

**Meeting of the Villanova University
Academic Policy Committee**

Tuesday, December 13, 2016
11:00 AM – 12:15 PM
Fedigan Room, SAC 400

Minutes

In Attendance:

Marylu Hill, Shelly Howton, Christopher Kilby (chair), Eric Lomazoff, Peggy Lyons, Christine Palus, Lesley Perry, Elizabeth Petit de Mange, Michael Posner, Andrea Welker, Craig Wheeland, Dennis Wykoff, Tina Yang.

Absent:

Sherry Bowen (NIA), Danai Chasaki (NIA), Gordon Coonfield (sabbatical), Jennifer Dixon (NIA), DeVon Jackson, Sandra Kearney, Brian King (NIA), Adele Lindenmeyr (NIA), Krupa Patel, Rees Rankin, Joseph Schick (NIA), Eriny Tawfik (NIA), Daniel Wright. [NIA=Notified in Advance]

Administrative Items

- 1) Tina Yang volunteered to take notes for the meeting minutes.
- 2) The committee approved the November 29, 2016 minutes (after fixing a typo).
- 3) Spring meeting times. Everyone should submit non-available times APC Chair. APC chair will then schedule meetings, target one meeting a month

Old Business

- 4) Reports of Subcommittee Chairs (as needed) & subsequent discussion.
 - Online CATS (OCATS). Michael Posner (chair). OPIR intends to launch OCATS for all courses in spring 2017. APC recommended that OPIR take a survey of faculty and students who had participated in the pilot on-line CATS in fall 2016 to gather lessons learned. APC discussed:
 - how WX students are counted in response rates
 - whether & how students responded differently to paper vs. online CATS
 - lower response rate for 2nd, 3rd, etc. instructors in co-taught classes.
 - Honors Program (HP). Dennis Wykoff (chair). APC discussed a draft recommendation for Honors to disseminate a policy statement regarding assignment of department/program designations to and staffing of courses offered by the Honors Program. The policy statement would be sent to department chairs/program directors annually and posted on

Honors' web page. After some discussion, several key points emerged: 1) The Honor Program should recruit faculty to teach in the program in consultation with department chairs/program directors, whose consent is required. 2) Honors courses that have a department/program designation must have received prior approval from the corresponding department chair or program director each time Honors offers the course. In the event Honors offers a course outside this policy, the department chair/program director (in consultation with their dean) has the authority to withdraw the departmental/program designation from that course in the master schedule prior to its finalization. 3) The provost will mediate any appeals of these decisions.

An additional issue was raised: communication with students. Students should not be told to plan on proposed honors courses before those courses are approved.

5) New protocol for APC

APC continued to discuss a new protocol for the committee (drawing on the old University Senate Constitution, revisions suggested by Vice Provost Craig Wheeland, and an outline by APC Chair Christopher Kilby). This included considering the mandate and authority of APC. Kilby suggested including the requirement that the Provost respond to APC requests and proposals in a reasonable amount of time (drawn from the Senate Constitution). Subsequent discussion suggested that such responses might be affirmative, negative, or simply indicate a timeframe for a more considered reply. APC discussed whether the academic calendar subcommittee needs explicit mention in the new protocol (as in the Senate document) since substantive changes to the academic calendar by their nature fall within APC's charge anyway.

Regarding membership and voting, Wheeland agreed that the Provost or Provost's designee should be ex officio non-voting since response to APC recommendations come from the Provost's office in any event. Kilby suggested that the first meeting of APC after spring elections should be convened by the Provost or Provost's designee for the purpose of electing APC's chair, who would subsequently be charged with calling and running APC meetings. There was consensus that the protocol should specify that the full voting membership of APC elect a chair from the faculty membership of APC. The committee also discussed which faculty would be eligible (tenured only or by rank to allow for a CNT faculty chair), whether the chair should rotate between colleges, and what term limits should apply (see, for example, the Faculty Congress Constitution/Bylaws). Regarding that latter, Wheeland stated that the "new" APC derives its mandate from the President so that the new protocol need not be consistent with Faculty Congress documents. The committee also discussed voting rules, specifically whether to require decision by simple majority of the members present, what type of supermajority to require for amendment of the protocol itself, when a quorum would be required (and what constitutes quorum), and whether e-voting/proxy voting would be allowed. Finally, the committee discussed generally keeping APC meetings open to the University community and allowing a meeting to be closed only when previously announced in the circulated agenda.

Kilby offered to work on a draft protocol incorporating the various suggestions to be circulated in advance of the next APC meeting and expressed the hope that the next meeting in the Spring term might provide the opportunity to complete the task of designing the new protocol.

Again drafted from Tina Yang's wonderful notes. Thank you!