I. Meeting called to order at 11:04am.

II. Introductions and Committee Overview – Secretary Turner gave an overview of the committee charge.

III. Minutes of the August 17, 2017 meeting – approved by voice vote.

IV. Unfinished Business
   1. S-32 Instructional Materials: Use, Ownership and Control of
      Legal Affairs suggested that S-32 be eliminated. The Provost’s Office approved the elimination.

      MOTION: to eliminate S-32. The motion was seconded and approved unanimously by voice vote. The policy will go to the Faculty Senate, Academic Staff Senate, and University Staff Council for information only.

V. New Business
   1. S-13 Continuing Education Units (CEUs)
      Revisions to S-13 were suggested by Legal Affairs and the policy’s Responsible Party (School of Continuing Education).

      MOTION: to accept the revisions to S-13. The motion was seconded.

      Discussion took place on Professional Development Hours in relation to CEUs, the placement of the definition of CEUs within the policy, and the need to delineate who determines what is considered qualified instruction.

      J. Urdan will bring S-13 to Legal Affairs for further review.

   2. S-22 Final Examinations
      Revisions to S-22 were suggested by the Academic Policy Committee and Legal Affairs. The revisions were approved by the policy’s Responsible Party (Provost’s Office).

      MOTION: to accept the revisions to S-22. The motion was seconded. S-22 was approved unanimously by voice vote. The policy will go to the Faculty Senate, Academic Staff Senate, and University Staff Council for information only.

   3. Minimum Qualifications for Instructors
      This is a new policy proposed by the Provost’s Office. The policy has been reviewed by Legal Affairs.

      D. Venugopalan presented the policy. The Higher Learning Commission (HLC) has issued a requirement for verifying qualifications of all instructors which is in response to the Department of Education’s requirements for institutions receiving Title IV funds. The requirement is to have a
policy on instructor qualifications approved by the appropriate governance bodies and to have the verification documented for review by HLC.

An editorial revision was suggested to section F on the attached form. It will read “Verification of qualification based on Alternative Qualifications” instead of “Verification of qualification based on credentials”.

MOTION: to approve the Minimum Qualifications for Instructors policy. The motion was seconded and approved unanimously by voice vote. The policy will go to the Faculty Senate, Academic Staff Senate, and University Staff Council for approval.

4. S-47 Discriminatory Conduct and Consensual Relationships Policy & S-47.5 Sexual Violence and Sexual Harassment Policy

The revisions to S-47 were suggested by Legal Affairs. S-47.5 is a new policy proposed by Legal Affairs. Both were reviewed by EDS and the Title IX Working Group. Both were mandated by UW System.

J. Urdan presented the policies. From the UW-System taskforce on sexual violence came the recommendation to adopt a system-wide policy on sexual violence and sexual harassment as well as a policy on consensual relationships. All campuses are required to adopt these policies. S-47 already existed on our campus as the Discriminatory Conduct Policy. This policy was updated with Title IX guidance from the Department of Education. S-47.5 was created and any duplicative items from S-47 were put into S-47.5, though some overlap still exists.

MOTION: to approve S-47 and S-47.5. The motion was seconded and approved unanimously by voice vote. These policies will be taken together to the Faculty Senate, Academic Staff Senate, and the University Staff Council for approval.

VI. Other
1. 2017-18 Meeting Schedule – The schedule was set for the fourth Tuesday of each month at 11am. The SecU office will send a draft schedule to the committee.

VII. The meeting adjourned at 12:02pm