

Meeting of the Villanova University

Academic Policy Committee (APC)

Date: January 24, 2011  
Time: 3:00 PM to 4:30 PM  
Place: 300 SAC  
Secty: Mary Ann Cantrell  
Presiding: Susan Mackey-Kallis

Attendance: Susan Mackey-Kallis (chair), Robert Styer, Adele Lindenmeyr, Christopher Hass, Mark Sullivan, Mary Ann Cantrell, Lesley Perry, Mike Pagano, Damien Germino, Paul Pasles, Craig Wheeland, Louise Russo, Farid Zamani, Ed Kresch, Kevin Clark, Jerry Jones

**AGENDA**

1. Approval of the Minutes from the November 15, 2010 meeting

The minutes of the November 1, 2010 APC meeting were approved with minor edits. Susan Mackey-Kallis will forward these minutes to Helen Heron, Senate Secretary, for posting on the Senate webpage.

2. APC meeting dates for the Spring 2011 Semester

All future meetings of the APC will be held in SAC 300. The scheduled dates and times for the meetings are: Feb 21<sup>st</sup>, 3:00 PM; March 28<sup>th</sup>, 3:00 PM; April 11<sup>th</sup>, 3:00 PM.

3. Student Teaching Evaluations: CATS: Subcommittee Report and Discussion

Mike Pagano reported that the data analysis of CATS is ongoing. Nurit Friedman from OPIR has the CATS data and the required codes for the analysis. Preliminary analysis of the findings should be available as the semester progresses and the final results by the end of the academic year. The analysis will be inclusive of undergraduate Fall and Spring CATS data and will capture all classes with a size of 14 students or greater. This sampling plan should include most but not all seminars. Mike Pagano does expect that statistical error will be operating in the analysis, as is usual in all findings generated from statistical analyses computations. Systematic effects of gender and age will be controlled for in the analyses. It was suggested that the findings for Arts courses be separated from those of the Science courses. Findings will be reported by departments.

4. Updates on Textbook Ordering Policy

Craig Wheeland reported that the new PA state policy for the submission of textbook orders was sent to all department chairs who were asked to distribute this information to faculty. The intent of this new state policy is for faculty to consider the price and the quality of textbooks for their respective courses.

The University bookstore has employed a vendor to service the process for electronic book order requests. During the Fall 2011 semester, all book orders for Spring 2012

classes will be submitted electronically. Textbook orders for the Fall 2011 semester, due by March 1, 2011, will be done via hard copy.

Once the electronic procedure to submit textbook requests is instituted, there will not be the option for faculty to list TBD for course books. Instead, faculty will not submit a book order request and will receive an automatic email reminder by this new system to place a book order.

There was concern by some committee members that weekly email reminders would be too frequent.

Department chairs will have to continue to submit a “no textbook required” notification for independent study, theses, and dissertation course registrations. This has to be done to comply with Federal and PA state laws.

The new laws do allow for exceptions for submission of book orders, provided faculty have a stated and acceptable rationale.

Adele Lindenmeyr raised the issue of having the due date for textbook orders to be early enough for students to participate in the “book buy back” initiative, which occurs every May and December of an academic year. This opportunity is only 3 to 4 days in duration. Craig Wheeland shared with the committee members that a customized email will be sent to students about the buy back period via the new electronic system. Adele Lindenmeyr stressed that students have a right to know about dates of the book buy back option dates for financial reasons and reflects good pedagogy.

Susan Mackey-Kallis suggested that the APC host a forum for Frank Henninger to present this new textbook ordering system for APC committee members, chairs, faculty and interested students. The forum will be held during an APC scheduled meeting time; the February or March scheduled meeting times were identified as possibilities. The committee seemed to be in agreement with this idea.

#### 5. Academic Calendar and the Role/Responsibility of the APC

Susan Mackey-Kallis alerted the committee members that the APC is charged with reviewing and voting on the final draft of the academic calendar. Susan Mackey-Kallis will email Cathy Connors from the Registrar’s office and Mary Clifford in the VPAA’s office to obtain the most recent drafts of the Academic Calendar still pending final approval.

#### 6. Review of the Final Exam/Final Assignment Policy

Susan Mackey-Kallis reminded committee members that the Final Exam/Final Assignment Policy was distributed to chairs, faculty and students in December 2010.

Ambiguity in some of the language of the policy and the need for exemption of graduate classes in the policy still exists. A significant amount of discussion ensued about the title, intent and the language of this policy. The following bulleted points highlight this discussion:

- Adele Lindenmeyr pointed out that the policy just states “students” and “faculty” and no distinction exists between undergraduate and graduate classes. Many graduate classes, due to the nature of their course requirements, such as students’ final presentations, violate this policy.
- Mike Pagano believes that any substantial changes, beyond clarifying language in the policy, will require review from the COF committee.
- The name of the Policy was suggested to be changed to Final Exams and The Final Week of Classes Policy.
- Louise Russo raised the issue about the implications of this policy for classes that meet only one day a week. Classes and labs that meet only once a week should also be exempt from this policy due to the decreased number of classes that are result of holidays occurring on a Monday, such as Martin Luther King holiday.
- It was suggested that the policy clearly state that no papers or presentations for undergraduate classes should be given with the exception of those classes, inclusive of labs.
- It was recognized that this policy was developed to address students’ workload issues, since no second reading day can be entered into the academic calendar.
- A bulleted list of exceptions should be included in the policy.
- It was further suggested that the title be changed to Final Meeting Day of Each Class and include the statement that classes and labs that meet once a week are exempt.
- Adele Lindenmeyr suggested that an explanation (a rationale) for why the policy was developed and instituted should be included in the written policy.

At the conclusion of this discussion, taking the above comments in mind, a revised draft of the policy was suggested and Susan Mackey-Kallis agreed to draft such a revision for submission to APC and for consideration at our February 21<sup>st</sup>, 2011 meeting.

The meeting adjourned at 4:30 PM.

Respectfully submitted,

Mary Ann Cantrell

Associate Professor, College of Nursing

Members of APC: Susan Mackey-Kallis (chair), Wayne Bremser, Bryan Kerns, Amy Patel, Harshil Patel, Fayette Veverka, Robert Styer, Adele Lindenmeyr, Christopher Haas, Mark Sullivan, Lindsay Waters, Mary Ann Cantrell, Louise Fitzpatrick (represented by Lesley Perry), Joyce S. Willens, Mike Pagano, Greg Sleasman, Nicholas Tumolo, Damien Germino, Paul Pasles, Chiji Akoma, Kail Ellis (represented by Craig Wheeland), James Danko (represented by Kevin D. Clark), John Doody (represented by Lowell Gustafson), Gary Gabriele (represented by Gerard Jones), Letizia Modena, Diepiriye Anga, Louise Russo, Farid Zamani, Ed Kresch, Sridhar Santhanam