STANDING COMMITTEES

Academic Policy Committee (APC)

Minutes of Academic Policy Committee
Wednesday, October 25, 2023
12:10pm - 1:50pm Online via TEAMS meeting

The attending committee members: Sarah Benes, Owen Biesel, Rex Gilliland, John Nwangwu, Melanie Uribe (Co-chair), Jia Yu.
Guests: Amy Feest (Senior Director of OWLL), Barbara Cook (GC Chair), Natalie Starling (Senate President), Meghan Barboza (UCF Chair).

The committee was called to order by Co-Chair Melanie.

Continuing Education (NON-CREDIT)
1- Name Change to Center for Office of Workforce and Lifelong Learning (OWLL)

Market research and scan to look at other programs in CT was done; a proposal was created with several names and discussed at the Graduate School meeting with Dr. Irving. There was an agreement that the name Continuing Education is outdated, and we need a name that is progressive and forward. The approval process was through the department (graduate), Provost and President. Because it's an auxiliary program the name approval can just go through the provost/president.
Barbara Cook shared a suggestion for a future of a Center for OWLL instead of it being part of the School of Graduate and Professional Studies. Amy Feest shared that it is common for this office be part of the Graduate School but it is open for discussion in the future.
2- Approval Process

Currently OWLL is working with 15 new internal programs and 1 external program. The office is also with Valon Ajeti from ICM developing a new website with an initial prototype for proposals. Fill out proposal form with information such as teaching mode and estimated costs.
Proposal process:
- Interest party submits course/certificate proposal.
- OWLL will create a market needs research review.
- Documents will be sent to Advisory council for review and input. Council will consist of 4 external industry members (two already selected from NH Economic Development and United Way), 1 Alumni Rep (already selected, k-12 Principal), 1 SCSU Library, 1-2 Faculty Rep voted by Senate.
- Documents will be sent to the respective Dean of School where course/certificate will be housed in, and 1 Faculty expert will be selected give input on proposal (with state honorarium)
- If not approved, concerns will be sent back to proposer for review.
- If approved, announcement will be made on website under "coming soon".

- Follow up conversations to engaged in contract with proposer for training opportunity or looking into outside trainer (payment to develop course will be provided outside of contract, no amount has been figured out yet, still in discussion).
    - Two payments structures. Synchronous and Asynchrounous.
    - Per head payment program

The estimate time for review and approval is going to be 2 weeks. Every year the courses will be reviewed. Every 7 seven years there will be a major update (with stipend).
Conversations continue to discuss stipend options for:
- When the master developer/proposer is not going to be teaching (e.g. certificate with 10 sections).
- When course is only run one time and developer/proposer owns all the rights.

Rex Gilliand and John Nwangwu shared concerns with conflict of interest with programming and that the university's mission should not be for profit but to educate. Barbara Cook echo this message as well. Focus should not be on bringing money but educational opportunities for our alumni and community; and if it brings money in then great. Suggestion was made to make the process a pilot for the first year and then assess and review policies with opportunity for further input.
One of the goals for the university with OWLL is to create a profit center to help Southern to achieve its mission and goals. Amy Feest shared that a university's purpose is to serve the community, and this is not necessarily linear. Same reason why we do events, concerts, high school visits, help to enrich the community and elevate it. With OWLL we want to bring all and connect with our community in different ways.
Barbara Cook and Meghan Barboza are working together to create a policy where non-credit offerings can be used as credit for specific programing. The group is also working on micro-credentials and badges to come out of OWLL instead of the Registrar.

From Dr. Feest,
The Office of Workforce and Lifelong Learning (OWLL) Advisory Council will be a partnership of external and internal stakeholders whose primary function will be to provide input and guidance for all OWLL training proposals and help shape long-term growth strategies.

Participation is voluntary and unpaid for both external (community and industry) and internal (SCSU) members. Appointments will be structured for a two-year term, with the ability for renewal. By-laws will be developed to ensure a smooth process. Feedback on proposals will be virtual to the full extent possible to not overly burden members, with meetings once per semester on campus with a virtual option.

An online form is being created as a means for OWLL training proposal submissions. Once a submission is received, the OWLL staff will do a more in-depth analysis of the proposed program, such as job opportunities, job growth predictions, competitive analysis, etc. Both the proposal and the analysis will be emailed to each of the advisory members, and they will be asked to complete a feedback form within a certain time frame.

The faculty representative voted on by the SCSU Senate will be asked to provide their own feedback on the proposals and will not be expected to seek out faculty experts. OWLL will be working with the School Deans to identify those individuals for each proposal. Given the nature of workforce programming, proposals are expected to come in year-round; it is understood that not all Senate representatives will be available during the off-contract time periods.

Recommendations for faculty regarding use of AI/AI detection.
Rex Gilliand and Owen Wilson will contact Trever Brolliar (IT), Rebecca Hedreen (Library) and Dr. Mouhammad Islam (AI Expert in Computer Science Department) to start communication on this topic.
Melanie Uribe will reach out to Academic Affairs to get a contact.
Melanie Uribe will start working on a draft for a resolution of information for when recommendations are ready to present to the Senate floor.

Bookstore
Link to UConn's First Day Complete FAQ website in case any members of the senate are interested in learning more about the program before it comes to Southern. Every campus is a smidge different with how it operates, but this will give a better understanding to the overall program https://bookbundle.program.uconn.edu/

P&T Projects
Discussed changing the order of priorities and agree that guidelines for letters will be the priority. And decided to not discuss in further detail this topic because we only had half of our committee in the meeting and these topics require full input from everyone, most specially Maria Diamantes who had was at the PPC meeting discussing P&T as well.

   a) Create guidelines and models for expected content of DECs' and department chairs' letters of evaluation.
   b) (Re)institute, with Senate oversight, department guidelines specifying expected file documentation and standards / criteria for each discipline, including a 5-year review cycle.

Meeting adjourned at 1:30 pm.

Respectfully submitted, Melanie Uribe, APC co-chair