MEMBERS PRESENT:
Andrea DiBenardo, Deb Homer, Tina Philpot, Evelyn Ting, Carol Wilkerson, Emily Whaley

MEMBERS NOT PRESENT:
Elaine Bryan, Risa Handman, Todd Hendricks, Bonita King, Lee Jones, Vincent June (Coletta Hassell attended on his behalf), Erin Morrey, John Redmond, Doug Ruch

I Call to Order
Dr. Michelich called the meeting to order at 3:11 p.m.

II Approval of Minutes

Correction

Page 2, first line under Text Selection Policy – e-bookay should be “e-book”

III Old Business

Independent Study policy

Dr. Wilkerson had revised the Independent Study policy to put the onus on the student to request an independent study based on need, rather than on the faculty to “negotiate” it as in the previous policy. “Appropriate standards” was inserted to make the following sentence read thus:

“If permission is granted, the faculty member will prepare a contract that ensures that appropriate standards for academic integrity, educational outcomes and course assessments are maintained”.

An e-mail is to be sent to update the absent members of the committee on this change to the proposed policy.
Pay for Independent Study Teaching

This was accepted as presented. It gave three options for compensation for teaching independent study courses – reassigned time, 100% adjunct pay for fifteen student contracts, or one-fifteenth of the designated adjunct pay rate per student contract.

IV  New Business

Proposal to change the International Certificate requirements and processes

Dr. Wilkerson explained that there were some concerns among the staff in the Center for International Education (CIE) with respect to international certificates. They were not given permission to check which students qualify for certificates until the semester was over, therefore students could not be recognized at commencement. The CIE wanted to be able to check on this prior to the end of the semester. Also, there were no grade specifications for earning an international certificate, so that a “D” currently counted towards completion. The proposal was for a minimum requirement of a “C” to be counted towards the certificate.

The Committee was in agreement with the above points, but questioned if there was an existing document that should be updated. Some persons recalled the existence of such a document. Dr. Michelich felt that a policy should be developed and put in the policy manual. She asked Dr. Wilkerson to find the original document, make the changes and share it with the AAPC, after which it could go to the Senate as information.

V  Other

Discussion about Attendance

The matter of attendance needed to be revisited. Based on representations that had been made to her, Dr. Michelich felt that it should be dealt with in divisions as divisional needs are unique. She wanted people to work out what is best for their respective areas.

Timing of AAPC and Faculty Senate meetings

Traditionally, the Senate likes to do two readings of things that its members vote on. The AAPC also tries to do two readings of policies under consideration. An effort was made to hold the AAPC meetings before the Senate meetings so that things would move from one to the other within the same month. The AAPC would meet for a second time on a matter after it had been to the Senate, and if it passed, then it would be ready for the President’s Policy Advisory Board (PPAB). The Senate Chair was not happy with this sequence as it meant that the Senate did not get to weigh in for a second time. If that was to be facilitated, however, then it would be the third month before a policy would go forward to the PPAB.
Dr. Michelich asked if it could be considered sufficient if the AAPC policies are put on the web for the Senators so that they could maximize their consideration of a matter since they would only have one chance to speak about it at the Senate. Ms. Whaley made the point that every person who has a representative on the Senate also has a representative on the AAPC and should have heard about issues under consideration from their AAPC representatives in the first place. She said that constituents have been telling her that they do not know who their AAPC representatives are. She felt that representatives should be more proactive in talking to their constituents and sharing what takes place at AAPC meetings. Dr. Michelich said that representatives were elected by divisions and so the Deans need to let Department Chairs and faculty know who these persons are.

**Departure**

This is Dr. Michelich’s last meeting with the AAPC. She will be moving on to a new position with the Board of Regents on 7/1/10.

**VI Adjournment**

The meeting adjourned at 3:41pm.