

# STANDING COMMITTEES

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## Academic Policy Committee (APC)

### Minutes

Academic Policy Committee

Wednesday, April 5, 2023

12:10pm - 1:00pm

Online meeting [via Teams](#)

#### Attendance:

Raymond Mugno, Patrick Crowley, Rex Gilliland, Paul Petrie, Melanie Uribe, Dush Jayawickreme, Michelle Delucia and Jia Yu.

#### Bookstore concerns

Went over feedback received from other senators and departments and discuss how to move forward. We will write a letter to Provost and Academic Affairs outlining concern and request a meeting.

- Digital copies should not be ordered unless requested by faculty; the book format specified in the faculty member's book order should always be respected.
- Copies should be ordered in sufficient numbers to ensure availability for all students in the course; copies should not be under-ordered so that students cannot buy required books at the bookstore.
- Ordered editions should not be changed by the bookstore without prior approval of the instructor.
- If an ordered text becomes unavailable or unavailable in sufficient quantity, the bookstore should notify faculty well in advance of the beginning of the semester to allow time for researching and ordering a suitable substitute.
- If the bookstore runs out of copies of an ordered text, the bookstore should notify faculty immediately.

#### Micro-credentialing Ad hoc committee update

Discussed latest work on recommendation file and waiting to hear back from ad-hoc committee if we will finish via email or meet again. Expecting to present resolution with recommendation document to senators during April 26 meeting.

#### Review status of P&T reform projects

Review sample letter template for DEC and Chairs drafted by Dush Jayawickreme and made recommendations to adjust letter to fit P&T process. Will review again during next meeting.

#### Supplemental file vs. primary file – in blackboard, prioritization

P&T Chair, Maria Diamantes will attend meeting on April 19 to discuss this topic.