

Academic Policies and Curriculum Committee
Minutes
November 10, 2015
4:00 PM

Present: Tim Goodman, Bob Brown, Carmine Palumbo, Lee Cheek, Ken Homer, Randy Carter, Candace Lynn, Caitlyn Coleman

The minutes of the September 9, 2015 Academic Policies and Curriculum Committee were approved as read.

Dr. Palumbo presented a change to the Regents' Testing Policy. The change was approved so that a "C" or better in English 1101 and 1102 exempted the Regents' Exam. Dr. Boehmer will have to ask EVC Houston Davis to approve the change.

Dr. Palumbo also presented a change in the standard format of the syllabus to go into the Faculty Handbook. Most of the changes were adjustments that had been made in procedures. The syllabus format was approved.

The Committee discussed summer school and the procedure for assigning classes to full-time faculty and the method of determining payment for summer teaching. It was noted that the policy for assigning summer school classes and for salary determination was already being used and had been used for a number of years since development in 2008. The Committee approved the procedures already in place.

A new procedure for recommending merit raise increases was presented to the Committee. The old procedure using "step" increases was not widely being used. The proposed process used percentage increases, a process that had been used to recommend merit increases for the 1% raise given last year. The Committee approved the new procedure.

Dr. Cheek presented a new streamlined version of the faculty evaluation procedure. The Committee approved the new procedure and noted that the evaluation instrument needed to be improved.

The meeting adjourned at 4:55 pm.

Submitted by Dr. Tim Goodman, APCC Chair