**Meeting #2 Academic Policies and Personnel Committee**

Thursday, Oct 2, 2014 (9:00-10:45)

GL 156 & AC1 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), M. O. Thirunarayanan (ED), Barbara Watts (CARTA)

1. The meeting was called to order at 9:03 a.m.

2. The agenda was approved without corrections.

3. The minutes of the first meeting on August 27, 2014 were approved without corrections.

4. Election for the spring 2015.

* Ellen Cohn was elected chair for the Spring 2015 term.
* Adis Beesting will continue as Secretary.

5. Follow up on Faculty Governance Survey, where do we go from here?

Communication with the Office of Institutional Research

* The Faculty Senate approved the Faculty Governance survey with the recommendation to add unit name & faculty rank.
* Discussion ensued regarding adding of the rank to survey as it would be easy to identify the faculty member.
* Faculty rank is an optional item on the survey.
* Concerns were raised that requiring faculty rank would potentially reduce the response rate.
* Discussion ensued on who will administer this survey; Will this survey be administered each year?
* The Office of Institutional Research is willing to assist us with the survey and its administration.

**Motion:**

**The Chair, Valerie George, will contact Kathleen Wilson to discuss the Faculty Senate Motion and to ascertain what steps have been taken to implement the instrument.**

**Motion passed.**

6. Discussion of current APPC Bylaws, are there revisions to be made?

* APPC Bylaws were reviewed. Discussion ensued regarding our role in the governance process.
* Concerns over how our recommendations are handled ensued. Follow through on Committee recommendations are an important part of our process, but once the Faculty Senate moves the motion, there is no feedback once the motion is approved.
* Investigate process for the follow-up of our recommendations.
* The APPC Committee approved our existing Bylaws.

7. Discussion on communication with the Provost’s office

* Valerie has contacted the Provost’s Office, but they haven’t responded.
* Valerie will resend email and copy Damaris Valdes & Gitta Rausch-Montoto.

8. Course Evaluations –the process and policies, impact

* Investigate current policies & procedures for course evaluations.
* Issues with different units administering evaluations in very different ways.
* Concerns over low response rate for online courses ensued.
* 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?
* “Future of Online Programs and Online Teaching” at FIU and the evaluation of this effort.
* Status of managing student course evaluation off and on-line, review of response rates and concerns over anonymity.
* Discussion of Proposed Calendar Draft of 2015-2016 & 2016 -2017
* Add issue for discussion: Procedures for faculty/staff office changes.

**Action Items:**

1. Investigate current University Policies and procedures for course evaluations. Research where these policies are housed. Faulty Handbook? Online policy site? (Adis)
2. Policies will be sent to all Committee members before the November 6 meeting.

Meeting adjourned at 10:33 a.m.

Respectfully submitted by Adis Beesting, Secretary