

**Academic Policy Committee Meeting
January 29, 2021
MCCC 319 or Remote (2-3 pm)**

Present: Schuyler Chapman, Chris Cosner, Kevin Evans, Kenneth Lang, Gary Morris, Nabil Nasser, Jasmine Tarman, Will Vann (for Shelly Ratliff), Ed Wood

Guest: Ann Reed

Absent: Cheryl McKinney, Dana Wilson

The minutes for the January 13, 2021 meeting were approved, (Evans/Cosner)

Discussion or Voting re: By-Laws

Article III Liaisons The Provost and Vice President for Academic Affairs, **or their designee.**

Dr. Morris requested the Registrar be added as a liaison. The Registrar is invited and regularly attends the meetings as a guest and must be recognized by the Chair and given permission to speak. Dr. Chapman gave permission for Ann Reed to speak. Dr. Morris suggested substituting Liaison for the Provost. Dr. Evans noted these were minor changes and therefore, he made a motion to include the Registrar as a liaison. (Evans/Wood) Motion carried.

Discussion of Seated/Online Attendance Policy (re: making it clear faculty have an attendance policy)

Dr. Chapman stated the need for faculty to make clear there is an attendance policy in their class. Federal laws require attendance in order to receive aid. After discussion Dr. Chapman agreed to update the policy to include additional information to clarify the need for students to attend class a line in order to be eligible for Title IV of the Higher Education Act.

Mr. Cosner asked if there were guidelines for arranged classes. He indicated there are a lot of special circumstances for arranged courses. The instructor is responsible for determining the expectations for attendance whether it is by e-mail, over the phone, etc. there needs to be communication between the student and instructor. The course or delivery method should not matter.

Mrs. Reed asked if the online and the seated policy could be combined rather than having two separate policies. Dr. Chapman agreed the policies could be merged. All information would be contained under Class Attendance Policy. Changes will be made to merge the policies and include Mr. Cosner's comments prior to the next meeting. The policy will then be forwarded to faculty senate.

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Dr. Morris, Mrs. Reed and Dr. Chapman will meet the week prior to the Academic Policy Committee meeting to review the minutes and set the agenda.

The next meeting will be the week of February 15.

The 2021-2022 catalog will be published the first week in April.

The meeting was adjourned at 12:42 pm.

Patty Snyder