

Meeting of the Villanova University Academic Policy Committee

Friday, February 6, 2015
Devon Room, Connelly Center
10:30 am – 12:00 pm, Devon Room, Connelly Center

MINUTES

Present: Wayne Bremser, Alice Dailey, Mark Doorley, Susan Mackey-Kallis, John Olson, Paul Pasles, Lesley Perry, Louise Russo (chair), Jutta Seibert, Nancy Sharts-Hopko, Randy Weinstein, Catherine Warrick, Joyce Willens, Craig Wheeland

Not in Attendance: Andrea Conte, Jerusha Conner, Paul Hanouna (NIA), Ken Kroos, John LeComte, Jayme Nordin, Christine Palus (NIA), Adele Lindenmeyr (NIA), Wenhong Luo, Fayette Veverka, Kelly Welch, Daniel Wright (NIA)

The meeting was called to order at 10:30 am

- I. The chair provided an update in the search for the new Dean for the College of Professional Studies. On campus visits for four candidates were completed the first week of the spring semester. Selected faculty met with each candidate during a lunch session and contributed feedback through an online survey that was created by Diversified Search.
- II. The chair presented a few ideas for agenda items for the spring semester including:
 - a. Bad weather policies for class and final exam make-up: Jim Trainer and Kathy Nazar presented information on the class make-up plan survey that was conducted by the VPAA's Office (see item below). The APC will also investigate the final exam week emergency policy as part of the oversight of curricular impacts of dramatic calendar changes.
 - b. Online CATS administration: Jim Trainer and colleagues from OPIR will present information on electronic CATS administration options later in the spring meeting schedule
 - c. Results of the HERI survey: Jim trainer and Kathy Nazar will visit with the APC at the February 26 meeting to present data from the extensive HERI faculty survey that was completed in spring 2014.
 - d. Academic Calendar issues: The early grade deadline that was implemented in the fall 2014 semester created some concern on the part of faculty. Final grade deadlines are not posted on the academic calendars for each semester until the very beginning of or immediately prior to the start of classes. Considering the variation in grade deadlines for fall semester courses the APC will discuss the process by which these decisions are made and work to have the dates incorporated into the academic calendars presented to the committee for review and approval.

- e. Adjunct faculty: The chair was contacted by faculty and student representatives with concerns about the university's increasing dependence on and lack of clear policy to effectively evaluate adjunct faculty. The APC will work to draft discussion points and a task force comprised of representatives from both the APC and COF as well as external invited members will be created to drive data collection and identify potential best practices for faculty evaluation that could be implemented across the university to better support this important faculty contingent.
- f. Academic Space: The issue of deteriorating classroom facilities in a number of building locations on campus was raised. The chair will seek information from faculty and Facilities staff to ascertain the process by which classroom spaces are evaluated and prioritized for repairs/refurbishment.

III. The focus of the meeting was a presentation by Jim Trainer, Associate Vice President and Executive Director Office of Planning & Institutional Research, and Kathy Nazar, Director, Survey Research, on the results of the faculty survey related to class make-up practices during the spring 2014 semester. Fifty full-time and twenty-one adjunct faculty participated in the survey. Full outcomes are now available on the VPAA website at <https://vsites.villanova.edu/vpaa/SitePages/Reports.aspx> on the Reports page. The survey revealed a range of approaches to make-up missed work including an increased utilization of electronic media, modified assignment plans including supplemental work, as well as elimination of content were all approaches implemented by faculty to manage the extraordinary calendar impacts. One out of five full-time faculty and one out of ten adjunct faculty utilized the Sunday class option. One half of full-time and one third of adjunct faculty implemented electronic media to make-up missed work. Adjunct faculty utilized supplemental assignments more often as a way to catch-up on course content. One third of full-time faculty indicated they did cull some content from their course(s) based upon the modified schedule. There was interest in having faculty build snow days into their syllabi and some indicated that they already do this to some degree. While the survey provided important feedback on the various approaches faculty utilized to manage their course workload APC members expressed interest in surveying students on their viewpoint with respect to the impact of the modified calendar.

The meeting was adjourned at 12:05 pm

Respectfully submitted,
Louise Russo

Members of APC: Wayne Bremser, Jerusha Conner, Andrea Conte, Alice Dailey, Mark Doorley, Kail Ellis (represented by Craig Wheeland), Louise Fitzpatrick (represented by Lesley Perry), Gary Gabriele (represented by Randy Weinstein), Paul Hanouna, Ken Kroos, John LeComte, Adele Lindenmeyr, Susan Mackey-Kallis, Patrick Maggitti (represented by Daniel Wright), Wenhong Luo, Jayme Nordin, John Olson, Christine Palus, Paul Pasles, Louise Russo (chair), Jutta Seibert, Nancy Sharts-Hopko, Catherine Warrick, Fayette Veverka, Kelly Welch, Joyce S. Willens