

# Faculty Senate Academic Policy Committee (APC) Minutes

October 1, 2013 - convened at 3:01 pm in 125 Polk Hall

**Senators Present:** Jeannette Moore, Co-chair; Montse Fuentes, Co-chair; Roy Borden, Jim Knopp, Patricia Morgado, Nancy Penrose.

**Unable to attend:** Harald Ade (on sabbatical), Beverly Tyler (on sabbatical), Rich Spontak.

**Guests:** Dr. Carrie Zelna and Dr. Stephany Dunstan, Office of Assessment; Dr. Barbara Kirby and Catherine Freeman, Division of Academic and Student Affairs.

## 1. Minutes from the last meeting

The September 17 minutes were approved via email and are posted at:

[http://ncsu.edu/faculty\\_senate/faculty-senate-committees/faculty-senate-committee-academic-policy.php](http://ncsu.edu/faculty_senate/faculty-senate-committees/faculty-senate-committee-academic-policy.php)

## 2. General Education testing

Dr. Carrie Zelna, Director of NCSU's Office of Assessment, and Dr. Stephany Dunstan, Assistant Director of Assessment, brought two handouts that were a second draft copy of printed materials for the APC to review. Carrie and Stephanie reminded us that NCSU is required by UNC General Administration to do assessment. We had the option of three tests to choose from, and NCSU chose ETS over CAT and CLA (see minutes from the last meeting). The APC members provided feedback, which included separating the results into STEM and non-STEM majors. (We wouldn't expect mathematical skills to progress for students in majors that don't require calculus.) It was also noted that the gender statement was not valid because there are not equal ratios of male:female in STEM vs. non-STEM (for example, comparing College of Engineering students to College of Humanities and Social Science students).

Carrie and Stephanie thanked the committee for the input. They plan to share the information with college curricula committees next.

## 3. Exams Outside of Class Time, Contact Hours

Dr. Barbara Kirby and Catherine Freeman from the Division of Academic and Student Affairs provided the APC with some updates before proceeding to the discussion of exams and credit hours. Barbara indicated that this week the Council on Undergraduate Education (CUE) will have a discussion on whether or not a course can meet both US Diversity (USD) and Global Knowledge (GK). There will also be discussion on possibly combining USD and GK into one co-requisite. CUE will form a subcommittee to look at the rubrics for courses meeting General Education Program (GEP) requirements. There has also been discussion about the nature of General Education; can a 400-level course be "general" education? If we put 400-level courses on the GEP list, we will have to justify it to SACS (Southern Association of Colleges and Schools, the accreditor for NCSU).

Barbara said the University Courses and Curricula Committee (UCCC) wrestled with the topic of Course Review. How often should a course or syllabus be reviewed? Some institutions have their UCCC/CUE review syllabi every year to ensure they still meet the General Education requirement.

Catherine said a Master Syllabus concept is being looked at by a UCCC subcommittee. For example, if there are 5 sections of a course, do they all need the same textbook or can faculty have a choice? What are the core things that can't be changed?

Barbara indicated that the instructional format is being discussed relative to contact hours. Flipped vs. non-flipped courses, seminars, research, special topics.... How do the credit hours translate? Independent Studies are being closely scrutinized after the problem at the institution down the road. What about night exams, lectures, and problem sessions all in one course? The UCCC evaluates contact hours. Physics had to add to the catalog description saying they have common night exams. The Calendar says a course needs a minimum of 500 students to schedule a common night test.

Catherine Freeman said NCSU is planning to pilot a CourseLeaf product called KIM for online course approval. This would streamline the course action form and curriculum action form processes.

The APC provided input to Catherine on the syllabus tool. There are quite a few standard items such as Disability Statement, Academic Integrity, etc. and the question is: "Can those be links to a master syllabus instead of being repeated in every syllabus on campus?" That way all syllabi would have links to the most current information. It was also noted that trying to make changes using the current Syllabus Tool is difficult.... The font changes unpredictably and that is frustrating. It would be great if the syllabus could update the Tu/Th dates for the new semester automatically.

We ran short of time, so Barbara and Catherine will return to the next APC meeting in two weeks. Topics will include (1) regulations and what clarifications need to be made regarding out-of-class activities, contact hours, etc. and (2) The recently announced UNC "Regulations Related to Fostering Undergraduate Student Success" that was adopted into the UNC system policy manual on April 29, 2013.

#### 4. Watauga Medal Committee

Jeannette Moore is on the Watauga Medal Selection Committee, but the meeting date was changed and now Senator Moore will be out of town. She asked APC members if any of them could be on the committee the following week, but none were able to do so. It was noted that there are several other Faculty Senators on the Watauga Committee, so it should not be a problem.

#### 5. New or Other Business

Jeannette Moore shared a copy of the new UNC Policy Manual "Regulations Related to Fostering Undergraduate Student Success" that was provided to CALS Courses and Curricula Committee members on Friday. None of the CALS CCC members were aware of it prior to the meeting. The regulation number is 400.1.5[R]. In the online UNC policy manual, you can navigate to it by going to Chapter 400, then choosing 400.1, and finally 400.1.5[R].

## 6. University committees APC senators are on:

NOTE: We ran out of time and did not do committee reports.

Harald Ade - on sabbatical Fall 2013

Roy Borden - University Courses and Curricula (UCCC)

Montse Fuentes - Budget

Jim Knopp - Council on Undergraduate Education (CUE) and University Common Reading Committee

Jeannette Moore - Evaluation of Teaching

Patricia Morgado - Council on the Status of Women

Nancy Penrose - Admissions

Rich Spontak - Commencement; Evaluation of Teaching

Beverly Tyler - on sabbatical Fall 2013

## 7. Adjourned at 4:37 p.m.