Committee on Academic Programs and Continuing Education (APACE)
MINUTES OF OCTOBER 13, 1998


Absent: Ahmed Abdelal, Paul Alberto, Jean Bevis, Margo Brinton, Sam Deitz, Chris Erickson, Mary Finn, Janice Griffith, Sidney Harris, Ronald Henry, Julie Hotchkiss, Fred Jacobs, Susan Kelley, Steve Manson, David McCreery, David Myers, Lucretia Payton-Stewart, Carla Relaford, Paula Stephan, John Thomas, Frank Whittington, Armenia Williams, and Judy Wold.

Also attending: Jim Bohanan, Charlene Hurt, and Philo Hutcheson.

The meeting was called to order at 3:05 p.m. in Room 718, General Classroom Building by Chair, John Newman.

Minutes of the September 8, 1998 Meeting
On a motion by Janet Gabler-Hover, seconded by Dave Vanko, the minutes of the July 14, 1998 meeting were approved as presented.

Graduate Council Recommendations for SACS Compliance
Tim Renick presented the Graduate Council recommendation to address Section 4.3.4 of the SACS Report which states that in combined classes of graduate and undergraduate students the classes must be structured to ensure appropriate attention to both groups. The Council recommended the following policy and its publication in the Faculty Handbook:

It is the responsibility of the Departmental Chair to ensure that instructors of combined undergraduate and graduate classes clearly distinguish the responsibilities of and grading criteria for undergraduate and graduate students in the course. The Departmental Chair also should determine that the levels of work and criteria of grading are appropriate for undergraduate and graduate-level credit. The syllabus must detail any projects and/or other activities required specifically of graduate students and include the criteria by which student work will be judged, differentiating graduate-level from undergraduate-level work.

The recommendation was unanimously approved.

Tim Renick also presented the Graduate Council recommendations to address Sections 4.8.1 and 4.8.4 of the SACS Report which state that *Institutions must ensure that each faculty member employed is proficient in oral and written communication in the language in which assigned courses will be taught.* and *Institutions may appoint teaching assistants for whom English is a second language only when a test of spoken English, or other reliable evidence of the applicant’s proficiency in oral and written communication indicates that the appointment is appropriate.* The recommended policies state that:
The Departmental Chair will assess, affirm, and document (with documentation saved in the appropriate personnel file that full- and part-time faculty are proficient in oral and written communication in the languages(s) in which assigned courses will be taught.

For graduate teaching assistants for whom English is a second language, a screening test assessing oral and written communication in English will be conducted by the Department of Applied Linguistics and English as a second language to determine proficiency appropriate for the appointment. An alternative means of demonstrating proficiency in oral and written communication in English would be the satisfactory completion of ESL 7500, Teaching at the University for International Teaching Assistants.

The recommendation was unanimously approved.

Pullen Library Strategic Plan

Philo Hutcheson, Chair of the Senate Library Advisory Committee and Charlene Hurt, University Librarian, presented the draft library strategic plan being distributed for review to various committees. The mission and vision statements were initially reviewed by the Library Advisory Committee. They were referred back to the Library faculty and staff who completed a draft of the document during the summer months. The documents were approved by the Library Advisory Committee with minor changes.

Anita Buamah, Student Government Association, asked about expanding library hours to 24 hours per day. Charlene Hurt advised that it was not economical to do so but that the library will be remaining open longer on Friday and Sunday nights and opening earlier on Sundays when budget funds become available.

After discussion and suggested word changes, on a motion by Larry Gaunt, seconded by Shirley Tastad, the committee unanimously endorsed the Library Strategic Plan.

Strategic Planning Process

Carol Winkler advised that the Strategic Action Planning Committee, a subcommittee of the Senate Planning and Development Committee, meets 3 times during the Fall semester to develop the strategic action plan which will guide the budgetary allocations of the university. The committee has met and developed two documents, a table outlining the status of the 1998 action plan goals and a narrative that is the context for the 1999 action plan. These documents will be sent to committee members and any comments and/or suggestions should be sent Carol Winkler prior to the next meeting.

Subcommittee Assignments

John Newman presented a revised subcommittee assignment list as of October 13 with asterisks indicating new subcommittee members. He advised that additional persons will be assigned to the Assessment Subcommittee. On a motion by Detmar Straub, seconded by Fenwick Huss, the revised subcommittee list was unanimously approved.

Program Review Process

Tim Crimmins presented a revised table indicating the status and schedule of past and future departmental program reviews. He advised that the procedures for program review
were being revised and will be presented at the November 10 meeting.

There being no additional business, the meeting was adjourned at 3:45 p.m.

James Bohanan, Recorder

Please send questions or comments to Mary Nell Stone