

2012-2013 FACULTY SENATE California State University, Sacramento

Thursday, February 21, 2013

Foothill Suite, Union

3:00 – 4:00 pm: Faculty Senate Meeting

4:00 – 5:00 pm: Faculty Endowment for Student
Scholarship Award Ceremony and Reception

OPEN FORUM

Consistent with FS 08-43/EX (October 2008) the open forum is a time when any member of the campus community can address the Senate on any issue not included in the Senate agenda for that meeting. Persons wishing to utilize the open forum are encouraged to notify the senate chair of such intent at least 24 hours prior to the senate meeting, indicating the topic to be addressed. Presentations at the open forum shall be limited to no more than 3 minutes. Issues raised during the open forum may be placed on the agenda as first reading items at the time the agenda is approved.

APPROVAL OF THE AGENDA

CONSENT ACTION

The items below are actions recommended for approval by the Faculty Senate Executive Committee. A Representative may request the removal of any item and automatic placement on the regular agenda.

REGULAR AGENDA

[MINUTES – FEBRUARY 7, 2013](#)

INFORMATION

- **SacCT Transition Update:** JP Bayard, Director, AVP Academic Affairs Technology Initiatives and Director of ATCS and Doug Jackson, AVP Academic Computing, IRT
- **Introduction of the Faculty Endowment for Student Scholarship Awards recipients**
4:00 pm, reception following the ceremony.

Post-baccalaureate Award Recipient

Hind Reggad, Electrical & Electronic Engineering (ECS)

Undergraduate Award Recipients

Mary Blake, Biological Sciences (NSM)

Heather Hughes Henriksen, Family and Consumer Sciences (SSIS)

Briana Hester-Keels, Speech Pathology & Audiology (HHS)

Jessica Palka, Biological Sciences (NSM)

FIRST READING (NEW BUSINESS)

FS 12/13-66/APC/EX STUDENT RETENTION AND GRADUATION SUBCOMMITTEE CHARGE (SRGS), AMENDMENT OF

The Faculty Senate recommends the amendment of the charge, membership, and operations of the Student Retention and Graduation Subcommittee (SRGS) as follows:

STUDENT RETENTION AND GRADUATION SUBCOMMITTEE

Charge: The Student Retention and Graduation Subcommittee is a subcommittee of the Academic Policies Committee. The Subcommittee serves as a research, program evaluation, and policy analysis workgroup and consultative/advisory body on matters relating student progress toward degree, student support programs, and instructional programs/initiatives designed to improve retention and graduation rates, **with significant emphasis on research and evaluation of data.** Accordingly, the Subcommittee's responsibilities include, but are not limited to: on-going review of student progress data in collaboration with the Office of Institutional Research, assessment of the impact of policies relating to and affecting student progress to degree, conducting evaluations of academic support programs, academic advising and student support services, and conducting assessments of instructional programs/initiatives designed to improve retention and graduation rates. Although not a "policy committee," *per se*, the Subcommittee works closely with the Academic Policies Committee and the Office of Institutional Research in policy development, review and evaluation. Similarly, although the Subcommittee is not directly involved in the delivery of academic advising, academic support programs, student support services or instructional programs/initiatives designed to improve retention and graduation, it ~~is responsible for~~ **will work in conjunction with the Graduation Initiatives Steering Committee in** consulting with and making recommendations to the units involved in these matters.

Membership: *Voting members shall include:* Seven college-based faculty members appointed by the Faculty Senate to three year terms and four student services professionals appointed by Vice-President for Student Affairs, also appointed to three year terms. More than one faculty member may be from a single college but no two members may be from the same department/unit. **At least three faculty from any discipline must possess quantitative data analysis skills and experience (e.g. teach quantitative research methods/statistics course(s), use quantitative data analysis for reports/research). We encourage membership of faculty with comparable qualitative data analysis skills.** Every effort shall be made to encourage membership from each college. In addition, every effort should be made to appoint student services professionals with direct and substantial student contact in different units in Student Affairs.

Non-voting members shall include:

- one member of the Academic Policies Committee serving in the capacity as liaison between the Subcommittee and the Academic Policies Committee;
- **one member of the Graduation Initiative Steering Committee serving in the capacity as liaison between the Subcommittee and the Graduation Initiative Steering Committee;**
- one undergraduate student appointed by ASI to a one year term;

- ex-officio members of the administration as determined by the Executive Committee and the President, and which shall normally include incumbents or designees of the following offices or their equivalents: Associate Vice President for Student Affairs, Enrollment and Student Support; Associate Vice President, Student Retention and Academic Success; Associate Dean of Undergraduate Students; Director of the Office of Institutional Research; and may include others as deemed necessary to the work of the Subcommittee;
- Chair of the Academic Policies Committee.

Officers: The Subcommittee shall elect a Chair and Vice-Chair by and from the voting membership of the Subcommittee.

Operations:

- A. The subcommittee is charged to develop its agenda **in conjunction with the Academic Policies Committee** relating to the scope of its responsibilities, ~~to conduct work referred to it by the Academic Policies Committee, and to respond to requests for consultation/advice from individuals/units on matters within its purview.~~ **All academic policy related items must be referred through Academic Policies Committee prior to the subcommittee's engagement of the item.**
- B. The Subcommittee may ~~similarly~~ **suggest that items be referred by the Academic Policies Committee** issues to other Senate or University Committees or administrative units in Academic Affairs or Student Affairs.
- C. The Subcommittee shall meet ~~at least once a month at a designated time and place~~ **the 2nd Friday of the month, 2-3:30 pm.**
- D. A quorum of the Subcommittee shall require the presence of at least six voting members. The Committee shall not act in the absence of a quorum.
- E. Subcommittee meetings shall be open to the university community.
- F. The meeting agenda and supporting documentation shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary at least 72 hours prior to the meeting.
- G. Subcommittee Minutes of meetings shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary in a timely manner.

Background – Context and Rationale: [FS 12/13-66a](#)

Background - Side by Side: [FS 12/13-66b](#)

STUDENT GRADE APPEAL PROCESS - SUMMER GRADE APPEAL,
AMENDMENT OF

The Faculty Senate recommends the following changes to the Grade Appeal Process, Section VII.C.1:

1. by adding the following subsection “a” and re lettering sequentially the other subsections
 2. To amend Section VII.C by adding a new subsection “g” as follows:
 3. To amend Section VII.C.4 by adding a new subsection “e” as follows:
 - a. Normally, students wishing to initiate a formal grade appeal shall do so during the Fall and Spring semesters in the manner specified elsewhere herein. Students may, however, apply to the Provost’s designee to file a grade appeal during a summer recess in the following three rare and compelling cases but in no others:
 - (1) cases where the disputed course grade assigned at the end of the immediately preceding Spring term will result in a cumulative grade point average low enough to disqualify the student from entering at the beginning of the ensuing Fall term a graduate school to which the student has been previously admitted or beginning at once an employment already offered and accepted contingent upon the student’s completing a degree.
 - (2) cases where the disputed course grade amounts to a failing grade assigned at the end of the immediately preceding Spring term in a required course (not an elective) that the student must pass by the end of the following Fall term when the student plans and expects to complete the program of study leading to the degree.
 - (3) cases where the disputed grade amounts to a failing grade assigned at the end of the immediately preceding Spring term when the student had planned and expected to complete an undergraduate or graduate degree and was prevented by receiving the disputed failing grade in a course or on a comprehensive degree examination, a culminating project or a thesis required for the degree, provided that the failure disqualifies the student from entering at the beginning of the next Fall term a graduate school to which the student has already been admitted or from beginning immediately an employment, including an internship, already offered and accepted contingent upon completion of the degree.
- The Provost’s designee shall grant the student’s application provided that (1) the application is made within two weeks of the date on which the student knew or could have known of the posted disputed course grade but no later, (2) the student has made a good faith effort to settle the grade dispute informally as provided elsewhere herein, (3) the student has stated a case for a summer grade appeal as described above in items (1) – (3) of this subsection, (4) the instructor is willing and able either in person or by a designated representative to defend the disputed grade if called upon to do so by a panel during the summer recess and (5) a panel of qualified members can be assembled from among faculty and students willing to serve voluntarily or for a stipend to be agreed before service begins.
- ~~b. c. . . .~~
~~e. d. . . .~~
2. To amend Section VII.C by adding a new subsection “g” as follows:
 - g. Concerning Summer Grade Appeal Panels

The Provost's designee may convene an existing panel to consider and decide a summer grade appeal or form a panel under this Process from among the faculty members and students who have served on a panel during the previous academic year or who have been recommended previously by the Faculty Senate in case of the faculty members and the A.S.I. in the case of student members. Before rejecting an application for a summer grade appeal and as a last resort, the Provost's designee shall apply to the Executive Committee of the Faculty Senate and the A.S.I. for the names of faculty members and students to recommend to Academic Affairs for appointment to a summer panel.

3. To amend Section VII.C.4 by adding a new subsection "e" as follows:

e

The written decision of the panel shall conform to the requirements set forth in Section VII.C.6.e (1)-(3) of this document.

Procedural appeals against a panel's decision of a summer grade appeal shall be subject to summary review as provided in Section VIII.B.15 of this document.

Background Information: [FS 12/13-67a](#)

Grade Appeal Policy (ACA0-110) – Student Grade Appeal Process (2010):

http://www.csus.edu/acaf/Policies&Procedures/GAP%202010%202_2_.pdf

FS 12/13-78/GSPC/EX

COURSE REPEAT POLICY, POST-BACCALAUREATE STUDENTS, ESTABLISHMENT OF

The Faculty Senate recommends the establishment of a new Course Repeat Policy for Post-Baccalaureate students to provide rules for Post-Baccalaureate students (Graduate, Credential, and Second Bachelors) effective Fall 2013. The Faculty Senate further recommends that all academic units with Post-Baccalaureate programs adopt a repeat policy in accordance with this policy no later than May 17, 2013.

***Rationale:** In May 2010 (FS 10-57/EX), the University Repeat Policy was changed to reflect Executive Order No. 1037 (<http://www.calstate.edu/eo/EO-1037.html>). The new policy language only refers to undergraduate students. Currently, therefore there is no existing policy regarding course repeat for Post-Baccalaureate students. This policy provides that language.*

POST-BACCALAUREATE STUDENTS COURSE REPEAT POLICY

1. Post-Baccalaureate students may petition to repeat courses only if they earned grades lower than a B (B-, C+, C, C-, D+, D, D-, F, WU, NC). A petition to repeat a course must be completed, submitted and approved prior to enrolling in that course.
2. Course Repeats with "Grade Forgiveness" (Grade Forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):
 - 2.a. Post-Baccalaureate students may petition to repeat any course with grade forgiveness in accordance with section 3.
 - 2.b. Post-Baccalaureate students may petition to repeat an individual course for grade forgiveness no more than one time.

2.c. Grade forgiveness shall not be applicable to a course for which the original grade was the result of a finding of academic dishonesty.

3. Course Repeats with "Grades Averaged":

Post-Baccalaureate students may petition to repeat a particular course once for which grade forgiveness (i.e. replacement) is permitted. If a student is granted permission to repeat a course for the second time (i.e. 3rd total attempt), all grades received for the course will be averaged when calculating the student's overall grade-point average.*

(Note: This policy does not count attempted coursework forgiven under the academic renewal process.)

4. Departments and Colleges may not have a repeat policy that is less stringent than the campus policy. (Note: restrictions on repeats for enrolled and classified graduate and certificate students within specific programs, represent substantive program changes and not exceptions to the repeat policy.)

* The default sequence for applying forgiven and averaged grades is to forgive grades for repeated courses that are eligible (that have not already been repeated once). Grades for a course that has already been forgiven once will be averaged.

Note: Post-Baccalaureate students may not take courses to replace or improve the grade point average at the undergraduate level.

Background: [FS 12/13-78a](#)

FS 12/13-69/EX

BYLAWS AMENDMENT - EXECUTIVE COMMITTEE ACTION ON BEHALF OF THE FACULTY SENATE

Please note that any changes to the Bylaws must not take place in the same meeting as they are proposed.

The Faculty Senate recommends an amendment to Article IV, Section A-4a of the [Bylaws](#) to include the following statement on Executive Committee action on behalf of the Faculty Senate.

The Executive Committee shall have the power to:

- a. ~~Take action on behalf of the Faculty Senate when time does not permit the Faculty Senate to act. Such actions shall be reported to the Faculty Senate on the Faculty Senate agenda at the first meeting of the Faculty Senate after the Executive Committee has acted.~~ Act on behalf of the Faculty Senate at times when the Faculty Senate is not meeting regularly or when an action is necessary prior to the next meeting of the Faculty Senate.

Such an action would typically occur during a open meeting of the Executive Committee after the Executive Committee determines the action is appropriate and sufficiently urgent.

In extraordinary circumstances, when the Executive Committee cannot convene in an open meeting to consider such action, the Faculty Senate Chair may ask the Executive Committee to consider taking action via electronic, email, or other virtual means.

Any actions taken by the Executive Committee on behalf of the Faculty Senate are reported as Consent Information items at the next regular meeting of the Faculty Senate.

The Faculty Senate recommends amending the English/Writing Requirements policy, UME 04150, related to the English Placement test and placement in first year composition courses by establishing a policy on Directed Self-Placement (DSP), effective Fall 2014. (English/Writing Requirements Policy: <http://www.csus.edu/umannual/acad/ume04150.htm>) The Faculty Senate also recommends the policy be revisited in three years with consideration given to validity and student success.

New Policy	Old Policy
<p>ENGLISH PLACEMENT All entering freshman and lower-division students who enroll with fewer than 56 transferable semester units must complete Directed Self-Placement and choose the appropriate first-year composition course with the exception of students who have completed an equivalent college course or received college credit through an appropriate Advanced Placement exam.</p> <p><u>While Sacramento State University does not use the CSU English Placement Test (EPT) to place students in first-year composition courses, in compliance with EO 665 all entering freshman and lower division students who enroll with fewer than 56 transferable semester units must also complete the CSU English Placement Test (EPT) with the exception of students who meet one of the criteria 1-6 below.</u></p> <ol style="list-style-type: none"> 1. Satisfactory scores on the CSU English Equivalency Examination. 2. Score of 3, 4, or 5 on the English Composition Examination of the College Board Advanced Placement Program. 3. A score of 600 or above on the College Board Achievement Test in English Composition with essay. 4. A score of 510 or above on the Verbal section of the College Board Scholastic Aptitude Test (SAT-Verbal). 5. A score of 23 or above on the ACT English Usage Test. 6. Completion of an acceptable college course in English composition of four-quarter or three-semester units with a grade of C or better. <p>ENGLISH EQUIVALENCY EXAMINATION (Same)</p> <p>ENGLISH DIAGNOSTIC TEST (DSP takes place of EDT)</p>	<p>ENGLISH PLACEMENT TEST All entering freshman and lower division students who enroll with fewer than 56 transferable semester units must complete the CSU English Placement Test (EPT) with the exception of students who present one of the following.</p> <ol style="list-style-type: none"> 1. Satisfactory scores on the CSU English Equivalency Examination. 2. Score of 3, 4, or 5 on the English Composition Examination of the College Board Advanced Placement Program. 3. A score of 600 or above on the College Board Achievement Test in English Composition with essay. 4. A score of 510 or above on the Verbal section of the College Board Scholastic Aptitude Test (SAT-Verbal). 5. A score of 23 or above on the ACT English Usage Test. 6. Completion of an acceptable college course in English composition of four-quarter or three-semester units with a grade of C or better. <p>ENGLISH EQUIVALENCY EXAMINATION</p> <p>ENGLISH DIAGNOSTIC TEST</p>

The current policy may be found at <http://www.csus.edu/umannual/acad/ume04150.htm> .

DSP Implementation Plan and Data: [FS 12/13-83a](#)

The Faculty Senate recommends approval of the following program proposal.

College of Health and Human Services

Criminal Justice Minor [Attachment FS 12/13-77](#)

FEBRUARY SENATE MEETING

- Feb 28: Special Senate meeting – General Education/Graduation Requirements