

**Faculty Senate Meeting
May 12, 2016**

Attachment: FS 15/16-161

To: Faculty Senate

From: Sue C. Escobar, Chair, Academic Policies Committee

Date: May 8, 2016

RE: Year-End Report from the Academic Policies Committee, 2015-2016

Pursuant to [FS 09-11/Ex.](#) and AS 94-98B, attached is the end-of-year report for distribution to the Academic Policies Committee (hereafter, Committee) and Faculty Senate. The Committee received a draft of the report on May 6, 2016. I forwarded the final draft of the report to the Committee on May 8, 2016; however, since we will not be meeting again this year (our business is finished for 2015-2016), the Committee will not have time to approve it. Therefore, I will send it to Faculty Senate Chair Sylvester Bowie who can send it to the Executive Committee and then to the Senate.

As I have expressed on numerous occasions, in person and via email, I just wanted to take this opportunity to thank those who assisted the Committee throughout the year with the variety of policies and other items that we were tasked and asked to address and deal with. While it may appear that the Committee did not get a number of items actually passed this year, given the number of policies still awaiting Presidential approval and those that we will likely take up again next year, the Committee did address a number of challenging policy-related issues. If necessary, we will be picking up some of those issues next year. I am very grateful to have had the opportunity to work with a dedicated team of colleagues who are committed to doing the work necessary to ensure fairness and clarity in the policy and process. I am always most grateful for the strong, consistent sense and practice of collegiality among Committee members and the conversations that unfolded at our meetings. All voices are welcome at the table, and my hope is that everyone who attended the meetings felt heard.

I would also like to offer a special shout-out of thanks to a couple of folks on the Committee who have been particularly helpful to me throughout this past year. First, I would like to thank Todd Migliaccio, former APC Chair, for your advice and on-going support as I ventured into the role of Chair for the first time. Additionally, I appreciate your institutional memory and experience with respect to a variety of different units and departments across campus. It's been invaluable to me as well as the Committee.

Secondly, I would like to express my gratitude for Matt Schmidlein, Vice Chair of APC—and Vice Chair of the Senate in 2016-17 ☺--who has been and continues to be a very helpful and supportive Senator. I always felt as though I could count on you to help me field questions from the floor of the Senate and assist me in explaining the intricacies and nuances of our policies.

Finally, I thank the members of the Executive Committee for their time and effort helping APC craft appropriate language to send forward for the Faculty Senate's consideration.

Academic Policies Committee
2015-2016 Year-End Report
Sue C. Escobar, Chairperson, Academic Policies Committee
May 6, 2016

I. Background

The Academic Policies Committee (hereafter, the Committee) charge is available on the Faculty Senate's web site: <http://www.csus.edu/acse/standing-committee/APC.html>

The Committee's membership is given below. Attendance records are available from the Faculty Senate office by request.

The significant ex-officio representation from the Division of Student Affairs is largely a result of the committee's charge. Student Affairs is responsible for implementing the majority of academic policies considered by the Committee. Their active role in the committee has proven invaluable in developing policies that consider practical application for students, and that reflect the overarching principles and objectives embodied in policy changes recommended by the faculty.

Voting Members

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar, Chair (Criminal Justice, HHS)
Jean Gonsier-Gerdin (Teaching Credentials, EDU)
Amber Gonzalez (Undergraduate Studies, EDU)
Jacqueline Irwin (Communication Studies, A&L)
Yang Li (Marketing & Supply Chain Management, CBA)
Todd Migliaccio (Sociology, SSIS)
Matt Schmidlein, (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)
Rustin Vogt (Mechanical Engineering, ECS)

Non-voting Members

Sylvester Bowie (Faculty Senate)
Jasmine "Jazzie" Murphy (Academic Advising Center)
Dennis Geyer (Office of the University Registrar)
Don Hunt (Division of Student Affairs)
Don Taylor (Office of Academic Affairs)
Kris Trigales (Office of the University Registrar)
Marcellene Watson-Derbigny (Student Academic Success/Educational Opportunity Program)
Aryn Fields (Associated Students, Inc.)
Gabriel Hernandez (University Staff Assembly)

Guests (and regularly attending guest stars ☺):

Kristin Anderegg (Liberal Studies)
Julian Heather (Chair, Graduate Studies Policy Committee (GSPC))
Dianne Hyson (Associate Dean, College of Social Sciences & Interdisciplinary Studies Vivian Llamas-Green (Registrar's Office) (SSIS))
Lakshmi Malroutu (Assistant Vice President, Interim, Academic Affairs)
Rusty Slabinski (Academic Advising)
Cely Smart (President's Office)
Gerri Smith (Chair, Communication Studies & former Grade Appeals Manager/Student Issues Coordinator)
Emily Wickelgren (Psychology Department & Grade Appeals Manager/Student Issues Coordinator)
Bohsiu Wu (Chair, Sociology Department)

Table 1: Academic Policies Committee Meeting Dates, 2015-2016

<u>Fall 2015</u>	<u>Spring 2016</u>
September 4	February 5
September 18	February 19
October 2	March 4
October 16	March 18
November 6	April 1
November 20 (<i>canceled</i>)	April 15
December 4	May 6

The committee meets on the first and third Fridays of each month, 2:00-3:30pm. During the 2015-2016 academic year, the Committee met on the dates given in Table 1, with the exception of November 20th; the meeting was canceled on that date due to a lack of agenda items. All committee meetings had a quorum, as indicated in the Faculty Senate attendance records. Agenda and minutes from these meetings are available on the Faculty Senate's web site: <http://www.csus.edu/acse/standing-committee/APC2015-16.html>

II. Summary of Committee Business

The Committee oversees the business of four subcommittees: **Academic Standards Subcommittee, Readmissions Subcommittee, Faculty Endowment for Student Scholarships and Student Retention and Graduation Subcommittee**. The charge of these subcommittees is available on the Faculty Senate web site. Academic Standards Subcommittee, Readmissions Subcommittee, and Faculty Endowment for Student Scholarships meet on an as-needed basis. None of these three subcommittees brought forward any recommendations regarding policy language because existing policies used to consider standard petitions for exception and

readmission following dismissal operates effectively in practice. In addition, the Academic Policies Committee chair reviews minutes from these subcommittees.

Student Retention and Graduation Subcommittee meets regularly on the second Friday of each month, 2:00-3:30pm. The subcommittee was charged with examining and evaluating issues related to impaction (December 9, 2015 email referral). APC also requested that Professor Sessoms contact the Chair of the Impaction Task Force in order to find out what that group has found in terms of their work. At the time of the writing of this report, Professor Sessoms has reported that she has been in touch with the Impaction Task Force Chair and that their report is forthcoming.

Table 2 summarizes items that were considered by the Academic Policies Committee and forwarded to the Faculty Senate during the 2015-2016 academic year. The complete policy language is available in Faculty Senate agenda (on the action date) and on the Faculty Senate web site: <http://www.csus.edu/acse/Senate-Info/2015-16Senate%20Actions.html>. The approval dates for each policy is identified in **Table 2**. Amendments that were offered were passed with the consent of the committee, not changing the intent of the original policy suggested. Any policies that were not approved remained on the senate agenda for the following academic year.

The Committee's work derived from referrals from a variety of sources: Academic Affairs, Student Affairs, and the Committee itself. The Committee provided recommendations to the Faculty Senate with background and rationale so that items were not referred back for more information or revision, though the jury is still out at the time of this writing regarding the Amendment of the Timely Declaration of Major Policy.

With respect to the **Progress to Degree for High Unit Seniors, Establishment of Policy on**, President Nelsen made a change to the policy that included specific language regarding the roles of the Dean of Undergraduate Students and the Office of the Registrar who are now tasked with identifying and contacting these students as well as working with the major advisor in order to place the student on a plan for graduation and monitor their progress to degree. The Committee referred the item back to the President's Office, requesting clarification of these roles (i.e., were they going to be involved in the advising process or are these roles mostly, or wholly administrative in nature). On May 4, 2016, Chair Escobar met with the Faculty Senate Chair, Sylvester Bowie, as well as President Nelsen and Cely Smart and was informed that the role of the Office of the Registrar would be to provide reports upon request regarding these students with more than 150 units earned and no progress to degree being made and that the role of the Dean of Undergraduate Studies was to contact the student, as well as the major advisor, to follow up and ensure that the student was following the plan as prescribed by the advisor. They were not to have advising roles. This information was then shared with the Committee at its last meeting of the year on May 6, 2016, and the Committee agreed to the changes made by President Nelsen. Chair Escobar will follow up with Senate Chair Bowie for him to convey the Committee's feedback and support of the policy as it is now written.

With respect to the **Student Grade Appeal Process, Amendment of**, the Committee was presented with a revised draft of the grade appeal process on April 15, 2016. This draft was complete rewrite of the Grade Appeal Process document that had been approved, as amended, by

the Faculty Senate on October 1, 2015. While University Counsel, Jill Peterson, was unable to attend the meeting that day, Cely Smart, of the President's Office, attended in her stead in order to provide an overview of the changes that were made to the Amended Grade Appeal Process (GAP), which was approved by the Faculty Senate and then sent to President Nelsen's desk for his review, and to answer questions, if possible, and if not, bring them back to Jill Peterson, for her review and response back to APC.

Some of the questions or concerns that arose were as follows:

(a) Definitions of 'arbitrary' v. 'capricious' (V. Formal Process for Appeals)

(b) Summer Grade Appeals: It was suggested that language should be added to this section that clarifies the individual in Academic Affairs who is in the role of dealing with the grade appeals during the summer since the Student Issues Coordinator, a faculty member, is not available nor obligated to be on campus during this time.

(c) Send through formal Faculty Senate Review Process: Since substantive changes, in the form of a complete "rewrite" of the grade appeal process, had been made to the document that had already been approved by the Faculty Senate, it was recommended that this document be sent through the formal Senate review process in the Fall 2016 semester (2016-17 Academic Year).

At our last meeting of the year, May 6, 2016, the Committee reviewed this latest version once again, which included edits that were made in response to the inquiries of April 15th. At this meeting, Gerri Smith, former Grade Appeals Manager who was intimately involved with the revisions made to the Senate-approved Grade Appeal Process of 10/1/15, and Emily Wickelgren, current Grade Appeals Manager. While the Committee was fine with the edits that were made, the overwhelming sentiment and desire for the document to go through the formal Senate review process remained the same. It was suggested that when the document returns to the Senate floor, it would be ideal to have a side-by-side comparison, if possible, of the changes that were made, since Senators and others will likely have questions about where changes were made. Since wholesale changes had been made to the document (it is basically a brand new document), it would be difficult to do an exact side-by-side presentation of changes (e.g., sentence by sentence or paragraph by paragraph). Even showing track changes would be challenging at best.

However, what could be done is to present perhaps a paragraph or section, as well as specifics such as the timelines and deadlines of when the student, the instructor and the grade appeal panels need to submit documentation, etc, and then show where those changes are reflected in the new document. Since this revised document would not be presented to the Senate until sometime next academic year, should the President agree with APC and decide to do this, there would be enough time figure out a clearly discernable way of presenting the manner in which the changes were made.

Chair Escobar volunteered to work with folks in the President's Office over the summer on the presentation of areas or sections in the newly revised Grade Appeal Process which do not reflect a change in substance, only a change in the manner in which the new document is being written... either because she is really dedicated or just plain crazy.... Likely both ☺

(d) Presidential interim approval of the policy that is sitting on his desk.

A final recommendation was made on April 15th as well as May 6th that President Nelsen could simply sign off on the Amended Grade Appeal Process that was approved by the Faculty Senate in October 2015, knowing that this revised/rewritten Grade Appeal Policy and Process (GAPP) document will be presented to the Faculty Senate once it goes through the formal review process beginning with the policy committee (APC) and moving forward. The Committee felt that this was a reasonable request given that the revised Grade Appeal Process has already gone through an extensive review process beginning in Fall 2013 and ending in October 2015 (2 full years), involving a number of different groups of people including the Working Group (President Gonzalez’s Committee to Revise the Grade Appeal Process), APC, the Executive Committee, and finally, the Faculty Senate. Gerri Smith made a valuable comment that, in the future, when revisions are made to a policy such as the Grade Appeal Process, it would be beneficial to have University Counsel examine it *before* it reaches the floor of the Senate. While the Committee agreed with her on that, members felt strongly that since the substantive components of the October 2015 Amended Grade Appeal Process were not problematic and had not been altered in this new version that it is a reasonable request to ask that it be implemented until the new one can be reviewed and subsequently approved. This way, the processes of shared governance could be honored and followed. Likewise, an approved policy that is a significant improvement upon the current, 39-page document could be put into place allowing students to utilize.

The Committee requested that Chair Escobar draft a memo to Senate Chair Bowie that includes these recommendations and asks Chair Bowie to share that with the President.

Table 2: APC Recommendations and Faculty Senate Items

<i>Source</i>	<i>Item #</i>	<i>Title</i>	<i>Carried</i>	<i>Pres. Approval</i>
Registrars Office	FS 14/15-51/APC/EX	Progress to Degree for High Unit Seniors (Catalog Rights)	10/02/14	
President Gonzalez/ working group	FS 15/16-39/APC/EX	Student Grade Appeal Process, Amendment of	10/1/15	
Academic Affairs	FS 15/16-84/APC/EX	Repeat Policy, Amendment of FS 10-57	12/10/15	01/14/16
Committee (APC)	FS 15/16-120/APC/EX	Timely Declaration of Major Policy, Amendment of		
Committee (APC)	FS 15/16-121/APC/EX	Pre-Major and Expressed Interest Definition Policy, Deletion of		

Table 3 reports items that were considered by the Academic Policies Committee at the request of another standing policy committee, discussed by the Committee and discarded and/or referred back to the Executive Committee. Some of these items were sent forward to the Faculty Senate, while others were not for a variety of reasons. The outcome is identified in the description. These referrals included recommendations that were not actionable (i.e., they did not require changes in policy language), that required comment/recommendations from other committees/groups, or did not require resolution during the 2015-2016 academic year. Those that were presented as information items are so indicated with a reference date. These documents are available upon request of the Executive Committee.

Table 3: Other items referred by the APC to Executive Committee (or other Standing Policy Committees if indicated in the description)

<i>Source of Referral</i>	<i>APC Transmittal Date</i>	<i>Description</i>
UARTP (2014/15) ** Carryover item from 14/15	03/20/15 (original)	Online Evaluations: Concerns expressed about low response rates, timing of evaluation release to students, nature of the feedback that is shared (trends negative) Presentation by 2 IT folks (Mark Rodriguez and Shaun Sumner) made to Exec on 12/8/15. Referred to FPC which indicated they would be developing a survey to get campus-wide faculty input on the issue.
Registrars Office/Committee (APC) ** Carryover item from 14/15	10/16/15 (date of meeting when policy item was discussed)	Policy and Procedure for Department/Division/Program Chairs' or Directors' Right to Deny Students Admission into a Major, Establishment of. This policy attempted to give chairs capability of denying admission to the major to some students with excessive units and who had not completed any, or very little, coursework in that desired major. This policy was scrapped in favor of working within the context of an existing policy: Timely Declaration of Major Policy.
Registrars Office/Committee	02/05/16	Drop Policy. Concerns expressed around faculty being able to administratively drop students who fail to show for classes during 1 st week of class (no policy could be located). Research was done, policy language was found, most recent policy was placed in UPM: FS 99-07.
Committee (APC)	04/12/16 ** referred by Exec to GSPC; back to Exec and	Drop Policy, Amendment of. FS 15/16-xx/APC/GSPC Policy changes aim to include most recent updates to W (Withdrawal) and Unauthorized Withdrawal (WU) Policy (eff. June 2, 2010) and current language re:

	then back to APC for further consideration.	drop/withdrawals in catalog. [still under review by the committee. Exec referral to GSPC: policy includes graduate and credential students with respect to their process for complete withdrawal from the university. Exec referral back to APC: revise policy to include reference to The Field Trip Policy and exceptions for W grade (course withdrawal).
GSPC	11/05/15 (date of meeting when policy item was discussed)	Duplicative Degrees Policy, Establishment of. GSPC Chair, Julian Heather sought consultation with APC regarding this policy proposal since it concerned academic programs.
GSPC	03/18/16 (date of meeting when policy item was discussed)	Blended Programs Policy, Establishment of. GSPC Chair, Julian Heather sought consultation with APC regarding this proposed policy primarily because the policy language makes reference to the Timely Declaration of Major Policy and involves the timing when undergraduates declare their major.

III. Carry-Over Items for 2016-2017

In order to keep all interested parties informed about the Committee’s business, the current practice is to include a list of items pending on the Committee’s agenda for each committee meeting. There items that carry over from this academic year to be considered by the Committee in the 2016-17 academic year are listed below. These items did not result in referrals this year either because of lack of time, they were referred to the Committee late in the year, or are pending forthcoming language/referral from another group. Table 4 provides a summary of these items.

Table 4: Items at Academic Policies Committee

Description	Referred by	Agenda
Drop Policy, Amendment of. FS 15/16-xx/APC/GSPC Policy changes aim to include most recent updates to W (Withdrawal) and Unauthorized Withdrawal (WU) Policy (eff. June 2, 2010) and current language re: drop/withdrawals in catalog. [still under review by the committee; Field Trip Policy needs to be addressed]	Committee	05/06/16 ** continues into Fall 2016
Student Grade Appeal Process, Amendment of	Committee	Fall 2016

** FS 15/16-39/APC/EX, approved on October 1, 2015

** Revised draft (complete rewrite) referred by President’s Office to APC, reviewed on April 15, 2016 and May 6, 2016. See APC recommendations above.

NAME	Sept. 4	Sept. 18	Oct. 2	Oct. 16	Nov. 6	Nov. 20	Dec. 4	Feb. 5	Feb. 19	Mar. 4	Mar. 18	Apr. 1	Apr. 15	May 6	May
Kristen Anderegg	X					--		X		X				X	--
Lakshmi Malroutu	X		X	X	X	--	X		X	X	X	X	X	X	--
Rusty Slabinski	X	X	X	X	X	--	X	X	X	X			X	X	--
Vivian Llamas-Green		X				--									--
Bohsiu Wu			X	X		--									--
Dianne Hyson			X			--									--
Julian Heather											X				--
Cely Smart													X		--
A. Cervantes (for J. Murphy)												X			--
Dave Evans														X	
Frank Li														X	
Gerri Smith														X	
Emily Wickelgren														X	