

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

Monday, August 29, 2016
11:00 AM – 12:20 PM
Rosemont Room, Connelly Center

Minutes

In Attendance:

Sherry Bowen, Jennifer Dixon, Marylu Hill, Shelly Howton, Christopher Kilby (chair), Adele Lindenmeyr, Eric Lomazoff, Peggy Lyons, Olukunle Owolabi, Christine Palus, Krupa Patel, Lesley Perry, Michael Posner, Andrea Welker, Craig Wheeland, Daniel Wright, Dennis Wykoff, Tina Yang.

Absent:

Sherry Burrell (NIA), Danai Chasaki (NIA), Gordon Coonfield (sabbatical), Rees Rankin (NIA), Joseph Schick (NIA). [NIA=Notified in Advance]

Administrative Items

- 1) Minutes. Peggy Lyons (CON) volunteered to take meeting minutes.
- 2) Chair. The current chair (Christopher Kilby) noted that the chair selection process only included APC faculty members, not administrators or students. By consensus, the committee confirmed the current chair should continue until full membership is reached (i.e., student reps. added) at which point the issue will be reconsidered. APC may want to make recommendations about how to design a more inclusive process for the future (e.g., a late spring meeting of the newly elected APC membership).
- 3) APC mandate. The Committee reviewed its mandate, noting that policy items applying only to one College go to the Dean of that college (not to APC) and that “academic policy” includes issues related to both teaching and research.
- 4) Schedule. The chair asked APC members to indicate (via distributed index cards or email) when they are routinely not available, e.g., due to teaching or other obligations. APC meetings are likely to be monthly or more frequent. The chair will send the agenda for the new meeting and draft minutes from the old meeting 1 week prior to meetings; please send any new suggested agenda items before then.

New Business

5) Agenda for the year. The main item of business was discussing what to work on this year. Suggestions were provided and discussed. These included:

- a) Library journal cuts & impact on student & faculty research. (Discussion should include Millicent Gaskell (library).)
- b) Changing the start date of faculty contracts to cover the period of new faculty orientation (but making sure that any shift in dates does not impact commencement).
- c) Honors program review (particularly, number of credits for and who assigns grades to independent studies and theses).
- d) Policy on WX (moving up date). (Discussion should include Catherine Connor and Pamela Braxton (Registrar's Office).)
- e) Academic Integrity Violation procedures. Issues with faculty who "considered themselves on trial." Serial offenders not picked up if faculty go around the policy. Craig Wheeland spoke on this, citing a high success rate for faculty (even after student appeals). Craig also indicated that he could provide a report and speak on this topic. Christopher Kilby noted a sample selection problem (about which cases go forward under the current system) and suggested a survey of faculty to see how often the policy is not utilized.
- f) Liberal Arts Major. Are students (particularly athletes) choosing this major as a fallback route to graduation? If they transfer from other colleges into CLAS for this reason, it would fall under APC's mandate (i.e., impacts more than one college).
- g) Early Registration of Athletes. Craig Wheeland noted that Provost's Office is piloting this and will share data with APC. Should this topic have come to APC first?
- h) Setting a lower limit for percent of classes taught by tenure track faculty. This topic has been float in other committees but could be considered an APC topic. Craig Wheeland noted that it was discussed by COF [now FRRC] but was not favored by the deans. There is currently no official limit; approximately 75 to 80% of undergraduate classes are taught by full time (tenure track, tenured, and non-tenure track) faculty.
- i) Recruiting and retaining diverse faculty.
- j) Impact of moving to research university status on tenure standards and impact on teaching.
- k) Belligerent Student Policy. There is currently no freestanding policy on this. Faculty can refer to the Student Code of Conduct, go to their department chair, etc.
- l) Student course load limitations. As students increase their course load to earn more credentials (multiple majors, minors, certificates), rigor of courses could be undermined.

Additional suggestions for APC topics included

- m) Institute Formation. Michael Posner suggested APC examine issues relevant for institutes within the university. These issues might include appointments of existing faculty to institutes, hiring for institutes (with and without outside grants), etc. Craig Wheeland pointed out the similarities with existing centers where faculty are hired into departments but serve in centers;

those hired directly by centers are staff (even with PhDs and teaching responsibilities). Any resulting guidelines should avoid restrictions that would decrease initiatives to start institutes.

Email any additional ideas to Christopher Kilby by Friday (9/2/2016) for inclusion in an on-line survey we will use to prioritize these topics. Note: Old business will NOT be included on the survey as these topics will be revisited.

Old Business

There were three items of old business on the agenda to which Craig Wheeland added a review of the Electronic CATS pilot program in the spring term.

6) Revised Class Attendance Policy

Craig Wheeland presented the background on this effort. The current revision, which was approved by the previous APC, is the result of a 1 ½ year process. Christopher Kilby had forwarded a list of comments and questions from the current committee as well as suggested revisions. Most revision suggestions were non-substantive and Craig indicated they were accepted. One remaining issue is the inclusion of University Advancement activities in the list of university acceptable excused absences. Craig summarized and discussed other questions that had been raised. Daniel Wright suggested changing language from “students should be prepared to provide documentation” to “students must provide documentation” as a way to protect junior faculty who might fear retaliation on CATS if they request documentation; no consensus was reached on this point. Michael Posner suggested making “religious holidays – see the University’s policy on Religious Holidays” a separate bullet point item to avoid conflating it with family events (since not all religious holidays are family events). Another suggestion was to make explicit any schools/programs that have their own policies (e.g., Nursing).

Craig will provide revisions to circulate prior to the next APC meeting and APC will vote on its recommendation regarding this policy as soon as practical.

7) Undergraduate Core Curriculum. The committee briefly discussed the UCC; Marylu Hill gave an overview, indicating that the previous APC had not reached clear conclusions and that more work is needed on this topic.

8) Role of Adjunct Faculty as Instructors. Christopher Kilby indicated that the previous APC received the results of a survey that included questions about adjunct faculty but no progress had been made beyond that point. Lesley Perry indicated that the original issue had been evaluation of adjunct faculty.

9) Academic Calendar. Christopher Kilby indicated that one of the functions of APC is to review the academic calendar. A request has been made by to include final grade due dates in the academic calendar so that faculty can plan around this.

Drafted from Peggy Lyons’ notes. Thank you!