

Academic Policy Committee
Minutes
September 13, 2016

Members present: Sarah Ash, Alton Banks, Marina Bykova, Donna Carver, Jeremy Feducia, Kerry Havner, Sophia Kathariou, Chang Nam, Neal Parker, Greg Young

Members Absent: Paul Huffman, Jennifer Kuzma

Guests: Barbara Kirby and Li Marcus, Office of Undergraduate Courses and Curricula, Division of Academic and Student Affairs.

1. UCCC/CUE charges and how the OUCC office facilitates the charges for these committees.

All voting members of both UCCC and CUE are now faculty v. administrators. Barbara Kirby provides historical and SACS info. Li Marcus facilitates the process with faculty.

2. CourseLeaf update

- NCSU now in the support network with the vendor so can work with them on a regular basis to get faster fixes/updates.
- Working to “marry” dual-listed courses so that they do not exist separately and therefore can be revised, scheduled more easily.
- Have about 360 GEP courses left to move thru CUE
 - Courses on the GEP list must demo that they meet the objectives for SACS.
- Now have minor edits option (e.g., name or prerequisite change) – does not require a complete entry of the course.
- Some departments are putting all of their courses into CourseLeaf to facilitate changes in the future but there are no deadlines, other than those dictated by GEP review.
 - Different colleges are doing this differently; some may be done by individual faculty, others may be done by staff.
- All courses are already populated in CourseLeaf based on information pulled from PeopleSoft and other sources with info like course ID, catalog description, etc.

Concern expressed re time faculty spend entering courses into CourseLeaf. Takes 30-60 minutes per course.

Barbara Kirby made clear that it only has to be entered once, and currently it only has to be entered if it is on the GEP list. CourseLeaf in general has improved the efficiency of course approval; no longer have to send documents back to faculty for minor details that CourseLeaf catches.

3. Subcommittee updates

- Service Learning Task Force
 - Will be ID'ing SL on transcripts
 - Have developed criteria
 - Must be significant time spent in the community with reflection
 - Turned ~70 faculty-identified classes to UCCC for evaluation.
 - A few have been approved, others still require additional information and others will need revisions.

- Accessible Syllabus Information
 - Students want more information re courses before they register for them, especially given shorter drop deadline.
 - E.g., books to read, group projects, use of textbook.
 - Will be looking at options
 - E.g., master syllabus, info sheet

- GEP Task Force
 - Concerns re USD, IP categories
 - Provost wants report by December

4. Syllabus regulations

Reflect GA regulations on minimum types of requirements for syllabi, including learning outcomes, time spent on topics, etc.

Li Marcus: Average syllabus length is ~ 7 pages.

Discussion: Can there be a link with all the policies to put on the syllabus to link to or can these policies be sent directly to students? Students are not reading it anyway and may miss the important information.

Legal: Cannot have a single page for all the links because they are not “authentic” direct links.

Regulations that are “verbatim” come from General Counsel.