

# MEETING MINUTES

APCC Meeting

03/26/2021 3:30pm

Zoom

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- | Item  |                     |
|---|---------------------|
| 1. Welcome  | Dr. Sharman         |
| 2. Approval of Meeting Minutes (January and February Meetings)<br>All minutes approved  | Dr. Sharman         |
| 3. Early At-Risk Alert Procedure<br>Major change is – states at what point alerts will be sent. Faculty responsibility is to send the alert. Advisors will reach out to student within 48 hours. If students can not be reached alert will go to the Retention Team. All team members can leave notes for others in Grades First. -- Approved   | Georgia Beasley     |
| 4. Revision of the Faculty Evaluation Report<br>Advisement is currently under teaching but needs to be moved to institutional service. Add treat students with respect or remove item. Under teaching there are 12 total items, they need to be narrowed down. Should read “Keeps number of required hours office hours” Percentage line needs to be move, or change to Meets, Exceeds, or Needs Improvement. – Tabled – Dr. Upchurch and Dr. White will work together to iron out a few details. | Dr. Thomas Upchurch |
| 5. Georgia History and Constitution Exam Policy<br>Policy to help students transfer in from out of state and do not have the required Georgia History and Constitution. Worked to make sure it complies with USG policy. - Approved   | Dr. Thomas Upchurch |
| 6. Update prerequisites and modify the course description for BIOL 3450<br>Change prerequisite to include BIOL 1108 and add permission from Instructor. – Approved  | Dr. Cadle           |
| 7. Update prerequisites and modify the course description for BIOL 3440<br>Adding prerequisite BIOL 1108, and add permission from Instructor, minor changes to the description - Approved   | Dr. Cadle           |
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<b>Item</b>	
8. Proposal to Change the Course description BIOL 1103 and BIOL 1104 Change Description to match the course content - Approved	Dr. Cadle
9. Proposal to Change the Course description for BIOL 1103L and BIOL 1104L Change Description to follow the corresponding courses - Approved	Dr. Cadle
10. Proposal to Change the Course description for BIOL 1107 and BIOL 1108 Change the description to match the course content - Approved	Dr. Cadle
11. Revision of the Post Tenure Review Policy  Current policy requires all tenured faculty in that area, which makes it difficult. Change to 6-8 faculty selected by the Dean. Issue – the faculty may be vulnerable to the Dean and Administrator who might want to cause trouble for others. – A subcommittee will be formed and iron at over issues. (Committee is James Beall, Darlene Dickens, and Deborah Lee)	Dr. Thomas Upchurch
12. Update Grading Information in Catalog  States that the student can not request a grade change after a year. Ms. Lynette will review the date grades are due and bring it back to the committee.  Additional proposal – A RN/BSN proposal will be sent out once this meeting ends, this proposal is 115 pages. To allow the committee will review, votes are due by close of business Wednesday.	Lynette Saulsberry
13. Adjourn	Dr. Sharman

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