

To: Faculty Senate
From: Todd Migliaccio, Chair, Academic Policies Committee
Date: May 2, 2015
RE: Year-End Report from the Academic Policies Committee, 2014-2015

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 and reviewed the report on May 4, 2015 before it was forwarded to the Executive Committee.

As this is the only document that is solely authored by the standing committee chair, I would like to take this opportunity to thank those who have helped the Committee this academic year (although, it has now been edited by multiple individuals because the chair can't seem to see such mistakes). I would also like to thank everyone for the continued support as I struggled through my agenda emails. Thank you to those who supported my endeavors, most of which were random ramblings, but I appreciate the support, even when you had no idea of what I was talking about or where I was going.

Now, to the meat of this report. I thank the members of the committee for all of their work this year. As indicated in the attached report, the Committee dealt with a number of challenging issues this year. The members of the committee worked to resolve these issues as fairly and efficiently as possible. I want to thank all of those involved in the discussions to help craft the policies, as each person contributed to the development of the policies. More importantly, there was a consistent sense of collegiality throughout all of the conversations, allowing all ideas to be heard and addressed.

I would also like to thank Sue Escobar, Vice Chair of APC, for filling in for me in the capacity of chair when I was unavailable. She was able to lead an APC meeting, as well as attend senate meetings and serve as the APC representative when I was unable to attend.

We added three new members on the last meeting of the Fall semester, bringing us up to full membership. While we were excited about the new additions, I wanted to thank the committee members who had been engaging in greater amount of work due to the limited numbers. I would also like to recognize that Kris Trigales, one of our regular occurring guest stars, had perfect attendance, and also contributed immensely to the discussions: a double bonus.

In addition, I would like to extend personal thanks to the Faculty Senate office staff: Kathy Garcia. Ms. Garcia, as well as Senate Chair Reza Peigahi were always available to answer my frequent questions and requests (well, Ms. Garcia, yes, Chair Peigahi, if he liked my tone). And to demand I do work even when I did not desire to do so.

Finally, I thank the members of the Executive Committee (*de jure* and *de facto*) who spent considerable time and effort helping the Academic Policies Committee to craft appropriate language to send forward for the Faculty Senate's consideration.

Without the help of the aforementioned parties, it would not have been possible for the Committee to send forward policy recommendations, often on controversial and time-sensitive issues, to the Faculty Senate.

It has been rewarding to serve as the Committee's chairperson for this past year and look forward to continuing to serve on the Committee the coming academic year as a regular, but hard working, nonetheless member. If you have any questions or concerns regarding the attached report, please do not hesitate to contact me at tmigliac@csus.edu, 916.278.7573, or the Department of Sociology (mail zip: 6005).

Academic Policies Committee
2014-2015 Year-End Report
Todd Migliaccio, Chairperson, Academic Policies Committee
May 2, 2015

I. Background

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

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)
Jacqueline Irwin (Communications Studies, A&L)
Todd Migliaccio, Chairperson (Sociology, SSIS)
Sue Escobar (Criminal Justice, HHS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmidlein (Geography, NSM)
Kristin Van Gaasbeck, (Economics, SSIS)
Rustin Vogt (ME ECS)
Li Yang (SCM CBA)

Non-voting Members

Rusty Slabinski (Academic Advising)
Ashley Petrini (ASI, Inc.)
David Evans (Academic Advising) (Fall 2014)
Jasmine Murphy (Academic Advising) (Spring 2015)
Ed Mills (Vice President for Student Affairs)
Don Taylor (Interim Assistant Vice President Academic Programs and Global Engagement, Academic Affairs)
Reza Peigahi (Chair, Faculty Senate)

I would also like to recognize our regularly attending guests (and really, guest stars):

Dennis Geyer (University Registrar)
Lakshmi Malrouth (Assistant Vice President, Interim, Academic Affairs)
Kris Trigales (Associate Registrar)
Kristin Anderegg (Liberal Studies)

Table 1: Academic Policies Committee Meeting Dates, 2014-2015

<u>Fall 2014</u>	<u>Spring 2015</u>
September 5	February 6
September 19	February 20
October 3	March 6
October 17	March 20
November 7	April 3
November 21	April 17
December 5	May 1
	May 15

The committee meets on the first and third Fridays of each month, 2-3:30pm. During the 2014-2015 academic year, the Committee met on the dates given in Table 1. 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/>.

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. These three subcommittees did not bring 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, 2-3:30p. The subcommittee was charged with gathering data and evaluating issues pertaining to change of major, in particular to give departments assistance with directing students. The committee, chaired by Professor Sessoms, requested data and discussed issues pertaining to progress in the major policies. The policy and subsequent data was re-appropriated by APC during the middle of the Spring semester.

Table 2 summarizes items that were considered by the Academic Policies Committee and forwarded to the Faculty Senate during the 2014-2015 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/14-15_actions.htm. 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: Executive Committee, Academic Affairs, Student Affairs, SRGS 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.

Table 2: APC Recommendations and Faculty Senate Items

<i>Source</i>	<i>Item #</i>	<i>Title</i>	<i>Approved</i>
SRGS/APC	FS 14/15-41/ APC/EX	Timely Declaration of Major Policy (120 units)	10/16/14
Registrars	FS 14/15- 51/APC/EX	Progress to Degree for High Unit Seniors (Catalog Rights)	10/02/14
Exec	FS 14/15- 91/APC/EX	APC Charge and Membership	02/05/15
Exec	FS 14/15- 93/APC/EX	SRGS Charge and Membership	02/05/15
Exec	FS 14/15- 103/APC/EX	Academic Standards Subcommittee Charge and Membership	02/05/15
Exec	FS 14/15- 113/APC/EX	Readmissions Subcommittee Charge and Membership	02/05/15
Provost/Exec	FS 14/15- 111/APC/EX	Excused Absence Policy, establishment of	04/30/15
Exec	FS 14/15- 130/APC/EX	Office Hours Policy, Online office hours addition	
APC	FS 14/15- 131/APC/EX	Faculty Responsibility Policy Amendment: Align w/office hours	
President/work ing group	FS 14/15- /APC/EX	Grade Appeals Policy: rewrite and amendment	

Table 3 reports items that were considered by the Academic Policies Committee and 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 2014-2015 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>
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Academic Statewide Senate	9/5/14	Common Core Language Inclusion in Policies Submitted to Admissions as not under purview of APC
APC	11/21/14	Faculty Information list: Referred need to inform new, and all faculty about explicit policies that relate to them in a sheet. Sent to FPC.
APC	11/21/14	Course information: If courses require attendance outside of class, are these identified in the course information, and on Form B. Should it be. Referred to CPC for consideration.
Academic Statewide Senate	02/20/15	ASCSU Resolution: The committee voted to unanimously to support the resolution to propose to high schools to have 11 th grade students to take the SAT or ACT to assist with preparation for college.
UARTP	03/20/15	Online Evaluations: Suggestion to extend the availability of the online evaluations past finals week.

III. Carry-Over Items for 2015-2016

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 are two items that carry over from this academic year to be considered by the Committee in the 2015-16 academic year. 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
Progress in the Major Policy: Table until it is identified that an issue, such as Shadow Majors, becomes a university-wide issue.	APC	05/01/15
Change/Add a Major Policy: Amend to allow chairs, under specific conditions to refrain from signing add/change major form.	APC	05/15/15

Academic Policies Committee

Attendance Record – 2014-2015 (X = attended)

*Excludes attendance for May, as the report was produced before this meeting.

NAME	Sept. 5	Sept. 19	Oct. 3	Oct. 17	Nov. 7	Nov. 21	Dec. 5	Feb. 6	Feb. 20	Mar. 6	Mar. 20	Apr. 3	Apr. 17	May 1	May 15*
Stephen Blumberg	X		X	X			X	X	X	X		X	X	X	
Anne Bradley	X	X	X		X	X		X	X	X	X	X	X	X	
Sue Escobar (Vice-Chair)	X	X	X	X		X	X		X	X	X	X	X	X	
Jean Gonsier-Gerdin (started Dec 5 meeting)								X	X		X	X	X		
Jacqueline Irwin	X	X			X		X	X	X	X	X	X		X	
Todd Migliaccio (Chair)	X	X	X	X	X	X	X	X	X	X	X		X	X	
Ashley Petrini (ASI)*			X	X	X	X			X	X	X				
Juliana Raskauskas	X		X		X	X	X	X	X		X				
Rusty Slabinski	X	X		X			X			X	X	X	X	X	
Matt Schmidlein	X	X	X	X	X	X	X	X	X	X			X		
Rustin Vogt (started Dec 5 meeting)							X	X	X	X	X		X	X	
Kristin Van Gaasbeck		X	X	X	X	X	X	X	X		X		X	X	
Yang Li (started on Dec 5 meeting)							X	X		X	X	X	X		
Kristen Anderegg	X	X		X		X				X			X		
Dennis Geyer	X	X			X	X	X	X	X	X		X		X	
Beth Lesen					X			X							
Lakshmi Malroutu	X		X	X	X	X	X	X	X	X	X	X	X	X	
David Evans (Fall)	X	X	X		X		X								
Ed Mills					X										
Don Taylor	X	X			X			X	X	X	X	X			

NAME	Sept. 5	Sept. 19	Oct. 3	Oct. 17	Nov. 7	Nov. 21	Dec. 5	Feb. 6	Feb. 20	Mar. 6	Mar. 20	Apr. 3	Apr. 17	May 1	May 15*
Kris Trigales	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Joel Schwartz										X					
Tony Sheppard											X				
Tom Carroll			X												
Steve Perez				X											
Jasmine Murphy (Spring)										X		X			
Sheree Meyer														X	

*Ashley Petrini was not identified as a representative until after the September 19 meeting.