**Academic Policies and Personnel Committee (2013-2014)**

Wednesday September 4, 2013 (10:30-noon)

GL 835 & LIB 155 (VIDEO CONFERENCE)

***Minutes***

Members present: Valerie George (Chair, Public Health), Adis Beesting (Secretary, Library), M. O. Thirunarayanan (Education), Ellen Cohn (A & S), Frederick Blevens (Journalism), Oren Maxwell (A & S), Gustavo Roig (Engineering), Clifford Perry (Business), Pablo Simon (Hospitality), Sharon Simon (CHNS), Barbara Watts (CARTA),

Guests: Delano Gray, Chair, Faculty Senate, **Juneisy Hawkins, Administrative Assistant, Faculty Senate**

1. The meeting was call to order at 10:15 a.m.

2. The agenda was approved with no additions.

3. Election of the Chair

* Valerie George was a unanimously elected chair for the 2013-2014 year.

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

* Meetings will be held the first Wednesday of each month from 10:15 a.m. to Noon.

5. Follow up on proposal regarding student misconduct process.

* The Senate motion submitted by APPC to the Faculty Senate was approved.
* Committee agreed that the Student Academic Misconduct policies need to be clarified and communicated to faculty.
* An Ad Hoc committee of the Faculty Senate is looking into the process.
* Once determined, these policies & procedures should be posted on the FIU website, under the Faculty & Staff tab.

6. Discussion of past motions submitted to the Senate ensued regarding the motion regarding online programs & courses coming under the curricular review of the Curriculum Committee, Undergraduate Council & the Graduate Council.

7. Discussion on a suggestion that a relevant library contact be included in each syllabus and hyperlinked in electronically posted syllabi to ensure student awareness of available library support and to encourage closer collaboration of college and library.

* Adis will get back to Committee on how to best implement this policy.

8. Discussion on how to proceed in the creation of an auditing instrument to evaluate issues about compliance of units to their constitution and bylaws.

* What do we envision this document to look like and how do we distribute the survey?
* The FAAS has been revised and will be distributed to faculty in March 2014.
* Concerns about the anonymity of the respondents have stalled the distribution of the survey.
* It was recommended that an outside company handle the collection of faculty responses.
* Valerie will email original questions regarding faculty governance documents and ask for input from the committee via email.

9. Review of Tenure and Promotion document and process at FIU.

* Last time the T & P document was revised was 6 years ago.
* The promotion of lecturers & instructors are not incorporated into the document.
* Need to review T & P document to make sure non-Tenure T & P sections are updated to reflect NEW non-Tenure Promotion guidelines accepted April 18, 2013.

Next items:

* Follow up visit from Doug Robertson this fall
* Discussion of new Digital Instructors positions.
* Next meeting on October 2, 2013 @10:15 a.m. Room TBA

Adjourned at 11:58 a.m.

Respectfully submitted by Adis Beesting, Secretary