UNIVERSITY OF SOUTH CAROLINA
Minutes of the Academic Program Liaison Committee Meeting
Friday, September 24, 2010
3:00-4:00 PM
Osborne 107C

Members Present:
Cheryl Addy, Sally Boyd, Wayne Buff, Mary Ann Byrnes, Nancy Floyd, Kris Finnigan (Chair), Dan Friedman, Gary Geer, Andy Gowan, Andy Graves, Dave Hodson, Miriam Johnson, Sarah Keeling, Sheryl Kline, Amy Lantz, Aaron Marterer, Mike Perkins, Irma Van Scoy, J.T. Thornhill, Jennifer Vendemia, Robert Wilcox, Nancy Zimmerman

Members Absent:
Steve Adams, Jim Burns, Marsha Dowell, Martha Moriarty, Suzanne Ozment

Guests: Janice Byrd

The minutes for the April 23, 2010 meeting were amended to reflect the absence of Sarah Keeling.

The following handouts were distributed: meeting agenda; List of Edits to ACAF Course and Program Forms; Updated CHE Guidelines (August 2010); Copy of Provost’s 8/20/10 Memo “Guidelines for Academic Courses”; Draft Syllabus Template; Draft ACAF 2.01 Policy; Neon List #4 (salmon).

Two new members had been added to the APL committee; Susanne Hicklin, Director of Assessment in the Office of Institutional Assessment and Compliance, and Andy Graves, Assistant Registrar. A. Marterer introduced A. Graves; S. Hicklin was unable to attend.

The APLs were reminded to inform M. Fields of their Academic Common Market contact names for ACM-approved programs.

K. Finnigan updated the APLs on the current status of the SACS reaccreditation. Both George Mason University and the University of Georgia will be undergoing reaffirmation on the same calendar as USC.

- **Mid-September 2010** - The USC “Compliance Certification Document” was submitted to members of the Off-Site Review Team
- **October-November 2010** – Off-Site Review Team reviews our materials and web presence
- **Prior to Thanksgiving, November 2010** - The Off-Site Review Team will meet to finalize their report
- **Early December 2010** – Off-Site Review Team Report forwarded to USC
- **Beginning of Christmas Break 2010** – Deadline for USC to compile a “Focus Report” addressing any factual errors contained in the Off-Site Team report
- **January 2011** - Our Compliance Certification Document, the Off-Site Team Report, and our Focus Report will be given to the On-Site Review team
- **March 29-April 1, 2011** – On-Site Review Team visit to USC-Columbia and some regional campuses. They will have already written drafts of their final report. Meetings with administrators, completion of final report using what they learn from these appointments
- **April 1, 2011** – On-Site Review Team will present final report to USC
- **Early April 2011** – On-Site Team Report is forwarded to the SACS main office in Atlanta
- **Fall 2011** – Standing SACS Committee on Compliance and Reports reviews On-Site Team Report
- **December 2011 SACS Annual Meeting** – SACS Committee on Compliance and Reports convenes, and presents their final decision on reaffirmation at the final public session of that Meeting
- **USC will be given a specific time frame within which to respond to recommendations.**

I. Van Scoy updated the APLs on the progress of the Quality Enhancement Plan Committee. She outlined the substance of the QEP, tentatively titled “USC-Connect: Student Empowerment through Integrative Learning”. The Committee is currently exploring implementation options, and will send the final plan to the Provost for approval on December 23, 2010. In the interim, the committee seeks all constructive suggestions on the best ways to implement this plan at USC.
A. Marterer reported to the group on Academic Bulletins. He noted that six new bulletins have been added to the system. W. Buff stated his appreciation for the format and organization of the new bulletin.

K. Finnigan discussed the status of the Digital Forms Project. The group helping to develop the new system has met with UTS, and has a Provost’s office UTS Liaison working with Elise Ahyi. This group is currently identifying all tiers of approval for each action. The new system will likely be a permanent long-term solution, obviating the need for a USCeRA based system. Development of the new system might not be completed until late Spring 2011.

Until the form flow is fully digitized, the existing paper forms will be required. All forms have been edited to address problems that arose in the first year of use. Edits are summarized in the “List of Edits to ACAF Course and Program Forms” handout. Included among the changes is greater specificity regarding when syllabi are required. K. Finnigan requested that APLs compare these edits with the forms posted on the www.sc.edu/provost/acadprog website, and to return any suggestions or comments to K. Finnigan or M. Fields by October 1, 2010. In the ensuing discussion, there was consensus that the “Academic Dean” signature blank be left unedited.

The SharePoint site has been fully updated, with all pertinent meetings added to the calendar, and updated documents in the Program Documents library. Documents on the site will be removed three months after final approval, due to space/storage issues.

K. Finnigan distributed copies of the Provost’s 8/20/10 Memo, “Guidelines for Academic Courses, along with a draft syllabus template. A more comprehensive memo will be sent out by the Provost’s Office either on an annual or semesterly basis, which will serve as a reminder of academic course guidelines, and will include a link to a centrally located syllabus template. An Office of Academic Programs draft syllabus template attempts to synthesize syllabus elements currently posted at various places on the USC website (template posted on the Institutional Assessment and Compliance website, content examples from the Center for Teaching Excellence, and the Graduate School template). There is a plan to house a single template on the Provost Office’ Academic Programs website, to which all these entities can link. ACAF 2.03, “Creation and Revision of Academic Courses” currently specifies required syllabus components, and revisions to this policy will be proposed in Summer 2011 that incorporate edits discussed by the APL’s. Revisions will also need to accommodate the Southern Association of Colleges and Schools (SACS) comprehensive standard 3.3.1 requiring expected student learning outcomes to be identified.

Several APL members expressed concern over the draft syllabus template presented at the meeting. N. Zimmerman noted that the Graduate School requires that the grading scale include an A and an F. There was also concern regarding the attendance policy of graduate students. It was requested unanimously that the statement in the “Course Policies” section, “Identify violations of academic honesty (plagiarism, cheating, etc.) and how they will be dealt with” be removed and replaced with a statement of compliance with the Carolina Creed and the Office of Student Judicial Program’s Code of Conduct. M. Johnson suggested that a recent revision to the policy on disabilities and special needs necessitated removal of the word “documented”. All APLs agreed that a few examples of syllabi would be helpful in enacting the new draft template effectively. There was discussion about the approval process for the new draft syllabus, and several requested that they show it to their faculty committees. K. Finnigan encouraged this and any subsequent feedback, which we will address at one of the next APL meetings.

A draft of ACAF 2.01 Policy on Centers and Institutes was distributed, having been vetted already by the Vice President and Associate Vice President for Research and Graduate Education. Their edits to the policy adjusted the length of time between reviews of centers and institutes, and included the Office of Research and Graduate Education in the approval chain. K. Finnigan requested that the APLs review the draft policy with the appropriate individuals in their colleges/schools, and forward comments.

In conjunction with the request for comments on ACAF 2.01, a new Neon List request was circulated, to update information on all current centers and institutes. APLs were advised to use the Research and Graduate Education web site as a starting point; however this site is not fully comprehensive. Any entity which uses the words center or institute should be included in the list. Responses are due in electronic form to K. Finnigan, with a copy to M. Fields, by Friday, October 22, 2010.

The meeting was adjourned at 4:15 PM. The next meeting will be Friday, October 22, 2010 at 3:00 PM in Osborne 107C.