

Period Report for Senate Committees

Academic Year: 2010-2011

Academic Policy and Standards Committee

Chairperson: Jim Nystrom (AS)

MEETING DATE: 7 December 2010.

ATTENDANCE:

APPOINTED MEMBERS:

APPOINTED MEMBERS:				APPOINTED MEMBERS:			
Present	Name	Rep	Left in Term	Present	Name	Rep	Left in Term
<input type="checkbox"/>		AHS		<input type="checkbox"/>		OPT	
<input checked="" type="checkbox"/>	Jim Nystrom	AS	2	<input checked="" type="checkbox"/>	Elsie Lovsted	PHR	1
<input checked="" type="checkbox"/>	Larry Bajor	BUS	3	<input checked="" type="checkbox"/>	Chuck Drake	CET	2
<input checked="" type="checkbox"/>	Susan Hastings-Bishop	EHS	2	<input checked="" type="checkbox"/>	Cheolwoo Lee	AL	3
<input checked="" type="checkbox"/>	Stacy Anderson	L/C	2	<input checked="" type="checkbox"/>	Mary Cline	UC	1
<input type="checkbox"/>	David Marion	SR	1				

EX-OFFICIO MEMBER(S):

Present	Name	Rep
<input type="checkbox"/>	Don Flickinger	AA

GUESTS:

Present	Name	Rep
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

OLD BUSINESS:

The meeting was called to order at 11:02 am. The minutes from the last meeting were approved.

The chair gave an update on the motion from the November 9th meeting to inform faculty of upcoming policy changes. The chair will work on ensuring new DRAFT policies related to online courses are posted on an appropriate University webpage and then submit a University-Wide Notice asking faculty for input.

NEW BUSINESS:

The agenda for the meeting contained six (6) items (two of which are covered in Old Business):

1. Approve minutes from last meeting.
2. Update on motion to inform faculty of policy changes.
3. Request for committee comments at January 11th Senate meeting.
4. Discuss Student Complaint Policy and develop recommendations.
5. Discuss Student Authentication Policy and develop recommendations.
6. Wrap-up, Rubrics, and selection of committee secretary.

Item 3. Request for Review

The chair commented on the time-sensitive nature of these two policies. It was noted that a third policy, "Policy for Web-based Courses," while currently in draft mode, has not yet been submitted to the APS committee for review. The committee should anticipate taking this policy up at the January meeting.

Item 4. Student Complaint Policy

The chair noted that this University policy will supersede all individual college policies that are now in place. Committee discussion followed, and included many items in the email threads leading up to this meeting. The committee discussed the idea that a complaint is not a complaint until the process is followed. For example, for complaints that go directly to the Dean; the dean must inform the student that the process must be followed. The committee agreed that Step 2 should be changed to require notification of the individual against whom the complaint has been filed, and then allow a written response. A specific deadline on when the instructor response is due should also be added. (In the since updated policy these changes have been made.) The calendar year problem was discussed (and has since been fixed in the current draft version). With some changes the committee would recommend to approve the policy. (Note: Some other restructuring of the policy took place due to other suggestions that occurred in email discussions between various parties, and the latest version was last updated on 1/11/2011.)

Item 5. Student Authentication Policy

The committee discussed whether or not there could be a list of possible authentication techniques listed in procedure 6 and procedure 7; and reviewed future possibilities like camera setups, or biometric devices that could, e.g., use fingerprints. The committee did understand that the new policy detail in procedure 6 (that all online or blended courses go through FerrisConnect) is in fact going to be required; and that for Federal compliance purposes there is no way around this. The chair mentioned an earlier suggestion about adding a procedure 12 to the policy which indicated that this policy currently conforms to state, federal, and other pertinent laws, and that we should expect to see this change in the next draft of the policy. With some slight changes, the committee would recommend to approve the policy.

Item 6. Rubrics, etc.

The chair told the committee that one of the key points that came out of the rubrics review of the APS committee is that we currently do not have a secretary. The chair asked for volunteers, and suggested a first year member would be best. Larry Bajor agreed to take on committee secretary duties.

The meeting adjourned at 11:50 am.

ADDITIONAL INFORMATION OR SUMMARY:

The chair attended part of the January 11, 2011 Senate meeting with the intended purpose of commenting on the two policies (i.e., Student Authentication and Student Complaints) that the committee reviewed. Due to some issues with the Senate packet of information sent out (not containing the most recent versions of these policies), the Senate President decided previous to the meeting in

consultation with the chair to postpone discussion of these policies until the February meeting. The chair indicated that the APS committee will have a written recommendation ready for each of these two policies before the February 2, 2011 Senate meeting. During the Senate meeting, there was discussion about the "Internet Course Listings" Policy. The APS committee has now been given the task of reviewing and providing recommendations for this policy also; which will be a main topic of the next meeting. The "Internet Course Listings" Policy is a very time-sensitive and important policy for the University, and thus the chair has scheduled two meetings between now and the date of the next Senate meeting. Also, the Chair is still working on getting DRAFT policies posted on the Ferris web and will contact the Assistant to the Academic Senate to get this completed.

The next meetings of the APS committee have been scheduled for Thursday, January 20, 2011 from 11-11:50 am in ASC 2082, and Tuesday, January 25, 2011 from 11-11:50 am in ASC 2082.

Submitted January 13, 2011
By Jim Nystrom