**Meeting #1 Academic Policies and Personnel Committee (2014-2015)**

Thursday, August 28, 2014 (9:30-11:00)

MMC:DM 457 & BBC: ACI 319

***MINUTES***

**Members present:** Valerie George (Chair, Public Health), Adis Beesting (Secretary, Library), Sharon Simon (CHNS), Clifford Perry (Business), Howard Wasserman (Law), Oren Maxwell (A&S), Ellen Cohn (A & S), Fred Blevens, ((Journalism)

1. Meeting was called to order at 9:35 a.m.

2. The agenda was approved with the following addition:

* Procedures for faculty/staff office changes

3. The minutes from the meeting on April 2 were approved without corrections.

4. Election of a committee chair for 2014-2015.

* Valerie George will be able to chair for the Fall term. Valerie will be on sabbatical for the spring term. Ben Baez is willing to chair the Committee during the Spring term.
* Formal Elections for the Spring term will be held at the October meeting.

5. Determination of schedule and meeting times for the year.

For the fall term beginning with October the Committee will meet on the first Thursday of the month at 9:00 a.m. Dates as follows:

* October 2, 2014
* November 6, 2014
* December 4, 2014

5. Follow up on Faculty Governance Survey.

* Survey was submitted last tem to the Faculty Senate. Kathy Wilson, new chairperson of the Faculty Senate will present it to the Senate at the next meeting on Tuesday, September 2.

6. Discussion of possible issues for the committee this year included the following:

* More discussion on the “Future of Online Programs and Online Teaching” at FIU and the evaluation of this effort.
* As part of the Curriculum Process review conducted by the Registrar’s Office, discuss potential revisions to academic policies. (Spring)

6. Discussion of Proposed Calendar Draft of 2015-2016 & 2016 -2017.

* Need to review yearly calendar to assure that religious holidays are included and that students are not required to take final exams during religious holidays.

7. Additional issues added for discussion:

* Invite Elizabeth Bejar to address concerns over new initiatives and lack of faculty members on some of these new administrative committees, including the Student Success & Engagement Cabinet.
* Suggested that the Provost, Ken Furton also be invited to discuss these issues.
* Valerie will check with Kathleen to inquire about the Committee Review of Policies & Procedures & Bylaws for the APPC.

8. Decision related to providing a library contact be included in each syllabus and hyperlinked in electronically posted syllabi.

* Item requires continued discussion.
* Important to emphasize that this issues would be a recommendation only and not a mandate.
1. Status of managing student course evaluation off and on-line, review of response rates and concerns over anonymity.
* Issues with different units administering evaluations in very different ways.
* Concerns over low response rate for online courses ensued.
* Investigate current policies & procedures for course evaluations.
* The voluntary nature of course evaluations was addressed.
* Should there be a standardized policy on how student evaluations are administered and how the results are utilized?
* Need to research where these policies are housed. Faulty Handbook? Online policy site?

The Committee adjourned at 10:43 a.m.

Committee Members

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| **School/College** | **Committee Member**  | **Phone**  |
| **Architecture & The Arts**  | Barbara Watts  | 6-5967 |
| **A&S** | Ellen Cohn  | 5846 |
| **A&S** | Oren Maxwell  | 2510 |
| **Business** | Clifford Perry  | 3274 |
| **Education** | Ben Baez  | 3214 |
| **Engineering** | Gustavo Roig  | 3027 |
| **Hospitality** | Pablo Simon  | 64588 |
| **Journalism** | Frederick Blevens  | 64430 |
| **Law** |

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| Howard Wasserman |

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| **Library** | Adis Beesting, Secretary  | 3578 |
| **Medicine** | Zeidan Hamad  | 2449 |
| **CHNS** | Sharon Simon  | 64419 |
| **Public Health**  | Valerie George | 1892 |