

<b>Academic Policies Committee</b>	
Minutes	
Thursday, November 29, 2018	
Room 123 Viking Hall	
Meeting: APC 2018/2019:05	
Convened	3:20 p.m.
Attending	Joseph Cambone, Annette Chapman-Adisho, Gina Curcio, Cathy Fahey (vice-chair), Ethel Gordon, Jacy Ippolito, Marty Krugman, Sara Moore, Courtney Orelup, Kristin Pangallo, Jeramie Silveira, Steve Silvern, Lamont Simmons, Peter Walker (Chair), Minesha Washington
Guest(s)	Megan Miller (Registrar)
Documents (attached)	Academic Calendar: Rules and Guidelines for Drafting the Calendar, revised 11/8/2018
<b>I.</b>	<b>Chair's Report</b> Peter Walker called the meeting to order.
<b>II.</b>	<b>Approval of the Minutes of APC18/19:04-November 15, 2018.</b> P. Walker reported that committee members had approved the minutes by email.
<b>III.</b>	<p><b>Old Business</b> Discussion of Academic Calendar Rules and Guidelines for Drafting Calendar <a href="#">19:020</a></p> <p style="padding-left: 40px;"><b>A.</b> Academic Calendar Rules and Guidelines for Drafting Calendar <a href="#">19:020</a></p> <p>The Committee discussed the revised proposal incorporating changes suggested by P. Walker, Annette Chapman-Adisho, and Megan Miller. Kristin Pangallo asked if the proposed revisions fundamentally changed the calendar or merely reflected current practice. M. Miller responded that the proposed revisions did not fundamentally change the calendar. She added that having clear guidelines would be helpful to those establishing the academic calendar as the existing guidelines were old and do not reflect the changed position of DGCE in the University. K. Pangallo asked how the new proposed guidelines would have impacted the calendar for this year. M. Miller responded that Friday January 11 could have been an advising day with classes beginning on Monday January 14.</p> <p>P. Walker then raised the issue of item 15 "Extraordinary Circumstances," and suggested two possible actions: 1) strike the passage or 2) cite the provision in the MSCA contract that allows the provost to take extraordinary action with respect to the calendar (page 202, Article XII, A, 4, b, Prior Scheduling and Cancellation of Classes). P. Walker then asked what happens if the campus has to close down for a few days. Joseph Cambone responded that there is a Bold Plan that each unit updates annually. This plan envisions responses to a variety of possible events. P. Walker then asked if the Bold Plan includes a response for an event specifically related to classes, for example a protest that closed classes for several days. J. Cambone responded that the Bold Plan would</p>

provide a response for that type of disruption of classes. M. Miller noted that item 15 “Extraordinary Circumstances,” was added to the calendar guidelines proposal after the Academic Policies Committee was asked a few years ago to build in snow days (which APC declined to do). The passage was an effort to respond to this request.

**Motion to amend the original proposal (made by Cathy Fahey at meeting of November 1) by adopting the revised language put forth by Peter Walker, Annette Chapman-Adisho, and Megan Miller.** (See attached document.)

Motion: Kristin Pangallo

Second: Jacy Ippolito

Discussion. None.

Vote on the amendment. Amendment passed unanimously. In Favor (14).  
Opposed (0).

**Motion to amend the Academic Calendar Rules and Guidelines for Drafting Calendar by striking item 15 “Extraordinary Circumstances.”**

Motion: Ethel Gordon

Second: Steve Silvern

Vote on amendment. Amendment passed. In favor (6) Opposed (1) Abstaining (7)

Vote on amended original motion. Motion passed unanimously. In favor (12)  
Opposed (0) Abstentions (2)

#### B. Course Information Policy

[19:231](#)

P. Walker noted that neither Kanishkan Sathasivam nor Rebecca Hains were able to attend the committee’s meeting. He proposed, however, that the committee discuss the Course Information Proposal R. Hains and K. Sathasivam had brought before the committee on November 15.

Distributing the entire Course Information Policy as it is currently in the catalog, P. Walker presented a proposed revision of K. Sathasivam’s and R. Hains’s proposal. P. Walker’s revision would make the changes advocated by K. Sathasivam and R. Hains a suggestion not a requirement, and would note that the changes are specifically targeted at General Education Courses.

M. Miller raised the point that the Course Information Policy is in the section of the Catalog on Student Rights. P. Walker argued that there is a creep of administrative concerns into syllabi. J. Cambone and Sara Moore noted that numbers 1-13 of the Course Information Policy are important and address items

	<p>that students do need to know and have on their syllabus. K. Pangallo and M. Miller likewise agreed that the policy is important. K. Pangallo noted that it is logical to have all matters related to syllabi in one place in the catalog. J. Cambone argued that items 1-13 are protective of student rights. He also noted that goals and objectives are required for syllabi when accreditors look at the School of Education. Minesha Washington asked if it is o.k. for professors to include the statement that they might change requirements at their discretion. P. Walker pointed out the unnumbered paragraphs of the current Course Information Policy below number 13, which indicate that if instructors make changes to a course syllabus’s requirements, they must inform students in writing of those changes.</p>
<b>V.</b>	<p><b>Adjournment</b></p> <p>Motion to adjourn.                  Motion made by: Jeramie Silveira                  Seconded by: Joseph Cambone</p> <p>In favor (16). Against ( 0 ). Abstentions ( 0 ). Motion passed unanimously.</p>
<b>Adjourned</b>	<p>at 4: 25 p.m.</p>

Respectfully submitted,  
 Annette Chapman-Adisho