MEMBERS PRESENT:

Jonathan Lochamy, Elizabeth Beckemeyer, Deborah Byrd, Amy Larson Cook, Jason Flato, Queen Wiggs Harris, Anthony Serpico, Nancy Storey, Ilse Rickets (Secretary)

MEMBER ABSENT:

Solomon Fesseha

I. Call to Order

Dr. Jonathan Lochamy called the meeting to order at 10:08 a.m. The members introduced themselves, and the chair welcomed the new members of the committee, Deborah Byrd, Amy Larson Cook, and Queen Wiggs Harris.

II Old Business

The chair reviewed the policy revisions made by the committee during the spring semester.

- The Study Abroad policy was passed in February; however, the policy is on hold until we have a new Director of Center for International Education. Dr. Alan Jackson is the Interim Director
- Also passed in February was the Independent Study Policy which was immediately passed by Dr. Virginia Michelich, former Vice President for Academic Affairs, to Alan Jackson to rework.
- The Pay for Independent Study Policy was passed in February but immediately got flagged by Dr. Virginia Michelich to change the ratio in it. This policy is on hold.
- The committee finished the Attendance and Participation Policy is March; however, the policy is on hold due to some objections from the Humanities.
- In April the Pay for Study Abroad Policy was separated from the Study Abroad Policy and is the only policy that the committee worked on that has made it through the AAAC, Academic Affair Advisory Council.
Course Withdrawal Policy was finalized in May and was submitted for an AAAC meeting that didn’t take place.

The chair indicated that he e-mailed two documents (Policy Revision Guide and Sample Policy Revision) to the committee to review the process of policy revision. He indicated that policies should be condensed to one or two sentence. The procedure portion can be longer but must be updated to what we do at the college.

II  New Business

Policies Assignments for Fall 2010

Members were asked to sign up for two policies. The chair suggested that whoever works on the Workload Policy only sign up to work on that policy.

Assignments:
Workload 301.01 – Beckemeyer/Fesseha
Texts 321 – Storey/Flato
Infection Control 325 – Rickets/Serpico
Continuing Ed. 330 – Harris/Cook
Continuing CCO 330.01 – Cook/Serpico
Literary Pubs 331 – Byrd/Rickets
Honor’s Faculty 335 – Harris/Flato
Reinstatement 336 – Storey/Byrd
Evening Class 322.01 – Beckemeyer/Serpico

III  Policy Revision

Teaching of One Evening Class Per Year for Part-Time Pay Policy and Faculty Overload Policy

The meeting read both policies in order to determine if there is a conflict between the two. Dr. Lochamy suggested that the meeting delete the night class part. He indicated that the Faculty Overload Policy is correct. It was written at the directive of the Board of Regents and was written by Dr. Michelich. The current Overload Policy indicates that an overload should be avoided at all cost. The Southern Association of Colleges and Schools (SACS) disapproves of overloads because it is presumed that it reduces academic quality.

The meeting agreed that these policies contradict each other. One committee member suggested that the word evening, and the definition of evening, be removed from the Teaching of One Evening Class per Year for Part-Time Pay Policy. The meeting agreed that the Teaching of One Evening Class policy might be amendable or merged with the
Overload policy, indicating that faculty members may volunteer to teach and overload once a year. Beckemeyer and Serpico volunteered to attempt the rewording.

**Attendance and Class Participation Policy**

When the committee revised the Attendance and Class Participation Policy the instructions were to include that instructors could not deduct more than 10% of a grade in a course, and when deducting points were based on attendance, only a percentage of the 10% equivalent to the amount of classes missed could be deducted.

The Humanities did not agree with the procedures and the policy review was set on hold by Dr. Virginia Michelich. The original recommendation required that deductions for attendance must be part of the 100% grading to begin with, as points to be gained or lost. The first suggested change was that they could be applied as a penalty instead of as points gained. This indicates an attendance policy where points are deducted simply on days missed. This is to increase academic integrity and avoid giving students points for attending class.

The second suggested change is in the rule from percentage of the course grade to percentage of days missed. This indicates if the student missed 1% of the class the final grade can be reduced by 1%, up to a full letter grade.

The chair proposed to rewrite the policy and that the committee further work on this policy at the next meeting. The main point of discussion will be how the participation grade can be reduced based on attendance. Two paragraphs will be proposed; one where it can, and another where it cannot.

V  **Agenda for the Next Meeting:**

The following policies will be discussed on October 1, 2010:

- Infection Control
- Teaching of one Evening Class
- Attendance and Participation

The chair suggested that members working on a policy consult at least two experts on the subject discussed. An expert can be a department chair, or even somebody outside the college.

VI  **Adjournment**

The meeting adjourned at 11:37 am.

**Next meeting:** October 1, 2010, 10:00 a.m via Wimba