

### **Meeting #3 Academic Policies and Personnel Committee (2015- 2016)**

Wednesday, November 18, 2015

3:00 p.m. – 4:30 p.m.

GC 835 @ MMC/AC1-317@BBC

#### ***Minutes***

**Members present:** M. O. Thirunarayanan (ED), Chairperson, Fred Blevens (JM), Michael Christie (EG), Yesim Darici (AS), Sharon Simon (CNHS), Deanne Butchey (BU), Barbara Watts (AS)

**Guests present:** Susan Himburg, Janie Valdes, Arlene Garcia, Connie Boronat

1. The meeting was called to order at 3:08 p.m.
2. The agenda was approved.
3. The minutes of the meeting of October 21, 2015 were approved with one correction: (*another member was present – I missed the name*).
4. Expansion of Foreign Language Testing Option – Dr. Janie Valdes

**Discussion:** Most students meet the foreign language requirement at admission but many transfer students and students from non-Florida high schools do not have it on their transcripts. A&S has an additional course requirement. Many students would prefer to test out of the requirement. Additionally state surcharges are being applied if students need to retake the classes, which also delays graduation.

Process for assessment has not been standardized and relies on the goodwill of faculty with foreign language skills. Students have a standardized option (to take the CLEP at their expense). Last year 26 students needed to be assessed so a pilot test with Brigham Young University was implemented. It worked well.

Approval is needed to implement the following policy:

- 1) Use the CLEP for assessment but where the language is unavailable
- 2) Use BYU's testing service (with over 50 languages).

Feedback was solicited from the Chair of Foreign Languages Dept. who approved the policy but suggested that Haitian Creole was treated with care. The committee approved the above policy.

5. Observance of Religious Holy Days – Dr. Susan Himburg

#### ***Discussion:* POLICY STATEMENT (R\*)**

It is university policy that instructors reasonably accommodate students because of observation of religious holy days. The student shall be given a reasonable amount of time to complete coursework and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

#### **PROCEDURES (O\*)**

A student who desires to be excused from class to observe a holy day of his or her religious faith should notify all of his or her instructors preferably upon receipt or access to the syllabus, and no later than the end of the second week of class.

If a student feels that an instructor has not complied with this policy, he/she may file a complaint of discrimination with the Office of Equal Opportunity Program and Diversity in accordance with FIU Regulation 105.

This policy and related procedures will be included in the Student Handbook, Undergraduate Catalog, Faculty Handbook, and Graduate Catalog.

**Motion:**

1. The APPC recommends that Official University Policy on the Observance of Religious Holy Days be approved. The motion was approved unanimously with no change but suggests that the following statement be added to the syllabus template: “A student who desires to be excused from class to observe a holy day of his or her religious faith should notify all of his or her instructors preferably upon receipt or access to the syllabus, and no later than the end of the second week of class.”

2. The APPC recommends that Academic Affairs creates a list of all major religious holy days to be posted on the Faculty Resource page. The motion was approved unanimously.

6. Faculty Governance Survey Discussion – Tabled

7. Update on Student Assessment of Instruction (SAI) – Drs. Connie Boronat and Arlene Garcia

**Discussion:**

Depending on the Department Chairs’ decision, most on-ground courses can administer the SAI with the scan sheets or online. If the online mode is chosen, the faculty member gives the students the link and leaves the classroom while students complete the evaluation on their smart phones. The faculty member can track what percentage of the class completed the survey. The faculty member can remind the students to complete the survey from anywhere which has internet access. For now, the choice between the scan sheet and online is up to the Department Chair.

**New Business: None**

The meeting adjourned at 4:18 PM