

Academic Policies Committee

Minutes

December 5, 2019

Minutes approved:

In attendance: Agnieszka Chwialkowska, Nancy Penco, Soo Moon, Emily McKendry-Smith, Scott Sykes (substitute for Carrie Carmack), Lynn Pazzani (substitute for Gavin Lee), Michael Hopper, Jairus-Joaquin Matthews, Jean Cook, Jill Drake, Hannes Gerhardt

The meeting began at 11:00 AM.

- I. Approval of minutes
 - a. The minutes were unanimously approved with the addition of Nancy Penco to the list of attendees.

- II. Sustainability Designations for Courses
 - a. Hannes Gerhardt of the UWG Sustainability Council presented on having a sustainability designation for courses in Banner.
 - i. There is already a Banner designation for service learning courses.
 - ii. Having a Banner designation for sustainability courses would be helpful for students in interdisciplinary studies or if a certificate were to be created.
 - iii. AASHE (Association for Advancement of Sustainability in Higher Education) considers this to be an exemplary sustainability practice.
 - b. Agnieszka Chwialkowska informed the committee that this doesn't have to be passed as a policy. The Banner designation for service learning is not the catalog. Therefore, at the Faculty Senate this would be presented as an information item rather than voted on, as was the case with the service learning designations.
 - i. This raised a question – should the service learning designation be in the catalog?
 - c. Jill Drake raised the question of if this is a policy or not.
 - i. Agnieszka Chwialkowska explained that we are not creating a policy but a process, based on consultation with David Newton who also consulted with David Jenks.
 - ii. This would go to Faculty Senate as an information item we are giving our support to.
 - d. Agnieszka Chwialkowska raised a question regarding point B of the proposal, which mentions sustainability activities. Is there a list of sustainability-focused activities?

- i. Hannes Gerhardt states that definitions are tricky, as they can get too specific. Right now, criteria from AASHE are being used.
- e. Jill Drake asked about the composition of the committee that would evaluate courses for the sustainability designation.
 - i. Hannes Gerhardt clarified that the committee members have not been designated, but would likely include all faculty on the sustainability council.
- f. Agnieszka Chwialkowska inquired about #4 in the process section of the document, where words seem to be missing describing what is going to be sent.
- g. A question was raised about the term “SLP” in the document.
 - i. Jill Drake clarified that this is the code in Banner for service learning.
 - ii. Hannes Gerhardt explained that they mirrored the procedure used for service learning and that is their Banner code.
 - iii. The Banner code SAD was proposed for sustainability designated courses.
- h. Emily McKendry-Smith asked if this is something that needed to be specifically tracked in Banner.
 - i. Agnieszka Chwialkowska explained that UWG is using Banner designations to track High Impact Practices (HIP).
 - ii. Jill Drake also noted that faculty are being asked to note HIPs for Banner and asked if this is a HIP.
 - iii. Emily McKendry-Smith noted that in the future, many topics might ask to be tracked in Banner, particularly those that are interdisciplinary, and do we need to track this in this way?
 - iv. Agnieszka Chwialkowska noted that this will encourage more students and faculty to be involved in sustainability.
 - v. Jill Drake asked what other institutions are doing, and also noted the issue of tracking in Banner vs. appearing in the catalog. Courses that have the service learning designation in Banner are not labeled as such in the catalog.
 - 1. Hannes Gerhardt noted that the sustainability designation is course and section specific. For example, a section of ENG 1102 could have the designation if the reading materials or textbook focused on sustainability, but all sections of ENG 1102 would not have the designation.
 - 2. Jill Drake clarified that this designation would not appear in the catalog unless it applied to every section of the course. This resulted in discussion as to whether or not students would see the Banner designation – students do not see attributes in Banner, they are used for tracking and compiling reports.

- i. Hannes Gerhardt noted that this information is used to create reports for AASHE and that a Banner designation would facilitate this. He can add more about AASHE and this rationale to the proposal.
 - j. Jill Drake noted that Banner attributes appearing in the catalog would be something Academic Affairs would need to discuss.
 - k. Nancy Pencoie inquired if other institutions are giving sustainability or other types of certificates.
 - i. Jill Drake stated that other institutions are using Banner to track service learning. There are other ways of tracking the courses in certificates.
 - ii. Hannes Gerhardt noted that University of Georgia has a sustainability certificate.
 - l. Agnieszka Chwialkowska reviewed the proposed changes to the proposal.
 - i. In Process #5, SLP should be changed. The specific Banner designation may need to be negotiated with the registrar.
 - ii. In the UWG definition and criteria B, in the second paragraph, last sentence, the word “inventory” will be changed to Banner.
 - iii. The process for approving courses for the sustainability designation needs to be edited to be clearer.
 - m. The motion to approve this designation for sustainability courses, with the proposed changes, was unanimously passed.
- III. Students repeating courses multiple times
- a. This item is tabled until next semester.
- IV. Issue of the same course counting towards a major/minor/certificates
- a. Jill Drake has a document on this with new language based on feedback. The document is being conveyed to Wanda Eidson and Joe Fernander.
 - b. Certificates will be part of the next APC meeting agenda.
 - c. Agnieszka Chwialkowska requested a Word Document where “Track Changes” is used.
- V. Students attempting to major and minor in the same topic
- a. The committee is waiting for information from the registrar’s office.

The meeting adjourned at 11:33 AM.