

STANDING COMMITTEES

Academic Policy Committee (APC)

Minutes of Academic Policy Committee

Wednesday, March 20, 2024

Online via TEAMS meeting

The meeting was called to order by Maria at 12:12 pm.

The attending committee members: Owen Biesel; Maria Diamantis (co-chair); Rex Gilliland; Sebastian Perumbilly; Jia Yu; Greg Adams

Guest: Troy Paddock, P&T Chairperson

1. **Templates for Evaluation Letters from DECs & Chairpersons:** guest Troy Paddock (Chair of P&T).
 - The committee discussed items that should be included in the letters from the Dept Chair and DEC.
 - Items such as
 - i. the Years in Service and years in Rank (for the Promotion);
 - ii. detailed description of the overloads or underloads of category 1.;
 - iii. the meaning and significance of creative activity in the department;
 - iv. if publications are listed, then an explanation of the journals and their impact;
 - v. for other creative activity, then an explanation of its importance in the discipline;
 - vi. necessary full explanation of university service work and its impact for the department and/or the university;
 - vii. importance that the letters to include explanations for **ALL** five categories as defined in the FS Procedures document and CBA
 - viii. important that DEC and Dept Chair review CIF for accurate information; but address other info than what is listed in the form; explain to the P&T evaluators and above, why those items matter
 - ix. DEC members and Dept Chairpersons attend the FS sponsored workshops
2. **ADD/DROP:** the committee reviewed and approved the Resolution, which will be presented to the FS Exec Committee for review. The need to clarify the meaning/definition of “a week” is based on the 7-day calendar used to define the academic calendar deadlines (this follows the definition of a week for refund rules set by the BOR).
3. **Bookstore, first day complete:** no updates at this time, even though a meeting was held during the spring break.
4. **Academic Misconduct:** the committee will schedule a meeting with committee to discuss changes to existing deadlines.
5. **Impact of AI on Academics and Academic Misconduct:**
 - Not addressed
6. **Department P & T Guidelines:** HOLD until AY 24-25 for Interfolio implementation

7. **Supplemental vs. primary file:** HOLD until AY 24-25 for Interfolio implementation

Committee adjourned at 2 pm.

Respectfully submitted,

Maria Diamantis

Co-chair