

## **Academic Policy Committee**

### **Minutes**

**November 27, 2023**

**Present:** Mari Clements, Kandas Queen, Elizabeth Matory, Larry Baker, Chris Cosner, Dave McEntire, Amanda Chapman, Jeremy Keene, Bob Hutton, Sandra Crites and Alyssa Gibson

**Absent:** Brian Perkins

**Guests:** Ann Reed

**Approval of Minutes:** Chris motioned to approve the November 6<sup>th</sup> minutes, Kandas seconded. Jeremy abstained. Motion passed

### **Old Business**

#### Policy 28

- Waiting for HEPC to update Policy 23

#### Academic Dishonesty Policy

- Liz and Mari worked together on revised draft wording
- Faculty are advised to report dishonesty, but can recommend the offense be a “teaching moment” or a punishment. Dishonesty cases should not only follow the policy, but also the faculty members’ dishonesty policy in their syllabus
- If cases are not reported, student may get by with doing with this in every class and other instructors won’t know
- Faculty are expected to abide by policy in the catalog, but also their policy in their syllabus as well
- Larry motioned to approve, Jeremy seconded. Kandas abstained. Motion passed.
- Amanda will send this and the AI piece of the policy to Faculty Senate

#### Registration/Multi-Semester Registration

- Tim and Mari are still discussing holds placed on student’s accounts

#### Non-Degree Seeking Students

- Policy was revised to clarify information, and info regarding number of credits student can enroll in was removed
- Ann asked if a definition of non-degree seeking students is necessary, and if these students should be limited to the number of credits they can take
- Non-Degree Seeking students are not eligible for financial aid
- Ann will add wording that states non-degree seeking students are students who are not enrolled in an Associate or Bachelor degree

## Bylaws

- ULC sent the bylaws back because there were two sections on Vacancy, that listed the same information
- The committee clarified wording for the Vacancy sections, and Amanda will edit and send to Faculty Senate
- Larry motioned to approve with the changes, Bob seconded. Kandas voted against. Motion passed

## **New Business**

### Administrative Withdrawal

- APC revised last year, but students are still confused by the process
- Amanda will provide wording that was approved for the syllabus template
- Ann would like the form, policy and other documents to be clarified and cleaned-up because they don't currently match
- The Student Life Complaint form was provided because some students use it during the administrative withdrawal process
- Ann will update the letters to match new wording, for the next meeting

Adjournment: Amanda adjourned the meeting at 12:50 p.m.

*Ashley Nicholas*

*November 27, 2023*