model across three campuses. Smartsheet is a third-party package (but UF may have access to similar technology, e.g., tracking individual students who tested positive for Covid-19). Presentation highlighted collaborative excel-like worksheet and criteria the College of Pharmacy faculty use to track 'excused', 'pending', or 'not excused' status. Discussion focused on specifics with respect to Pharmacy students, and how the tool might be scaled up for cross-campus excused

absences for Religious Observations. Where might this live (one.uf?) and how might it be managed/accessed by faculty? Dean of Students office and Student Healthcare will need to be included in future discussions of how best to proceed.

    a. **[BOG regulation (3.005)](link) Compliance** – Angela Lindner, Associate Provost for Undergraduate Affairs, Taylor Rose, Sr. Counsel, & Avi Baumstein, UFIT Cybersecurity Manager

BOG regulation 3.005 goes into effect March 1, 2023. Elevates exams and assessment instruments and includes developmental materials and workpapers. Basically, increases their level of security from sensitive to restricted. UF Counsel plans to present new UF Regulation 7.050 to the Board of Trustees at next meeting. How best to implement such a policy and message faculty to ensure compliance? Exams were previously classified as 'sensitive' with no laws protecting it or security controls in place. With this new regulation, exams and related materials are 'restricted' which elevates their classification in line with student records, health records, etc.

10:40 a.m. (APC Chair left meeting, and designate APC Member Crystal Marull as chair)

Avi Baumstein (UFIT Cybersecurity Manager) shared '[Safeguards for Protecting Exams and Exam Materials](link)' document outlining changes and faculty responsibility to use UF technology that has been risk assessed. Discussion focused on how best to manage restricted data with changing technologies, and potential third-party exam tools.

    b. **Post Tenure Review and [Appendix A of the UF Tenure and Promotion Guidelines](link)** – Chris Hass, Associate Provost for Academic and Faculty Affairs

BOG voted to approve modified regulation, but UF does need to create its own policy for UF post-tenure and performance review. Discussion focused on a packet/dossier that would be created and maintained and reviewed every five years. Scaled down 'packet' would integrate data from Annual Activity Reports, Faculty Assignment Reports, and could include pre-populated OPT data. Process may require including additional step to ensure faculty involvement (advisory or personnel committee), more than just Chair recommendation to Dean. Categories of evaluation will need to be explicit and conform to criteria used in shared governance. Hass shared Appendix A as a [working document](link) that to be included as a formal part of the OPT. Need to review/edit document and determine best steps forward, including contacting Welfare counsel to ensure efficiency in process.

4. **Other Business**

No new business.

5. **Adjournment**
   - The meeting adjourned at 11:13 a.m.

Minutes Submitted by APC Member John Krigbaum.