

## ACADEMIC POLICY COUNCIL (APC) Minutes

Tuesday, March 28, 2023

9:45 a.m.

239 Tigert (Provost's Conference Room)\*, or if needed, via Zoom:

<https://ufl.zoom.us/j/93835431484?pwd=Z3R3M3VXSXY3VXRQmdUUnlvOFBRdz09>

Meeting ID: 938 3543 1484 Passcode: 945880 Dial in: +1 305 224 1968

**Present:** Richard Scholtz, John Krigbaum, Angela Lindner, Chris Hass, Crystal Marull, Nancy Clark, Norman Beatty, Angela Lindner, Tom Kelleher, and Mark McCallister.

- 1. Call to Order** – Richard Scholtz, APC Chair
  - The meeting was called to order by APC Chair Richard Scholtz at 9:46 a.m.
- 2. Approval of February 28, 2023 Minutes**
  - Minutes were approved.
- 3. Syllabus Design Tool /Campus Resources on Canvas Syllabus Template / [Syllabi Statement](#) Update**

Mark McCallister (Director, Academic Technology, UFIT) shared WORD document '[Proof of Concept: Additional syllabus link in Canvas course navigation](#)' with committee and discussion focused on required/recommended boilerplate text and how best to integrate into Canvas. Goal is to provide faculty the means to integrate changing content seamlessly into the development of course syllabi. Faculty are expected to include all 'required' elements into course syllabi, and may include 'recommended' elements as well, as outlined in UF policy. New requirements and recommendations (e.g., UF Libraries recommended text) could be updated to a shell, which in turn could be added to future syllabi. Emphasis placed on conveying importance of these policies to faculty so that they recognize and understand policies and procedures, particularly with respect to curricular development and the University Curriculum Committee (UCC).

Moved to approve and adopt Campus resources portion of policy to become available on Canvas. Will add to Fall 2023 agenda to coordinate syllabus template, Canvas link, and how best to message faculty about available tools to enhance course syllabi.

- 4. Election of 2023-2024 APC Chair**
  - Dr. Nancy Clark elected to be 2023-2024 APC Chair.

**5. Old Business**

- Update provided by Chris Hass on status and pending vote of House Bill 10.003 – no substantive changes.

**6. Adjournment**

- The meeting adjourned at 10:40 a.m.

Minutes Submitted by APC Member John Krigbaum.