

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

Tuesday, March 21 2017
3:00 PM – 4:00 PM
Fedigan Room, SAC 400

Minutes

In Attendance:

Sherry Bowen, Gordon Coonfield, Marylu Hill, Christopher Kilby (chair), Adele Lindenmeyr, Eric Lomazoff, Peggy Lyons, Christine Palus, Lesley Perry, Michael Posner, Andrea Welker, Craig Wheeland, Dennis Wykoff, Tina Yang.

Absent:

Danai Chasaki (NIA), Jennifer Dixon (NIA), Shelly Howton (NIA), DeVon Jackson (NIA), Sandra Kearney, Brian King (NIA), Krupa Patel (NIA), Elizabeth Petit de Mange (NIA), Rees Rankin, Joseph Schick, Eriny Tawfik, Daniel Wright (NIA).

[NIA=Notified in Advance]

Administrative Items

- 1) Minutes for the meeting: Dennis Wykoff volunteered to take minutes for the meeting.
- 2) Approving minutes for the February 23, 2017 APC meeting: APC approved the minutes unanimously without amendment.

Old Business

- 3) Reports of sub-committee chairs (as needed):
 - (a) Honors (Dennis Wykoff): The proposal to send a letter to Craig was approved unanimously (text attached).
 - (b) Online CATS (Michael Posner): There will be two more meetings of the subcommittee (March 30th and April 27th). There will be further analyses, including revisiting an upward bias in the reported Online CATS response rate and exploration of differences between online CATS and paper CATS scores. The latter analysis may focus on specific subpopulations (e.g., by gender) and whether there should be control of when faculty release the Online CATS to students. In the fall semester APC discussed whether to recommend adding a letter to tenure/promotion files to note the change in the CATS system; the committee will revisit this question at our April meeting.

- (c) Academic Integrity (Andrea Welker): The subcommittee will meet on March 22nd to examine and summarize responses to its faculty survey. A record of this will help flesh-out anecdotal evidence the subcommittee has heard.
- (d) University Core Curriculum (Marylu Hill): Gabrielle Bauer is supplying the subcommittee with documents about high impact teaching. The subcommittee is discussing the branding of the 1st year experience.

New Business

- 4) Core course designations across colleges: Responding to concerns raised by some faculty in CLAS, APC discussed whether CLAS core course designations (for diversity requirements, social science distributional requirements, etc.) affect other colleges. Currently no other colleges rely on these designations (though some do have distributional requirements based on departments rather than CLAS designations). The consensus of the committee was that there needed to be a compelling reason for the APC to wade into this topic and, as of right now with no CLAS designations used in other colleges, there is not.
- 5) University Research Policy committee: Faculty Congress is working on a proposal for a Research Policy Committee. The key issue this raises for APC is whether to interpret its mandate narrowly (applying primarily to instruction) or broadly (also encompassing research). A narrow interpretation would make APC's workload more manageable but risks undermining Villanova's teacher/scholar model. The chair will invite representatives from Faculty Congress to the next APC meeting to elaborate on their goals to see which approach makes more sense.
- 6) University policy on faculty credit for thesis and independent studies: Credit for non-classroom faculty educational activities (supervision of theses/dissertations, independent studies, internships, etc.) is currently determined by individual college policies and varies a great deal. Some faculty requested that APC consider a university-wide policy to promote equal treatment. APC members noted the high degree of heterogeneity across programs (in terms of the number of such activities, the time commitment per activity, and whether or not the program required such activities). In the end, the consensus was that this is likely something that needs to be dealt with at departmental and college levels.
- 7) Permission to record classes: The committee discussed whether there should be a university policy (in the Faculty Handbook and Student Handbook) requiring the instructor's permission to record a class. Given possible legal and jurisdictional issues (i.e., FRRC's control of the Faculty Handbook), the committee decided to consult with FRRC and university counsel (Debbie Fickler) in advance of more discussion of this topic.
- 8) Framework for cross college majors: Christopher pointed out that this is a topic we need to get ahead of so to make sure a framework is in place before such programs start. Suggestions for first steps included investigate such policies at other institutions, possibility drawing on the Education Advisory Board.

The meeting adjourned at 4:02 PM.

Drafted from Dennis Wykoff's notes. Thank you for volunteering!

APC Honors Recommendation

Dear Vice Provost for Academics Wheeland,

The APC conducted an online poll of its members in 2016 and asked for their priorities in terms of what the APC should discuss. The Honors Program was a concern of many APC members and specifically, a few common questions emerged. For example, most APC members did not know how Honors schedules classes and hires faculty, and how HON attributes are assigned. A subcommittee was created to address these questions, and had its first meeting at the end of September. The subcommittee met with Dr. Thomas Smith, the director of the Honors program, and many of our questions were addressed. The one sticking point that did arise amongst some faculty was about courses that receive an Honors designation. To clarify the role that Honors has with scheduling courses and to avoid potential misunderstandings between department chairs/program directors and the Honors program, we recommend the following policy be adopted.

Policy for Honors courses with department or program designations

Honors courses offered with a department or program designation (including in the title) must receive approval from the corresponding department chair or program director each time the course is offered. Department chairs and program directors assign instructors for these courses in collaboration with and subject to the approval of Honors. The assigning of Honors and department/program designation codes should be explicitly determined prior to the finalization of the Master Schedule of Classes. In the event that prior approval is not obtained, the department or program designation may be removed after consultation between the chair/program director and the dean. The Vice Provost for Academics will mediate any appeals related to this policy.

The above policy shall be communicated by Honors via its website and by (e)mail annually to each department chair and program director.