

Teaching and Academic Policy Committee (TAPC)

Minutes of meeting held 1/26/2018 (3-4 pm)

Attendees: Millenbah(via Zoom), Bix, Joshi, Syal, Mitchell, Morgan, Yin, Waite, Swada(Guest)

- Jeff Swada described his idea of creating a common CANR website where all common information that needs to be included in all course syllabi (e.g. academic honesty, grade dispute policies, sexual harassment policies, RCPD accommodations etc). Only one url can then be included in all course syllabi. Such a common website will promote uniform practices, reduces the length of individual course syllabi, and help keep policies and links updated. There was common agreement that it was a good idea. Millenbah asked TAPC to prepare a template indicating all info that needs to be included in the website and make that recommendation to The Associate Dean's office for implementation.
- Discussed the Guidelines for Teaching Assignment that were prepared by the TAPC last year and had been presented to Chairs, CAC, and Deans and Directors.. Current TAPC will followup on the state of the implementation of these guidelines. Also discussed potential refinements regarding teaching load assignments for MS thesis/Plan B options, and different class sizes.
- Discussed several potential options for TAPC deliberations for the current year, and the following were prioritized.
 - Following up on teaching load guidelines and its implementation.
 - Developing recommendations for a website for common syllabus elements
 - Developing guidelines and policies regarding ownership and rights for syllabi and course materials, so that sharing of materials among old and new faculty and across different sections of the same course are facilitated.
- Meeting adjourned at 4 pm.