

Teaching and Academic Policy Committee (TAPC)

Minutes of meeting held 4/27/2018 (3-4 pm)

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

- Approved the minutes of the previous TAPC meeting held on Feb 23, 2018.
- Approved the minutes of the previous TAPC meeting held on March 23, 2018.
- The committee decided that the handouts and process diagram on copyright issues included in the March 23 minutes should be passed on CANR Dean's office for their use as needed.
- Syal informed the committee that the Teaching Load Guidelines developed by the previous TAPC and reviewed by the current TAPC, were approved by D&D, CAC and Department chairs. Millenbah has distributed the guidelines to all CANR faculty.
- Waite circulated two documents related to syllabus guidelines: a) a document listing the common items that should go on a CANR website and (b) a course syllabus template (drawing on MSU guidelines). The TAPC recommended that CANR Associate Dean's office should coordinate with its communications staff to create and maintain the CANR website for the purpose. Millenbah agreed to create a test website first for TAPC review. Once TAPC reviews and approves it, it will become publicly available. Waite was requested to be involved in this review, even though she will not be a continuing member of TAPC.
- Syal and Millenbah thanked the outgoing members Waite, Mitchell, and Morgan, on behalf of TAPC and CANR, and announced the newly elected members Laura Bix, Amber Peters, and Janice Swanson.
- Meeting adjourned at 3.30 pm.