

Teaching and Academic Policy Committee (TAPC)

Minutes of meeting held 2/23/2018 (3-4 pm)

Attendees: Millenbah, Joshi, Syal, Mitchell, Morgan, Yin, Waite, Chaison

- Approved the minutes of the previous TAPC meeting.
- 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. The consensus recommendation was that these guidelines should be released to the departments and faculty. Millenbah promised to discuss once more with Chairs and Directors and arrange release.
- The discussion continued on the idea of creating a 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). Syal presented extracts from several syllabi as indicator content. Waite talked about MSU's teaching policy handbook which has guidelines for syllabus preparation with content that must be included, should be included and optional. Waite then volunteered to develop a sample template for TAPC discussion.
- Next discussion was about developing guidelines and policies regarding ownership and rights for syllabi and course materials, to facilitate sharing of materials among old and new faculty and across different sections of the same courses, and in online courses. Millenbah suggested a meeting with MSU's General Counsel to get an explanation about University policies and implementation. It was decided to arrange such a meeting with the General Counsel.
- Meeting adjourned at 4 pm.