**Meeting #5 Academic Policies and Personnel Committee (2016- 2017)**

Thursday, January 26, 2017

3:00pm – 4:30pm

Green Library 835 @MMC/Hubert Library 210 @ BBC

*MINUTES*

**Members present:** Michael Christie (EG) Chairperson, Deanne Butchey (BU), Fred Blevens (CARTA), M.O. Thirunarayanan (ED), Juan Gomez (Law), Sharon Simon (CNHS)

**Guest:** Susan Himburg

1. The meeting was called to order at 3:08pm
2. Agenda was approved with one change of order: vote for co-chair moved to item 8.
3. The minutes of the Meeting of December 5, 2016 were approved without corrections.
4. Student assessment of instruction – Tabled until next meeting
5. Professor Emeritus Policy

* Question for discussion from Juan Sanchez: What’s the committee’s opinion on who should be eligible to vote in the applicant’s unit? For instance, if the applicant is a tenured professor, shouldn’t the vote be confined to tenured faculty?
* There is an application for Emeritus status pending that they need to act on this semester.
* A short discussion on the Professor Emeritus Policy led to the conclusion that the policy should mirror the 2015-2018 UFF Bargaining Agreement
* The status of Emeritus should not have future obligations attached to it
* The question from Juan Sanchez regarding who should vote to approve a faculty member’s application for emeritus status was not immediately answered. This may be put to vote at a later time.

1. Susan Himburg, representing Elizabeth Bejar, discussed the proposed policy: Authorization of Online and/or Hybrid Degree Programs

* Several points were raised regarding the level of the degree, which is not specified in the policy and it was suggested that the modality of the course is important; that courses change when delivered online versus in person, even though the material remains the same
* Certain changes in wording were suggested that Dr. Himburg said would be considered
* She will send the changes to the committee for consideration

1. Dr. Himburg also discussed the university policy number 340.125, Degrees Granted to Undergraduate Students

* Under this policy, when students meet the requirements for a degree, they will be graduated by the university
* They will be informed via email prior to the posting of a degree
* This can be appealed by students on an individual basis
* Committee members raised a number of concerns
* It was thought that this may place a burden on international students in regard to their status
* The policy is not clear as to how long in advance the students will be notified and committee members suggested various lead times. Engineering students are flagged when they have ninety credits and a hold is placed on their account until they meet with an advisor
* It was generally agreed that students should have enough advance notice to enable them to plan accordingly
* There were some suggestions for changes in wording
* Dr. Himburg said that she will provide additional information regarding the process and what is in place now to assist students
* The committee will provide comments via email and vote on the issue

1. Vote to add co-chair – Michael Christie requested that a vote be held for a co-chair as his role has changed with added responsibility so that he is not able to fulfill all of the obligations of chairperson. A motion was made nominating M.O. Thirunarayanan, who indicated his willingness; the vote was held and Dr. Thirunarayanan was elected as co-chair
2. There was no new business
3. The meeting was adjourned at 4:31p