ACADEMIC POLICIES COMMITTEE
2015-2016

Friday, March 4, 2016
2-3:30pm, Sacramento Hall 161

MEMBERS

Stephen Blumberg (Music, A&L)   Yang Li (Marketing & Supply Chain Management, CBA)
Anne Bradley (Library, LIB)   Todd Migliaccio (Sociology, SSIS)
Sue Escobar, Chair (Criminal Justice, HHS)   Matt Schmidtlein, (Geography, NSM)
Jean Gonsier-Gerdin (Teaching Credentials, EDU)   Kristin Van Gaasbeck (Economics, SSIS)
Amber Gonzalez (Undergraduate Studies, EDU)   Rustin Vogt (Mechanical Engineering, ECS)
Jacqueline Irwin (Communication Studies, A&L)

NON-VOTING/EX-OFFICIO MEMBERS

Sylvester Bowie (Faculty Senate)   Kris Trigales (Office of the University Registrar)
Jasmine Murphy (Academic Advising Center)   Marcellene Watson-Derbigny (Student Academic
Dennis Geyer (Office of the University Registrar) Success/Educational Opportunity Program)
Don Hunt (Division of Student Affairs)   Aryn Fields (Associated Students, Inc.)
Don Taylor (Office of Academic Affairs)   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 February 19, 2016 (Appendix A)**

5. **Timely Declaration of Major, Amendment of; Pre-Major and Expressed Interest Definitions Policy, Deletion of. (Appendix B)**. Discussion and consideration of Executive Committee comments/feedback on the TDM Amendments.

6. **Drop Policy, Amendment of. (Appendix C)** [including information regarding the final approval of the policy and link to policy posting]

7. **Meeting Schedule for Spring 2016**

~~February 5~~	March 18	May 6
~~February 19~~	April 1	
March 4	April 15	

8. **Adjournment**

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2015-16 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES February 19, 2016
Approved:

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February 24, 2016

Members Present: Blumberg, Bradley, Escobar, Gonsier-Gerdin, Gonzalez, Irwin,
                     Migliaccio, Schmidtlein, Van Gaasbeck, Vogt, Fields, Geyer, Hernandez,
                     Murphy, Trigales, Taylor

Members Absent: Bowie, Hernandez, Hunt, Li, Watson-Derbigny

Guests Present: Malroutu, Slabinski

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

1. **Open Forum**:
    * **S. Escobar –Online Evaluations / FPC role:** FPC is developing a faculty survey
    regarding online evaluations and issues. FPC Chair, De-Laine Cyrenne, has
    requested that if anyone has questions they would like to have included in the survey,
    please forward them to APC Chair first and then S. Escobar can forward to her.

    * **Additional Feedback/Comments on Online Evaluation Issue:** K. Van
    Gaasbeck recommended to S. Blumberg that a resolution be brought forward to
    the Senate and delivered at a Senate meeting during Open Forum. The resolution
    should state a specific plan of action that could be taken. Van Gaasbeck also
    suggested that FPC obtain the raw data from campus IT who runs the online
    evaluations, and follow-up analyses on response rates, etc. She felt that it would
    be important to do statistical inference analyses to get at a deeper level of some of
    the issues and problems with the online evaluations.

2. **Agenda Approved**: Approved 2:13pm

3. **Minutes for February 5, 2015 Reviewed.** Minutes approved, 2:15pm

4. **Timely Declaration of Major Policy, Amendment of. (Appendix B).** The Committee
    reviewed the amended policy draft and made minor changes to the document. Chair
    Escobar will forward the final draft of the policy, reflecting all of the Committee's
    changes, along with the transmittal document to the Executive Committee for its review
    at the March 1st Ex. Comm. meeting. Chair Escobar will also prepare and send to Exec.
    Comm. a policy draft and transmittal document that requests deletion of the Pre-Major
    and Expressed Interest Definition Policy, since that language has been subsumed by the
    amended Timely Declaration of Major Policy. The Committee requested that the

amended Timely Declaration of Major Policy be approved first and then the policy deletion request can be made, in order to avoid legislative redundancy and, perhaps, achieve legislative feng shui ☺

5. **Drop Policy, Amendment of. (Appendix C).** The Committee discussed the Drop Policy as it had been presented in the 92-94 catalog, as well as what had been approved by the 98-99 Faculty Senate. With the help of D. Geyer and K. Trigales, it was determined that a policy had been passed or approved at some point in the past, though there is no record of such a policy in the University Policy Manual (UPM); only the official catalog copy appears to exist. The Committee directed Chair Escobar to send to Cheryl Johnson the 92-94 catalog language and the 98-99 Faculty Senate "agreed" documents in order to place this language in the UPM. There is no need to send the policy draft through the Senate since it has already been approved in the past. The Committee decided that, once the approved Drop Policy language is placed in the UPM, it can go back and address the issue of the new language, or proposed language, to allow for more restrictive faculty attendance and drop policies during the first week of classes.

6. **Meeting Schedule for Spring 2016**

~~February 5~~	March 18	May 6
~~February 19~~	April 1	
March 4	April 15	

7. **Adjournment**: Meeting adjourned at 3:20pm.   _____

                                                      Sue C. Escobar, Committee Chair

DRAFT   DRAFT   DRAFT

FS 15/16-xx/APC/   ~~Timely~~ Declaration of Major Policy, Amendment of

I. Definition of Major Status:

    A. Undeclared Major:
1. Undeclared Major – A designation for an undergraduate student has not been accepted into a major program.
2. Pre-Major – A designation for undeclared undergraduate students pursuing a non-impacted major. These students may declare or be assigned major status upon admission to the university or by the department/program of their intended major after completing specified pre-requisites as defined by their academic department/program.
3. Expressed Interest – A designation for undeclared undergraduate students interested in pursuing an impacted major. These students, who may not declare or be assigned by the department/program of their intended major upon admission to the university, must successfully complete any specified pre-requisites and a supplemental admissions process in order to be formally admitted to the major/program.

    B. Declared Major:
1. Declared Major – A designation for an undergraduate student that has been accepted into a major program.

~~I~~ II.   Process and Unit Maximum for Declaring a Major

A. Undeclared lower division students, including those with an Expressed Interest and lower division transfer students, are required to submit a declaration of major form by the time they have completed 60 units; failure to do so will result in a hold on subsequent registration.

~~II~~ B. Undeclared upper division transfer and returning students, including those with an Expressed Interest, are required to submit a declaration of major form prior to registration for their second semester; failure to do so will result in a registration hold.

C. A student petitioning to change or to add a major, minor or certificate after the accumulation of 120 units of credit towards graduation must have the petition approved by a major advisor in the program being requested. A plan to graduate will be developed with the advisor. If the graduation plan and petition is approved at the department level, will be submitted to the Dean of the college (or Dean's designee) who will review all materials for final approval.

Comment [SCE1]: Executive Committee Feedback: It was suggested that language be included which states that even if Expressed Interests students meet all specified pre-requisites of an impacted program and submit the required supplemental application for admission that they still may not be admitted to the major program [** I am thinking that this occurs due to a lack of space in the major program to admit all qualified students.**] By including this language, it would further clarify the distinction between 'Pre-Major' and 'Expressed Interest' statuses.

Comment [SCE2]: Executive Committee Feedback: It was recommended that APC "review the literature" on the appropriate time for students to declare a major (5th semester was stated/suggested). [I did point out that we discussed this at length.]

Comment [SCE3]: Executive Committee Feedback: expressed concern that the 120 unit maximum is too high for a student to change (potentially) a major. A suggestion of 90 units was made.

APPENDIX B

III. Role of Department/Division/Program Chairs or Directors

A. Department/Division/Program Chairs or Directors are required to admit all undergraduate students with fewer than 120 units into a major program unless the major is impacted or there is an established pre-major.
B. Department/Division/Program Chairs or Directors may choose to decline admission to students with 120 or more units.

Comment [SCE4]: Executive Committee Feedback: It was shared that some chairs do want to have the ability to admit students into the major even if they have 120 or more units (as some degree programs, such as engineering, are high unit majors).

III IV. Implementation of the policy:

A.   The 60 units of coursework identified above shall include only those courses that carry unit credit toward the degree. (This excludes, therefore, remedial courses and courses taken at non-accredited institutions.)

B.   The Academic Advising Center shall have responsibility for placing and removing the registration holds specified above.

C.   It is recognized that this requirement is for an initial declaration of major only; students still have the option of changing their major after completion of 60 units.

D. Students wishing to add into a non-impacted major without pre-major criteria may do so by meeting with a major advisor and Department/Division/Program Chair for the major they are seeking to add and completing with them the Declaration/Change of Major form.

D E. A student petitioning to change or to add a major, minor or certificate after the accumulation of 120 units of credit towards graduation must have the petition approved by an academic advisor in the program being requested. A plan to graduate will be developed with the advisor. If the graduation plan and petition is approved at the department level, will be submitted to the Dean of the college (or Dean's designee) who will review all materials for final approval.

E. F.   Declaration Designation of an Expressed Interest does not constitute declaration of a major. If, under the time and unit requirements listed in this policy, an Expressed Interest student has not been accepted into the identified Expressed Interest major program, the student may retain the Expressed Interest status with the recommendation of the Impacted Program or the Academic Advising Center each semester.   If the Expressed Interest student does not receive the recommendation to retain the Expressed Interest status, then the student must visit the Academic Advising Center to formulate an alternative major plan.

F. G.   If, under the time and unit requirements listed in this policy, a Pre-Major student has not yet met the requirements for entering the major, the Pre-Major may retain the Pre-Major status with the recommendation of the Major Department each semester.

G. H.   It is generally beneficial to seek academic advising early in your career, especially with respect to disciplines that have pre-majors or other pre-requisites.

H. I.   Earlier declaration of a major or a pre-major is encouraged. Declaring a pre-major does not guarantee acceptance into the major program.

LEGISLATIVE HISTORY:

FS 14/15-41
Approved by the Faculty Senate, October 2, 2014
Accepted by President Gonzalez, October 27, 2014

FS 12/13-127
Approved by the Faculty Senate, May 23, 2013
Approved by President Gonzalez, April 9, 2014

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/ ~~Timely~~ **Declaration of Major, Amendment of**

Senate Action Language: The Faculty Senate recommends amending the title of Timely Declaration of Major Policy to "Declaration of Major Policy" and also include the following changes to the content: (1) add a Definition of Major Status section, which will include definitions of important terms such as Undeclared Major, Pre-Major and Expressed Interest Status; (2) include a section which requires Department/Division/Program Chairs or Directors to admit students with fewer than 120 units into a major program unless the major is impacted or there is an established pre-major; (3) include a related section that gives permission to Department/Division/Program Chairs or Directors to deny admission to students with 120 units or more; (4) requiring students, who wish to add into a non-impacted major without pre-major criteria, to meet with a major advisor and Department/Division/Program Chair for the major they are seeking to add, and complete with them the Declaration/Change of Major form.

1. **Effective Date of New Policy:** Fall 2016

2. **Senate approval date and FS # of any policy that is superseded: FS 14/15-41 (October 2, 2014)**

3. **Cross References:** NA

4. **Policy (Amendment) Overview**: First, changing the title of the policy to 'Declaration of Major Policy' captures, more broadly and completely, the objectives of the policy with respect to the various definitions of major status, the process and unit maximums for declaring a major, the role of department/division/program chairs and directors and, lastly, how this policy is to be implemented. In other words, the change in title consolidates all of the various aspects of how students go about declaring a major.

   Secondly, by creating a section that addresses definitions of terms, or more specifically of "major status," this amended policy clearly specifies the different designations students can have with respect to their progress toward the degree, specifically differentiating between undeclared and declared and then further defining the different designations within undeclared status.

   Thirdly, the policy amendment requires Department/Division/Program Chairs or Directors to admit students with fewer than 120 units completed into their major program unless they are officially impacted or have established pre-major criteria. Likewise, the policy amendment gives permission to Chairs or Directors to deny admission to students who have 120 units earned or more.

   Lastly, the policy change requires students, who wish to add into a non-impacted major without pre-major criteria, to meet with a major advisor and Department/Division/Program Chair for the major they are seeking to add, and complete with them the Declaration/Change of Major form.

5. **Who the policy applies to:** Departments/Divisions/Programs without pre-major or pre-requisite admission criteria and which are not officially impacted; major advisors; and academic advisors in the Academic Advising Center.

6. **Why the policy is necessary:** The amendment to the title of this policy is necessary in order to consolidate all of the various aspects of how students go about declaring a major, which includes a clear explanation of the different statuses students may have (i.e., undeclared/expressed interest/pre-major/declared major). In terms of other components of the policy, the policy amendments are 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 with excess earned units (120 units or more) into a program that is experiencing a large influx of students but lacks pre-major criteria or official impaction status. 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 amendment will provide clarification with respect to the role of the student, Chair or Director and the major advisor, including 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 as well as major advisors have the responsibility of implementing the part of the policy which requires them 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 may do so by meeting with a major advisor and Department/Division/Program Chair for the major they are seeking to add and completing with them the Declaration/Change of Major form.

9. **Consultation that has occurred:** To obtain clarity and full understanding of the amendment of this policy and procedure, APC has consulted with the Academic Advising Center Director and staff as well as 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 major 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.

    Should major 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 major 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 major advisors and Chairs or Directors of non-impacted majors without pre-major criteria may not deny a student, with few than 120 units earned admission, into their major, meeting with the student prior to signing off on the Declaration/Change of Major Form provides an opportunity for major 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.

One recommendation is that, if Departments, Divisions or Programs wish to control the flow of admissions more closely by establishing pre-requisite course requirements or a pre-major, for example, Chairs or Directors are encouraged to submit the requisite program change proposal that will require approval by the Faculty Senate.

DRAFT   DRAFT   DRAFT

FS 15/16-xx/APC/   Pre-Major and Expressed Interest Definitions Policy, Deletion of

~~Pre-Major – A designation for undergraduate students pursuing a non-impacted major. These students may declare or be assigned major status upon admission to the university or by the department/program of their intended major after completing specified pre-requisites as defined by their academic department/program.~~

~~Expressed Interest – A designation for undergraduate students interested in pursuing an impacted major but who may not declare or be assigned by the department/program of their intended major upon admission to the university. These students must successfully complete any specified pre-requisites and a supplemental admissions process in order to be formally admitted to the major/program.~~

<u>LEGISLATIVE HISTORY</u>:

FS 12/13-98/APC/EX (March 12, 2013)
Approved by the Executive Committee on behalf of the Faculty Senate.

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/   **Pre-Major and Expressed Interest Definitions Policy, Deletion of**

Senate Action Language: The Faculty Senate recommends deleting the Pre-Major and Expressed Interest Definitions Policy upon approval of the amendments to the Timely Declaration of Major Policy because the language of the Pre-Major and Expressed Interest Definitions Policy has been subsumed into the amended Timely Declaration of Major Policy.

1. **Effective Date of Policy Deletion:** Fall 2016 (following approval of the amended Timely Declaration of Major Policy)

2. **Senate approval date and FS # of any policy that is superseded: FS 12/13-98/APC/EX (March 12, 2013)**

3. **Cross References:** NA

4. **Policy (Amendment) Overview**: Deleting this policy will eliminate a legislative redundancy. By subsuming the language from the policy into the amended Timely Declaration of Major Policy, all of the various aspects of how students go about declaring a major, which includes a clear explanation of the different statuses students may have (i.e., undeclared/expressed interest/pre-major/declared major) will be consolidated. Likewise, all definitions of these different statuses will be located in a single policy, rather than duplicated in a separate policy.

5. **Who the policy applies to:** all undergraduate students who are in designated Pre-Major or Expressed Interest statuses

6. **Why the policy is necessary:** The deletion of this policy is necessary in order to consolidate all of the various statuses students may have (i.e., undeclared/expressed interest/pre-major/declared major) under a single policy that deals with the processes involved with declaring a major. Additionally, deleting the process eliminates legislative redundancy and maintains clarity and order with respect to academic policies that concern and affect students' degree progress.

7. **Responsibilities (Implementation):** N/A

8. **Procedures:** N/A

9. **Consultation that has occurred:** To obtain clarity and full understanding of the logic behind deletion of this policy and including the policy language into the amended Timely Declaration of Major Policy, APC has consulted with the Academic Advising Center Director and staff as well as with the Registrar's Office.

10. **Other Considerations:** Overall, elimination of legislative redundancy is a good thing and could be called 'Legislative Feng Shui' ☺

DRAFT   DRAFT   DRAFT

FS 15/16-xx/APC/   Drop Policy, Amendment of

Each student has the responsibility of dropping any courses in which he/she is enrolled but did not attend or stopped attending.

Although instructors may exercise their authority to administratively remove any student who during the first two weeks of instruction fails to attend, students should not assume they will be dropped by this procedure. "Failure to attend" is defined as failure to attend any two class meetings (for courses that meet two or ~~more~~ three times a week), one class meeting (for courses that meet once a week), or the initial meeting of those courses that require attendance at the first class meeting. Students should verify their registration to make sure they are enrolled in only the classes they are attending. Faculty may have more restrictive attendance policies concerning administratively dropping students from a course so long as that policy regarding class attendance during the first week of instruction is explicitly stated in the course syllabus.

Until the end of the second week of instruction, students drop courses by using "My Sac State," or the CMS Student Administration system. ~~by telephone during CASPER or CASPER Plus.*~~

After the second week of instruction all drops are permitted only for serious and compelling reasons. Drops during the third through the sixth week of instruction require the signature of the course instructor and the department chair. Drops after the fourth week of instruction will result in a W grade recorded in the student's permanent record. Reasons for dropping include a student carrying an excessive course load, a student inadequately prepared for the courses, or a student having significant job/career changes and medical problems.

After the sixth week of the semester all drops require the approval of the course instructor, department chair and the college dean. Drops during this period must be for career related or medical reasons beyond the control of the student (a student initiated job change would not qualify) and must be verified in writing. No drops are allowed after the last week of instruction. Students will receive a final grade of WU or F in courses they fail to officially drop.

~~*CASPER and CASPER Plus has been replaced by CMS Student Administration.~~

FS 99-07 approved by the Faculty Senate February 18, 1999

Approved by the President March 30, 1999

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/   Drop Policy, Amendment of

Senate Action Language: The Faculty Senate recommends amending this policy with the following changes: (1) specifying that students who miss two or three (rather than two or more) class periods during the first week of classes may be administratively dropped from a course and (2) adding language to the policy which would allow faculty to have more restrictive attendance policies concerning administratively dropping students from a course so long as that policy regarding class attendance during the first week of instruction is explicitly stated in the course syllabus; and (3) providing up-to-date, accurate information pertaining to students' use of "My Sac State," or the CMS Student Administration system, to drop courses through the end of the 2nd week of classes.

1. **Effective Date of New Policy:** Fall 2016

2. **Senate approval date and FS # of any policy that is superseded: 99-07/APC, Ex., Flr. (February 18, 1999); AS 91-93/AP, Ex. (November 14, 1991)**

3. **Cross References:** NA

4. **Policy (Amendment) Overview**: First, there is a proposed amendment concerning attendance which specifically indicates that students who miss two or three class periods during the first week of classes, depending on when the class is scheduled (e.g., M/W or M/W/F) may be administratively dropped from a course. The specific language provides clarity for those whom the policy impacts: the students.

   The second amendment to the policy would allow faculty to have more restrictive attendance policies concerning administratively dropping students from a course so long as that policy regarding class attendance during the first week of instruction is explicitly stated in the course syllabus. For example, so long as the attendance policy were clearly stated in the course syllabus, a faculty member teaching a M/W/F course may decide to drop a student from the course if the student fails to contact the faculty member prior to the start of the semester regarding the absence on the first day of class.

   The third amendment brings the policy up to date and in line with the current enrollment management system, the CMS Student Administration system, or "My Sac State," which students use for a variety of functions, including dropping courses from their schedule through the end of the 2nd week of classes.

5. **Who the policy applies to:** The policy amendments apply to all students and faculty who are taking or teaching a course, respectively.

6. **Why the policy is necessary:** The first proposed amendment, which specifically indicates that students who miss two or three class periods during the first week of classes, depending on when the class is scheduled (e.g., M/W or M/W/F) may be administratively dropped from a course, provides clarity for those whom the policy impacts: the students.

    The second proposed amendment gives faculty the ability to implement their own attendance policy not only for the course but particularly for the first week of classes, during which a high number of students may be trying to add into the course. In the event of high demand, the faculty member would be able to open up a seat in the course for a student who is present, but not enrolled, on the first day in lieu of the student who did not show up nor contacted the instructor regarding the absence.

    Lastly, it is critically important that university policies accurately reflect current technological systems in place, particularly the one that students use to drop courses from their schedule through the end of the 2nd week of classes: "My Sac State," or the CMS Student Administration system.

7. **Responsibilities (Implementation):** Faculty, Department/Division/Program Staff who often process administrative drops for faculty as well as the Registrar's Office are primarily responsible for implementing this policy.

8. **Procedures:** Although instructors may exercise their authority to administratively remove any student who fails to attend during the first two weeks of instruction, students should not assume they will be dropped. Students will receive a final grade of "F" or "WU" in courses they fail to drop officially. Students wishing to withdraw from all courses should fill out the Semester Withdrawal Form. Until the end of the second week of instruction of the semester, students are expected to drop courses by using "My Sac State" (http://www.my.csus.edu). Students will be charged registration fees for all courses not dropped prior to the first day of instruction. The drop in units refund deadline is the end of the second week of instruction.

    Drops during the third and fourth weeks of instruction are processed in the academic department offering the course and require instructor and department chair approval. Forms are available at academic department offices, or at the Office of the Registrar's website (www.csus.edu/registrar/forms/index.html). Drops *after the fourth week* of the semester (census date) are called withdrawals. The approved Add/Drop/Withdrawal must be submitted to the Registrar's Office (Lassen Hall) after the fourth week. The petition is available through academic department offices, or at the Office of the Registrar's web site (www.csus.edu/registrar/forms/index.html).

9. **Consultation that has occurred:** To obtain clarity and full understanding of the amendment of this policy and procedure, APC has consulted with the Registrar's Office as well as the Dean of Undergraduate Studies.

10. **Other Considerations: N/A**