

Academic Policies Committee
2013-2014

Friday, May 2, 2014
2-3:30pm, Sacramento Hall 275

Members

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar (Criminal Justice, HHS)
Jean Gonsier-Gerdin (Special Education, EDUC)

Jacqueline Irwin (Comm. Studies, A&L)
Todd Migliaccio, Chair (Sociology, SSIS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmittlein, Vice Chair (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)

Non-voting Members

David Hernandez (ASI, Inc.)
Rusty Slabinski (Academic Advising)
Dennis Geyer (University Registrar)
Ed Mills (AVP/Enrollment & Student Services)
Lakshmi Malrouu (Office Acad Affairs)

Don Taylor (Director, Academic Planning & Quality)
Janet Hecsh (Chair, Faculty Senate)
Viridiana Diaz (Director/CAMP)
Kris Trigales (Associate Registrar)
David Evans (Academic Advising)

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 April 18, 2014 (Attachment A)

5. Information: Memo sent to Executive Committee (Attachment B)

6. APC End of the Year Report 2013-2014: (Attachment C: Attached separately)

7. High Unit Seniors: Policy to address super seniors who are not ready to graduate so they are required to have advising (Attachment D: Policy Draft)

8. Absence Policy: Policy to protect students when absent or establish an appeals process

9. Information Items

10. Meeting Schedule for Spring 2014

February 7	March 21	May 2
February 21	April 4	May 16
March 7	April 18	

11. Adjournment

**2013-14 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES April 18, 2014**

Approved:

April 23, 2014

Members Present: Blumberg, Migliaccio, Bradley, Slabinski, Schmidlein, Gonsier-Gerdin, Trigales, Escobar, Geyer, Malroutu, Mills,

Members Absent: Van Gaasbeck, Raskauskas, Hernandez, Evans, D. Taylor, Irwin,

Guests:

Call to Order: Called to order at 2:00 p.m.

1. Open Forum:

Chair Migliaccio identified two new items being referred to the committee:

- 1) From CSU Senate: evaluating use of Common Core Language (K-12) into our policy language
- 2) From Provost/President: policy on missing class; one that protects the students (legitimate reasons for missing a class)

2. Agenda Approved: Amended to start with GE Honors Graduation with Distinction discussion: Amended Agenda approved, 2:15p

3. Minutes April 4, 2014 Approved: 2:16p

4. GE Honors Graduation with Distinction on Transcript: Committee was concerned about establishing the distinction based on GPA without further in depth conversation about such a policy. The committee did agree that having successful program completion recognized on the transcript was a good idea, especially since it had been discussed in the senate when the program was first proposed to the senate. With time sensitive concerns for the upcoming new cohort of students, the committee agreed to support the recognition of the program completion on the transcript. Chair Migliaccio agreed to submit a memo once some documentation could be identified that recognized when this information had been originally presented to the senate. The committee also agreed that we should consider a policy that clearly defines what can exist on a transcript.

5. Subcommittee Appointments: Committee identified and agreed upon names to be submitted to the senate office for being on the subcommittees starting this upcoming 2014-2015 year. Committee also agreed to allow Chair Migliaccio to adjust any term alterations to balance the membership.

6. Catalog Rights: Committee revised the policy discussed at the last meeting and voted unanimously to submit it to the senate/executive committee. Chair Migliaccio agreed to submit policy after edits, including adding justifications and considerations made by the committee.

Referred to CPC a need to establish a due date for any program/course changes so that they may be implemented the following academic year.

- 7. **High Unit Seniors:** Committee were positive about the initial design of the policy that will require students with over 150 units but no ability to graduate to attend mandatory advising. The policy will be further developed at the next meeting along with an amendment to the academic disqualification/withdrawal policy.

8. **Meeting Schedule for Spring 2014**

February 7	March 21	May 2
February 21	April 4	May 16
March 7	April 18	

- 9. **Adjournment:** Meeting adjourned at 3:30pm.

Todd Migliaccio, Committee Chair

1 To: Janet Hecsh, Chair of Senate
2 Executive Committee
3 From: Todd Migliaccio, Chair of APC
4 Academic Policy Committee
5 Date: April 22, 2014
6 Re: “Successful Completion of GE Honors Program” Transcript Designation

7 Academic Policy Committee met with Dean Meyer and Program Director Lee Simpson to
8 discuss the request for a designation on the transcript for graduating with distinction for GE
9 Honors students.

10 The committee was concerned about the determination of distinction and felt that required
11 greater in depth discussion surrounding a policy about what is “distinction” and to what
12 programs could that apply.

13 The committee, however, through the discussion with Director Simpson and Dean Meyer learned
14 that one of the primary interests was having the honors completion recognized officially on a
15 document for the students. We also learned that in the initial application to the senate, it was
16 identified that students would have their successful completion of the GE Honors program
17 recognized on the diploma. As stated in the Attachment D-1 April 7, 2005 Faculty Agenda (this
18 was the supplementary material for the proposal), in the section “Building a Community of
19 Students” (which focused on what students would gain from the program), the item below
20 identified the intention of locating it on the diploma:

- 21 4. Recognition is indispensable. Honors students should receive a special “Honors”
22 admission and an “Honors” notation on their diplomas if they successfully
23 complete the program with the minimum numbers of Honors units. The wording
24 of the graduation notation will have to be distinguished from “graduation with
25 Honors,” which denotes students graduating with a high GPA.

26 After discussions with the registrar’s office, it was determined that noting it on the diploma
27 would be more difficult to accomplish, and could be more easily accomplished on the transcripts.
28 Both Dean Meyer and Director Simpson were accepting of this alternative.

29 With all of this information, APC suggested that the designation “Successful Completion of GE
30 Honors Program” be added to the transcript of all future Honors students who successfully
31 complete the program. We are suggesting that in light of the identification in the original
32 proposal of the program that this be placed on consent for an upcoming senate meeting.

33 The designation title was the general idea we had identified, but are open to other suggestions.
34 We simply did not feel any title should include at this time any reference to “distinction”, GPA
35 or other ranking other than the program itself and the successful completion of said program. The

1 designation would be noted at the time they complete the program, as determined by the
2 agreement when they enter the program (to distinguish those students who may take courses in
3 the program but do not complete it).

4 Furthermore, APC is going to evaluate a policy about what should be allowed to be on a
5 transcript. It is largely based on academics (which would include the GE Honors program), since
6 it is an “academic” transcript as noted by the registrar’s office. Regardless of this future
7 discussion, we do not advise waiting until this policy is (or is not) written since there has already
8 been a statement made that recognition for GE Honors students will be made, and in order for the
9 next cohort of students to have it included on their transcript, it needs to occur before the end of
10 the semester.

11 Finally, APC may also be evaluating a policy on what is defined as “distinction.”

12

1 **FS 13/14-??/APC Policy and Procedure on Progress to Degree for High Unit**
 2 **Seniors Establishment of**

3 The Faculty Senate recommends establishment of the Progress to Degree for High Unit Seniors,
 4 effective Fall 2014 has been signed by President.

- 5 1. Institutes an explicit policy and procedure for assisting students who are identified as “super
 6 seniors” or High Unit seniors but have not yet completed a degree.
- 7 2. Focuses on intrusive advising to assist students in progressing to the degree.

8 **Progress to Degree for High Unit Seniors Policy**

9 **Students who have obtained 150 units or more but who have not fulfilled requirements for**
 10 **their degree will be required to develop a plan to graduation with an advisor. Students**
 11 **who fail to adhere to the academic plan to graduate, which is considered an academic**
 12 **regulation for the student, without agreement with their advisor can be administratively**
 13 **disqualified.**

14
 15 **Procedures:**

- 16 1. **Staff from the Registrar’s Office and IRT will continue to provide reports to**
 17 **colleges and academic departments identifying undergraduate students who have**
 18 **earned more than 150 units but who have not completed requirements for their**
 19 **primary major degree. Prior to the registration period, hold will be placed on**
 20 **students’ records, requiring them to seek guidance before they register for their**
 21 **classes. If the student identifies a different primary major, the student will be**
 22 **referred to a Faculty Advisor in that program. If the student is Undeclared, the**
 23 **student will seek guidance from an advisor in the Academic Advising Center.**
- 24 2. **Students will be required to meet with a Faculty Advisor of their primary major**
 25 **department or in the Academic Advising Center to discuss reasons why the student**
 26 **has not completed the degree requirements, considering all academic and post-**
 27 **baccalaureate career goals.**
- 28 3. **Based on the discussion, the advisor will establish an academic plan to graduate,**
 29 **which can include registering the student in courses for the upcoming semester. This**
 30 **plan may also include a stipulation that a student achieve certain minimum grades**
 31 **in courses taken (i.e., a C or better) as well as maintain a particular GPA. Lastly,**
 32 **the plan may restrict students to a certain number of classes in which students may**
 33 **enroll for a particular semester.**
 - 34 a. **Any changes to the student’s academic plan to graduation, including changes**
 35 **to the upcoming semester course load require students to meet with their**
 36 **advisor to discuss all proposed changes and for that advisor to sign off on**
 37 **any changes made to the original academic plan. If changes are made to the**
 38 **original plan, the new academic plan will supersede and replace the original**
 39 **plan, and a student’s hold will be extended. Future changes will require the**

1 student to meet with the advisor once again, as changes cannot be made by
2 the student alone.

3 b. The student is given notice at this time that failure to adhere to the academic
4 plan to graduate without acceptance by the advisor will result in the student
5 being placed on administrative probation.

6 c. The student will also be informed that if they do not return the schedule to
7 meet the academic plan to graduate, they will immediately be
8 administratively disqualified from the university.

9 4. If a student deviates from the an academic plan to graduate without consultation
10 with and agreement from the advisor, they will be immediately placed on
11 administrative probation from the university. To be removed from administrative
12 probation, the student much return their schedule to the established an academic
13 plan to graduate.

14 5. If the student does not immediately comply with the established an academic plan to
15 graduate, they student will be immediately administratively disqualified.

16 6. Students are able to apply for readmission through the established policy and
17 procedures for readmission. Upon readmission to the university, students will be
18 required to meet with an advisor to develop and implement an academic plan for
19 graduation prior to registering for classes. The student must adhere to this
20 established an academic plan to graduate in order to graduate from the university.

21

1 **Policy and Procedure on Progress to Degree for High Unit Seniors**
2 **Establishment of**

3
4 **Effective Date:** Fall 2014

5 **Policy that is superseded:** None

6 **Policy Overview:**

- 7 1) Institutes an explicit policy and procedure for assisting students who are identified as “super
8 seniors” or High Unit seniors but have not yet completed a degree.
9 2) Focuses on intrusive advising to assist students in progressing to the degree.

10 **Who this policy applies to:**

11 To all students whose units exceed 150 units and have not applied to graduate, academic unit advisers,
12 Department Chairs, College Deans, Academic Affairs.

13 **Why this policy is necessary:**

14 To help students who have an excess of 150 units (high unit seniors) to help facilitate their progress to
15 degree. Students continue to accrue units and often debt while not progressing to degree, but are not
16 receiving the necessary advising.

17 **Responsibilities:**

18 Registrar will identify all students who fit the criteria and inform departments that these students need to
19 come in for advising.

20 Academic advisors will discuss with students their plans, why they have accumulated such a high number
21 of units, and their ability to graduate. Then the advisor will evaluate each student’s plan to graduation and
22 then develop with the student a plan to graduate.

23 If the student is unwilling but able, the advisor will oversee the student’s progress, including course
24 registration.

25 The student is expected to follow the graduation plan, and if any deviations are desired, to meet with an
26 advisor to determine the feasibility of the changes and whether they are acceptable.

27 The registrar’s office will need to institute administrative withdrawal of students who are identified to
28 have be withdrawn.

29 Students can reapply the next semester to be readmitted to the university following regular readmission
30 procedures.

31 **Procedures:**

32 Student will be identified by registrar’s office. Departments will be informed of the students. Students
33 will be required to meet with faculty advisors (including use of advising holds). Faculty will discuss with
34 student plans and intentions to determine plan of action. Graduation plans will be established, including

1 the potential to register the student for classes and extending the hold so changes cannot be made by the
2 student without agreement from the advisor. Students who deviate from the plan will be administratively
3 withdrawn from the university. They are able to apply for readmission through the established policy and
4 procedures for readmission.

5 **Consultation:**

6 Academic Advising was consulted on the policy.

7 Registrar's office was consulted on the policy.

8 **Considerations:**

9 This policy is set up as primarily an advising policy to help facilitate student progress to
10 graduation. This is why the faculty advisors were established as a primary aspect of this policy.

11 Faculty advisors are able to evaluate all degrees and career goals to include in the plan to
12 graduation. Faculty can also consider financial aid issues as they establish the plan.

13 The committee considered how to help facilitate progress to graduation for students, considering
14 their interests and goals while also limiting their potential deviations.

15 The committee also considered what occurs if student does not follow the plan for graduation.

16 We decided to identify the students as High Unit Majors, as it more closely identifies who they
17 are (and the issue that has required this policy), while "super senior" is not as clear, and more
18 important, carries with it some "baggage."

19 We are establishing along with this an amendment to the academic withdrawal policy (1037) to
20 reflect this addition.

21 Added the statement that the academic plan to graduation is an "academic regulation" for the
22 student as that links it directly to the administrative probation. One of the reasons a student can
23 be placed on probation is their "failure to comply, after due notice, with an academic
24 requirement or regulation." We could also title it as a "requirement."

25 Notice will also be given to the student at the time of the creation of the academic plan to
26 graduate.

27 Included information about process of administrative probation and disqualification to occur
28 immediately. A message will be sent to the student to let them know they need to return their
29 schedule to the original plan or they will be disqualified. But the notice will have already
30 occurred, so the student cannot claim they have not been notified. This message at the time of the
31 change is a courtesy to the student. Regardless, the change to a schedule is unlikely to occur
32 because the hold will be maintained throughout the time period that the student can normally
33 change their schedule. This is more to insure the possibility that a student figures another way to
34 change their schedule.

35