

ACADEMIC POLICIES COMMITTEE
2015-2016

Friday, December 4, 2015
2-3:30pm, Sacramento Hall 161

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 Schmittlein, (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)
Rustin Vogt (Mechanical Engineering, ECS)

NON-VOTING/EX-OFFICIO MEMBERS

Sylvester Bowie (Faculty Senate)
Jasmine 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)

AGENDA

1. Call to Order

2. Open Forum

Brief period for members to raise issues related to the committee charge that are not on today's agenda.

3. Approval of the Agenda

4. Approval of Minutes from November 6, 2015 (Appendix A) [Nov. 20th meeting canceled**]**

5. Policy and Procedure for Student Admission into a Non-Impacted Major Without Pre-Major Criteria, Establishment of. (Appendix B)

6. Information & Discussion Items:

a. Todd's Ad Hoc Group Update

b. Online Course Evaluations Update (Escobar)

7. Meeting Schedule for Fall 2015

September 4
September 18
October 2

October 16
November 6
November 20

December 4

8. Adjournment

**2015-16 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES November 6, 2015**

Approved:

November 9, 2015

Members Present: Escobar, Blumberg, Schmidlein, Migliaccio, Li, Hunt, Geyer, Trigales,
Gonsier-Gerdin, Gonzalez, Van Gaasbeck, Vogt, Hernandez

Members Absent: Bowie, Fields, Murphy, Taylor, Watson-Derbigny

Guests Present: Malroux, Slabinski

Call to Order: Called to order at 2:05 p.m.

1. Open Forum:

* **S. Blumberg – Music Fest!!:** Announced the 3rd Annual Music Festival that is coming to Sacramento State and handed out fliers advertising the annual event.

* **D. Hunt – Admissions Requirements for International Students:** The issue centers on whether a change in TOEFEL and ILS score (correcting the correlation) needs to be brought to APC and then move through the faculty governance process or if the director of the International Programs and Global Engagement Office, Dr. Frank Li, can simply make the change. D. Hunt informed the committee that he had been made aware of this issue in conversation with Dr. Li, who had said that Sacramento State was not following the correct correlation of these scores and that he had believed this was a correction, not necessitating going through the governance process. D. Hunt said that he would have Dr. Li contact Chair Escobar and then she can bring it to Exec to find out where this issue belongs and whether it is a simple practice or an actual policy.

* **S. Escobar – SRGS:** Chair Escobar shared that she had spoken with a member of the SRGS (Student Retention and Graduation Subcommittee) who had expressed concern that since the subcommittee had not been given anything to work on, she did not have anything to put into the RTP binder demonstrating what work that the member had specifically done. Chair Escobar had spoken with D. Sessoms, SRGS Chair following the Faculty Senate meeting on 11/5 and that an assignment was found for the member to work on. T. Migliaccio said that perhaps SRGS could work on GI (Graduation Initiative) related issues, since there's nothing in the SRGS charge that says that the subcommittee can only work on APC-requested tasks. Chair Escobar will follow up with D. Sessoms regarding this option. A. Gonzalez, who is APCs liaison to SRGS, shared that the subcommittee had been reviewing the Lascher Report on Impactation

2. Agenda Approved: Approved 2:30pm

3. Minutes October 16th, 2015 Reviewed. Minutes approved as amended, 2:35pm

4. **Repeat Policy.** A draft of the amended Repeat Policy was brought to Exec on 10/27. There was some confusion about the policy, to whom it applied and how the process would work for transfer students particularly, so Exec referred it back to APC for clarification. Chair Escobar shared that, in between that Exec meeting and the APC meeting, she met with K. Trigales and V. Llamas-Green for their input and ideas on making the policy clearer and easier to understand. The revision that Chair Escobar presented to the Committee was reviewed. This draft left Sacramento State's Repeat Policy alone, with the one addition of a link to EO 1037, which provides the mandates for the campus concerning course repeats. This draft also provided for an Addendum at the end of the policy language for Sac State students, and the addendum addresses the implications of course repeats concerning transfer credit. Committee members made some clarifications with respect to that language and the consensus was that it was ready to go forward to Exec.

5. **Duplicate Graduate Degrees Policy, Establishment of (FS 15/16-XX/GSPC/).** Graduate Studies Policy Committee (GSPC) consulted with APC for the committee's review of the draft policy and to provide comment/feedback. Committee members were provided a draft of the policy and transmittal document, as provided by GSPC, as well as links to two campus policies concerning Second Concentrations and Degree Programs. Committee members felt that GSPC should move forward with it, but in doing so, should provide much more context for why this policy is coming forward in the first place. This was unclear to the Committee. The Committee was also unclear about the scope or extent of the problem with students seeking duplicative degrees, though Chair Escobar shared that, according to Dean Newsome, it happens frequently. The Committee also wanted to know who were the students pursuing the duplicative degree: international students perhaps?? Lastly, they wanted to know how many students were actually doing this. Another point that was raised was that since individual departments or programs admit these students, the Committee wondered why a department was admitting these students into their programs, and then, who is finding out that a particular student is pursuing a duplicative degree and how does that identification process of these duplicative degree-seeking students actually happen. In a nutshell, the Committee did not understand the full scope of the problem in order to be able to provide specific feedback to GSPC. Another concern that was raised involves the Second Concentration policy. D. Hunt shared that he saw some issues with it from an enrollment management perspective (i.e., how are these students applying and then being enrolled once admitted to Sac State if it is only for a concentration). It sounded like he was going to look into this further. Chair Escobar indicated that she would be following up with the Chair of GSPC.

6. **Information & Discussion Items:**
 - a. **Declaring a Major: What does it mean?.** The Committee did not discuss this item because E. Mills was not at the meeting. We decided to put it on a future agenda.

 - b. **Priority Registration/Graduation Initiative Update.** K. Trigales provided an update. She is in the process of writing up a proposal to present to the Graduation Initiative group. For Priority Registration, the proposal is to move graduating seniors up to the first day and some of the priority groups to the second day (not veterans, guardian scholars, or students with disabilities, which are considered protected status groups and register first

ahead of everyone). Students would get 2 chances for this priority registration, in case a student fails a course, for instance. K. Trigales also shared that around 100 students have moved their graduation date 3 times, and this may be due to the fact that some students are really encouraged to apply for graduation once they hit 85 units (e.g., DEGREES Program). However, in many cases, due to the number of units a student may need to complete, it isn't realistic to apply to graduate once they hit 85 units because they will still have several semesters of coursework remaining. Trigales went on to say that she has spoken with the coordinators for the various priority registration groups on campus, and they are all fine with the proposed changes. These changes will not be effective in Spring 2016 because they need to be approved, vetted, etc. In total, approximately 1,100 students will be affected. Trigales said that she will keep the Committee apprised of these changes and the process as it moves forward.

c. Online Course Evaluation Program. The Committee indicated that they would like this issue brought to Exec to see if it either can be referred to FPC or who else can be brought in to address the following issues: low response rates of online evaluations compared with paper/pencil, or in-class administered evaluations; the actual content of the qualitative evaluations (narratives), which have trended lower (more negative) since the evaluation process has shifted from paper/pencil to online; and lastly, the determination of the release date of these evaluations and whether faculty can control that.

7. Meeting Schedule for Fall 2015

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|-------------------------|------------------------|------------|
| September 4 | October 16 | December 4 |
| September 18 | November 6 | |
| October 2 | November 20 | |
| | (canceled) | |

8. **Adjournment:** Meeting adjourned at 3:30pm.

Sue C. Escobar, Committee Chair

DRAFT**DRAFT****DRAFT**

FS 15/16-xx/APC/ Policy and Procedure for Student Admission into a Non-Impacted Major Without Pre-Major Criteria, Establishment of

POLICY

The Faculty Senate recommends the establishment of a policy requiring Chairs to admit students into a major program by signing a Declaration/Change of Major Form unless the department/division/program has established pre-major criteria or if the major program is officially impacted. The policy also requires that students meet with a Faculty Advisor to obtain a signature on the Declaration/Change of Major Form prior to meeting with the Chair or Director in order to obtain approval for admission into the major.

PROCEDURE

Students wishing to add into a non-impacted major without pre-major criteria must first obtain the signatures of a Faculty Advisor and the Department/Division/Program Chair on a Declaration/Change of Major Form. Department/Division/Program Chairs or Directors in programs without pre-major criteria or official impacted status are required to sign a student's Declaration/Change of Major Form if that student requests admission into the major program. Once the signatures have been obtained, students should then return the completed form to the Student Services Counter in Lassen Hall for processing.

Should Faculty Advisors and/or Chairs or Directors desire additional assistance and/or resources, they may contact and consult with the Registrar's Office, Academic Advising Center, and/or the Dean of Undergraduate Studies. This consultation will allow Faculty Advisors and/or Chairs or Directors to proactively advise a student in a more complete way when they meet with a student to ensure that the student's desired major program is an appropriate choice for the student, given the student's interests and academic progress. While Faculty Advisors and Chairs or Directors of non-impacted majors without pre-major criteria may not deny a student admission into their major, meeting with the student prior to signing off on the Declaration/Change of Major Form provides an opportunity for Faculty Advisors and/or Chairs or Directors to talk with the student and, if appropriate, direct the student to a different major that is aligned with student success and retention in the student's progress toward degree completion.

Effective Spring 2016

TRANSMITTAL DOCUMENT *(This document is required by Academic Affairs to ensure accuracy and consistency in updates to the University Policy Manual.)*

FS 15/16-xx/APC/ Policy and Procedure for Student Admission into a Non-Impacted Major Without Pre-Major Criteria, Establishment of

Senate Action Language: The Faculty Senate recommends the establishment of a policy requiring Chairs to admit students into a major program by signing a Declaration/Change of Major Form unless the department/division/program has established pre-major criteria or if the major program is officially impacted. The policy also requires that students meet with a Faculty Advisor to obtain a signature on the Declaration/Change of Major Form prior to meeting with the Chair or Director in order to obtain approval for admission into the major.

1. **Effective Date of New Policy:** Spring 2016
2. **Senate approval date and FS # of any policy that is superseded:** NA
3. **Cross References:** NA
4. **Policy Overview:** Policy specifically requires Department, Division or Program Chairs or Directors to admit students into their major program unless they are officially impacted or have established pre-major criteria. If Departments, Divisions or Programs wish to control the flow of admissions more closely, such as establishing pre-requisite course requirements or a pre-major, Chairs or Directors are encouraged to submit the requisite program change proposal that will require approval by the Faculty Senate. PLEASE NOTE: Departments/Divisions/Programs that do not have impacted status nor specific pre-major/pre-requisite requirements are covered by this policy. Departments/Divisions/Programs with impaction or pre-major/pre-requisite admission criteria are not affected by this policy.
5. **Who the policy applies to:** Departments/Divisions/Programs without pre-major or pre-requisite admission criteria and which are not officially impacted.
6. **Why the policy is necessary:** This policy is necessary due to a lack of clarity regarding whether or not a Department/Division/Program Chair or Director .. can exercise discretion when faced with a decision to add a student into a program that is experiencing a large influx of students. Additionally, there are inconsistencies in admission practices among Chairs or Directors of these non-impacted programs without pre-major criteria; in other words, some Chairs or Directors admit students into the major program upon request while others simply deny a student admission outright. This policy will provide clarification with respect to the role of both the student and Chair or Director and what is required in order for a student to be admitted into a non-impacted major program without pre-major criteria.

7. **Responsibilities (Implementation):** Chairs or Directors have the responsibility of implementing the policy, as well as Faculty Advisors, who are required to meet with the student and sign off on the Declaration/Change of Major Form.
8. **Procedures:** Students wishing to add into a non-impacted major without pre-major criteria must first meet with and obtain the signatures of a Faculty Advisor and the Department/Division/Program Chair on a Declaration/Change of Major Form. Department/Division/Program Chairs or Directors in programs without pre-major criteria or official impacted status are required to sign a student's Declaration/Change of Major Form if that student requests admission into the major program. Once the signatures have been obtained, students should then return the completed form to the Student Services Counter in Lassen Hall for processing.

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9. **Consultation that has occurred:** To obtain clarity and full understanding of the establishment of this policy and procedure, APC has consulted with the Registrar's Office, who shared with the committee the concerns they have heard from Chairs or Directors whose departments have been impacted by high numbers of students who have been submitting Change of Major forms to gain admission into those majors. Additionally, Bohsiu Wu, Chair, Department of Sociology, and Dianne Hyson, Associate Dean, SSIS were invited to attend an APC meeting in order to share their experiences and perspectives on this issue.
10. **Other Considerations:** The rationale behind the requirement that Faculty Advisors and Department/Division/Program Chairs or Directors meet with the students in order to sign the Declaration/Change of Major Form lies with the significant need for proactive academic advising for students wishing to declare or change their major in order to ensure that they are making consistent progress toward the degree.

