

To: Faculty Senate  
From: Todd Migliaccio, Chair, Academic Policies Committee  
Date: May 4, 2014  
RE: Year-End Report from the Academic Policies Committee, 2013-2014

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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 1, 2014 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.

First, 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. More important, 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 important, there was a consistent sense of collegiality throughout all of the conversations, allowing all ideas to be heard and addressed. In particular, I want to thank Sue Escobar, who chaired a task force on revocation policy, along with Lisa Taylor, Mathew Schmidlein, William Dillon, Dennis Geyer, and Don Taylor, who revised the policy to meet legal meets and best fit the interests of the faculty.

I would also like to thank Mathew Schmidlein, Vice Chair of APC, for filling in for me in the capacity of chair when I was unavailable. I would also like to recognize Stephen Blumberg for his perfect attendance.

In addition, I would like to extend personal thanks to the Faculty Senate office staff: Kathy Garcia. Ms. Garcia, as well as Senate Chair Janet Hecsh were always available to answer my frequent questions and requests.

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 chair. If you have any questions or concerns regarding the attached report, please do not hesitate to contact me at [tmigliac@csus.edu](mailto:tmigliac@csus.edu), 916.278.7573, or the Department of Sociology (mail zip: 6005).

**Academic Policies Committee**  
2013-2014 Year-End Report  
Todd Migliaccio, Chairperson, Academic Policies Committee  
May 4, 2014

**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)  
Jean Gonsier-Gerdin (Special Education, EDUC)  
Jacqueline Irwin (Communications Studies, A&L)  
Milica Markovic (EEE, ECS)  
Todd Migliaccio, Chairperson (Sociology, SSIS)  
Sue Escobar (Criminal Justice, HHS)  
Juliana Raskauskas (Child Development, EDUC)  
Matt Schmidlein (Geography, NSM)  
Lisa Taylor, Vice Chairperson (Mathematics, NSM)  
Kristin Van Gaasbeck, (Economics, SSIS)

**Non-voting Members**

Rusty Slabinski (Academic Advising)  
David Hernandez (ASI, Inc.)  
Dennis Geyer (University Registrar)  
Lakshmi Malrouth (Assistant Vice President, Interim, Academic Affairs)  
David Evans (Academic Advising)  
Ed Mills (Associate Vice President for Enrollment Management)  
Don Taylor (Assistant Vice President, Interim, Academic Affairs)  
Kris Trigales (Associate Registrar)  
Janet Hesch (Chair, Faculty Senate)  
Lana Sysa (Faculty Senate Office)  
Melissa Repa (Co-Director, High-Tech Center and TRIO SSS Project)  
Viridiana Diaz (CAMP)

**Table 1: Academic Policies Committee Meeting Dates, 2013-2014**

Fall 2013	Spring 2014
September 6	February 7
September 20	February 21
October 4	March 7
October 18	March 21
November 1	April 4
November 15	April 18
December 6	May 2
	May 16

The committee meets on the first and third Fridays of each month, 2-3:30pm. During the 2013-2014 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 for students later in their career. The committee, chaired by Professor Sessoms, submitted two policies forward to APC, both of which were accepted after minor revisions and submitted to the senate. The two policies were based on the analysis of data who had units and were changing their major late in their academic careers. The first policy was the establishment of an advising hold for students on a path to academic probation. The “Academic Warning” policy requires a student receive intrusive advising before they are on academic probation. The second policy requires students have an academic plan before they change majors after accruing over 120 units.

Table 2 summarizes items that were considered by the Academic Policies Committee and forwarded to the Faculty Senate during the 2013-2014 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/13-14\\_actions.htm](http://www.csus.edu/acse/13-14_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. We also completed a policy (Progress to Degree for High Unit Seniors Policy) and submitted it to the 2014-2015 executive committee.

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>
Executive	FS 13/14-107/ APC/EX	Revocation Policy	
Executive	FS 13/14-81/ APC /EX	Conferral Degree Policy	3/20/14
SRGS	FS 13/14- 87/APC/EX	Academic Warning Policy	4/3/14
SRGS/APC	FS 13/14-??/ APC/EX	Add/Change of Major Amendments (120 units)	
Registrars	FS 13/14- 121/APC/EX	Graduation Requirements (Catalog Rights)	

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 2013-2014 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>
President/ Executive	9/6/2013	<b>Response and suggestions to President’s changes to Declaration of Major and Changing Major Policies</b> Revised and then sent as a memo to the Senate

President/ Executive	9/20/2013	<b>President’s Grade Appeals Task Force</b> Response from APC for names and suggestions about task force to revise grade appeals policy
Executive	2/7/14	<b>Revocation Policy Procedure</b> APC established a task force to suggest changes to the policy and submitted amendments to the executive.
Executive	2/21/14	<b>Memo to Executive for Change of Major Policy</b> Submitted memo to executive to suggest original senate passed policy be passed by Provost/President, while two of three suggested changes from President will be taken up by APC. Third suggestion was presented in memo as being unchanged.
APC	4/4/14	<b>Minor:</b> Referred definition of a minor to CPC
Executive	4/18/14	<b>Memo to Executive: GE Honors distinction on transcript:</b> Suggested it be added to transcript
APC	4/18/14	<b>Graduation Requirements:</b> Referred due date for catalog changes for upcoming academic year to CPC

### III. Carry-Over Items for 2014-2015

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 2014-15 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
<b>Consideration of use of Common Core language in our policies</b>	Academic Senate CSU	
<b>Policy on Student Absences: Acceptable absences or Appeals process</b>	Provost	



<b>NAME</b>	<b>Sept. 6</b>	<b>Sept. 20</b>	<b>Oct. 4</b>	<b>Oct. 18</b>	<b>Nov. 1</b>	<b>Nov. 15</b>	<b>Dec. 6</b>	<b>Feb. 7</b>	<b>Feb. 21</b>	<b>Mar. 7</b>	<b>Mar. 21</b>	<b>Apr. 4</b>	<b>Apr. 18</b>	<b>May 2</b>	<b>May 16*</b>
Joel Schwartz	X			X							X				
Viridiana Diaz	X			X											
Georgina Meza		X													
Mayra Villarreal					X		X			X		X		X	
Vivian Llamas-Green					X		X		X		X	X			
Marsha Dillon		X					X								
William Dillon		X	X	X	X	X	X	X							