

Academic Policy Committee Initial Meeting Minutes

September 4, 2015, 2:00 PM, Fine Arts 205

Members present: Marlin Adams, Bernie Anderson, Darren Broome, Cindy Casebeer, Christy Flatt, Jeffery Knighton, Michael Mahan, Tony Pearson, Anne Purvis, Stephen Raynie, Lynn Rumfelt, Brenda Rutherford.

Members absent: Janet Barras, Kris Beck, Susan Finazzo, Melvin Seale

Meeting started at 2PM with quorum of members present.

New Business:

1. Election of committee chair. Dr. Kris Beck and Dr. Bernie Anderson were nominated for the committee chair position, with no additional nominations. Committee voted by secret ballot with tally counted by Professor Pearson. Dr. Bernie Anderson was elected as APC Chair for AY 2015-16.
2. Election of committee recorder. Dr. Lynn Rumfelt was nominated and elected as committee recorder for AY 2015-16.
3. Proposal to alter Anatomy and Physiology courses.
 - a. BIOL 2210 Anatomy and Physiology I. Proposal to alter existing course through change of laboratory hours from three hours per week (3-3-4) to two hours per week (3-2-4).

Discussion arose as to whether the course pass/fail rate will be affected by the reduction of lab hours from three to two. Question was unable to be answered at this time so proposal was tabled.

- b. BIOL 2211 Anatomy and Physiology II. Proposal to alter existing course by change of laboratory hours from three hours per week (3-3-4) to two hours per week (3-2-4).

Discussion arose as to whether course pass/fail rate will be affected by reduction of lab hours from three to two. Question was unable to be answered at this time so proposal was tabled.

4. Excused Absence Task Force Proposal from Dr. Steve Raynie

From 2014-2015 Academic Catalog (online, p. 63; print, p. 61)

Class attendance is expected of all students enrolled at Gordon State College. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. Research continually shows that poor attendance and/or limited participation usually results in low grades. However, because the delivery mode, content, assignments, and other particulars for each class section vary so widely, Gordon State College does not specify an official campus-wide attendance standard. At the beginning of each semester, every instructor will distribute a course syllabus and clearly state his or her attendance policy. It is the student's responsibility to inquire of the instructor if there are questions.

Proposed change:

Class attendance is expected of all students enrolled at Gordon State College. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. Research continually shows that poor attendance and/or limited participation usually results in low grades. However, because the delivery mode, content, assignments, and other particulars for each class section vary so widely, Gordon State College does not specify an official campus-wide attendance standard. Nonetheless, students who are absent with the approval of the Office of Academic Affairs will be permitted to earn credit for work missed during their absences. In addition, with the prior approval of the Academic Affairs office, dual enrollment students who are absent will also be permitted earn credit for work missed during their absences. Approval of such activities will be granted by the Academic Affairs Office and posted online at <http://www.gordonstate.edu/absences>. Such excused absences are reserved for situations in which students are representing their school or the college. All Students are responsible for contacting instructors prior to all excused absences in order to arrange to make up any missed work.

Instructors will determine reasonable accommodations **for missed coursework** that best fit the circumstances of their course. Examples of reasonable accommodations might include, but are not limited to:

- Rescheduling of an individual's quiz or exam;
- Revising the deadline for any out-of-class assignment at the instructor's discretion;
- Creating an alternate assignment with an equivalent grade.

At the beginning of each semester, every instructor will distribute a course syllabus and clearly state his or her attendance policy. It is the student's responsibility to inquire of the instructor if there are questions.

Discussion

Absences will require pre-approval through the Office of Academic Affairs and may include athletes attending athletic events, and student presentations at conferences. Laboratory classes are difficult to be made up due to time, material, and space constraints. These type of absences are similar to what faculty may have to do for a student when absent due to Title IX reasons. Possibly, an alternate assignment may be used or attendance in a different lab section of the faculty member as a substitute for the missed class.

5. Next meeting will be soon, within next two weeks and may be set up using invite through Calendar for time, date, and location.
6. Meeting adjourned at 2:30PM. Dr. Lynn Rumfelt, Committee Recorder

Commented [RL1]: Revised during APC meeting Sept 4th 2015