

Academic Policy Committee

Minutes

February 6, 2025

Present: Mari Clements, Kandas Queen, Jeff Bryson, Larry Baker, Lloyd Bone, Dave McEntire, Brian Perkins, Amanda Chapman, Brooke Fincham, Bob Hutton, Sandra Crites, Devan Gauldin

Absent: None

Guests: Ann Reed and Pam Brown

Approval of Minutes:

- Larry motioned to approve the January 23rd minutes, Bob seconded. Devan abstained. Motion passed.

Updates

- Academic Forgiveness Policy 27:
 - Faculty Senate asked for a minor change, to have 2.0 as the graduation requirement
- Faculty Handbook
 - Mari has been updating the faculty handbook and is removing committee bylaws and policies so that the handbook doesn't have to be updated every time these change. Links will be added to these documents on the website

Old Business

No Show Policy

- No update on this policy

Academic Integrity Policy

- Amanda amended this policy after the last meeting
- There were small spelling corrections made to the policy
- Larry motioned to approve, with the amendments. Bob seconded. Motion passed

Waitlist Policy

- No update on this policy

New Business

Commencement

- Mari submitted this based on discussions in this committee, Faculty Senate, and SGA
- These changes reflect the discussions regarding what semester a student can walk at graduation if they graduate over the summer
- Ann asked for more time to add additional information to this policy

- This will be tabled so that Ann can further edit

Policy 28A

- This was sent to APC from Graduate Council
- There have been issues getting international students to pay their tuition. The proposed changes would require international students to pay 40% prior to being authorized to come to Glenville, and to pay the remaining balance before they start classes
- Changes also include detailing that transcripts must be in original language from an evaluator
- Brooke motioned to approve, Jeff seconded. Motion passed

Online Policy/Academic Calendar/Faculty Responsibilities

- Larry updated this information to reflect that a syllabus and the first week of a course's content must be uploaded to Brightspace for online and in-person courses by the Saturday prior to the first day of classes
- Sections 5.2.11 and 5.2.12 are from the online course policy
- All academic calendars will have to be updated to reflect this information
- The committee requested to add that for seated courses syllabi must be posted, for online courses the syllabus and first week of content must be posted
- Brooke motioned to approve, Devan seconded. Jeff opposed. Bob abstained. Motion passed

Adjournment: Amanda adjourned the meeting at 1:07 p.m.

Ashley Nicholas

February 7, 2025