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Spring 4-4-2022

Academic Policies Committee of the Academic Senate 2022-04-04

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APC Minutes

April 4, 2022

Committee Members: Phil Anloague (ex officio); **Philip Appiah-Kubi**; **Deb Bickford** (ex officio); **Laurel Bird**; **Jenna Borrelli**; Art Busch; **Alison Carr-Chellman**; **Trevor Collier**; Jennifer Dalton; **Neomi DeAnda** (chair); Greg Elvers; Harold Merriman; **Danielle Poe**; Dan Reyes; **Sarah Webber (Bolded are Present)**

1. Approval of [draft APC minutes 3/28/22](#)

- No changes needed other than a typo

2. CAP 5 Year Review Report

- We reviewed the comments present in the document to date
- Neomi will be embedding changes to the document, and also is planning to use appendices in the final document

3. CAP 5 Year Review Framework

- We will need to approve this framework so that next year's group can move forward.
- Neomi is meeting with the SSC coordinator and the writing program coordinator (Peg Strain)
- This will be completed in the next couple of weeks and then it will be ready to vote upon
- At our last meeting we will be voting on who should be involved for next year

4. SET charge update

- SAPC administration of SET– draft policy
- Time should be allowed at the beginning of the session on which SET is adopted. Ten minutes seems to be what we should ask, as a minimum.
- In the document, Jenna appreciates there is a statement that should explain it.
- New document says it should be in the syllabus and stated in the first day of the class. There should be standard language offered.
- If this is a living document, it helps to have the rationale embedded in the document. The notes could be changed without changing the policy document.
- Is it possible to be a policy drafted and shared with the summer group to aid them in their work. The APC could vote on it provisionally. Summer group could build on it.
- Philip asked people to look at what he wrote in the document, and should we get rid of the explanation for increasing response rates.
- We had a conversation about whether or not incentives should be offered, seeing positives and drawbacks on both sides.
- One possible incentive suggested by Jenna would be an excused absence for the course. Could there be a universal incentive like receiving a sandwich if you filled out all your SETs.
- Incentives is a topic that the summer group could consider

5. Senate Report

- Neomi shared the [link to the report](#) to the Senate and asked for input this week. Please review this document and give her feedback by Thursday– she will be making an oral presentation to the Senate on Friday.

6. Wellness Education Certificate Update

- We did not get to this topic.

7. Announcements

- None