

Academic Policy and Curriculum Committee (APCC)

Monday, May 8, 2023 – 2:30 PM via ZOOM

In Attendance:

Catherine Whelan – Chair of APCC
David Chevalier – Academics
Deborah Vess – Social Science
Alan Brasher – Humanities
Carmine Palumbo – Humanities
Tori Kearns – Social Science
Candace Lynn – Math and Science

Absent:

John Gleissner – Math and Science

Guests:

Breanna Simmons – Faculty Senate
Terri Brown – eCampus/Education
Courtney Joiner – Signer of Documents
Lynette Saulsberry – Registrar's Office
Laura Chambers – Signer of Documents/Faculty Senate
Diana Cochran – Executive Assistant

1. Approval of April 7, 2023 Meeting Minutes

David Chevalier made motion to approve minutes. Deborah Vess seconded.

Vote: All in favor

2. Old Business/Open Issues

i. Verification of Attendance Policy

- Medical Excuse or Military Service are the only exceptions
- Verification of attendance policy (updated from April 7, 2023 meeting) David Chevalier made the motion. Deborah Vess seconded
- All in favor
- No abstentions
- Motion passes

ii. Office Hours Policy

- Deborah Vess makes motion to approve Office Hours Policy (updated from February 3, 2023 meeting) with removing sentence
- Candace Lynn: seconds motion
- All in favor
- No abstentions
- Motion passes

3. New Business: Items for Discussion/Approval

3.1 New Program(s)

N/A

3.2 New Course(s)

N/A

3.3 Course/Program Modification(s)

i. Math 1113 Pre-requisite update

- No Accuplacer for Pre-Calculus
- AP courses that we used as a pre-requisite

- Candace Lynn: makes motion to update Math 1113 pre-requisite
- David Chevalier seconds
- All in favor
- No abstentions
- Motion passes

3.4 Course Deactivations

N/A

3.5 Policy Revision(s)

i. Faculty Evaluation policy and procedures (USG Approved)

- Annual Evaluation, Promotion and Tenure, and Post Tenure Review
- Tidy up and make it look like one document
- Changed “the institution” to East Georgia State College
- Dr. Whelan changed the scale to the five point scale
- The five point scale is now used by all USG Schools
- Dr. Whelan also added forms that are used to perform evaluations
- Alan Brasher made a motion to approve the new Faculty Evaluation Policy
- David Chevalier seconded as long as corrections are made
- All in favor
- No abstentions
- Motion passes

4.0 Other Business

i. New Routing Form for APCC submissions

- Please use new form
- Form will be routed electronically for signatures

5.0 Adjournment

i. Meeting adjourned at 3:40 PM

7.0 Next Meeting Date

i. Next Meeting will be held in the Fall once Fall Semester resumes