

2015-16 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES February 5, 2016
Approved: February 19, 2016

February 10, 2016

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

Members Absent: Bowie, Hernandez, Irwin, Watson-Derbigny

Guests Present: Anderegg, Slabinski

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

1. Open Forum:

* **S. Escobar – SRGS Follow-Up:** Chair, Deidre Sessoms, is meeting with the Impaction Task Force Chair, Chevelle Newsome, as well as Jing Wang (OIR) to review and analyze data. She is hoping to see a report from the Impaction Task Force soon. Other possible items for SRGS might include student data as it relates to advising (in light of the recent Academic Advising Summit).

* **S. Escobar – President’s Memos Approving Policies:** The Repeat Policy, which was approved by the Faculty Senate in Fall 2015, has been signed and approved by the President. It will become effective in Fall 2016. The following two policies are still under review in the President’s Office: Amended Grade Appeal Process (under review of university legal counsel) and the Progress to Degree for High Unit Seniors (APC Memo response to President Gonzalez’s May 2015 Response).

* **S. Escobar – Bottleneck Foreign Language Courses:** Prof./Senator Buffard spoke with Chair Escobar following the Senate Meeting on Feb. 4th about her department’s concern with the fact that incoming freshmen are unable to enroll in a foreign language course in order to complete that requirement. Those courses are filled with seniors. She wondered if anything could be done to make it so that freshmen can have access to those courses. The Registrar’s Office has been made aware and has communicated with the department. It was recommended that the department contact Sheree Meyer to save seats for certain groups of students. This issue does not involve nor require a policy.

* **A. Gonzalez – Memorial for Juliana Raskauskas:** An announcement was made regarding a memorial service for colleague and former APC member Juliana Raskauskas, who passed away unexpectedly on January 1st ☹ The service will be held on Friday, February 12th, from 1:30—3:00pm, with an opening reception at 1:00pm and time for gathering following the service from 3:00-4:00pm. A. Gonzalez sent around flyers with the information and a web link for RSVPs.

2. **Agenda Approved:** Approved 2:25pm
3. **Minutes for December 4, 2015 Reviewed.** Minutes approved as amended (regarding member attendance at Nov 6th and Dec 4th meetings (absences); Nov. 6th minutes amended as well) 2:25pm
4. **Timely Declaration of Major Policy, Amendment of. (Appendix B).** The Committee reviewed Escobar's amended policy draft and recommended the following:
 - Change the title of the policy to "Declaration of Major Policy" in order to consolidate a variety of issues regarding the declaration of major.
 - In the transmittal document, include background information about the need for the changes (requiring students to meet with a major advisor and then the Chair for guidance on choosing the major prior to signatures on Change of Major Form) as well as language that encourages departments to have pre-major criteria or to officially declare impacted status.
 - Delete the "Pre-Major and Expressed Interest Definition Policy" and place the language there in a new section in the amended 'declaration of major policy' called "definition of terms" (or something like that).
 - Other minor edits were made to the policy regarding what to call the advisor and it was decided that the term "major advisor" would be used. Additionally, it was recommended that proposed "advice" language be dropped from the amended policy and, perhaps, placed in the transmittal document.
 - **OTHER CONSIDERATIONS NOT INCLUDED IN AMENDED PROPOSED POLICY:** J. Murphy expressed concerns regarding the role of the Advising Center in seeing Expressed Interest students who has not been accepted into an identified Expressed Interest major program. She said that the number of Expressed Interest students who have reached 60 (or more) units but who have not been accepted into a major program exceeds 1,000 and that the Advising Center is not equipped to meet with each of those students individually in order to "formulate an alternative plan" (language from the *Timely Declaration of Major Policy*, subsection E). Murphy also said that the 60 unit cut-off is really too late for a student to declare a major; 45 units should be the limit and this is something that has been talked about in several different circles. APC noted these concerns but did not propose that subsection E of the policy be amended to reflect them at this time. The preference among committee members was to amend the policy with a 'piecemeal approach.'
 - It was also suggested that we recommend to FPC and/or CPC to develop a 1 page information sheet, or guide, to give to faculty with this kind of information.
 - Chair Escobar will bring back another revised draft of the amended policy for the Feb 19th meeting, with the assistance of Vice Chair Schmidlein ☺ (and anyone else who wishes to chime in!)

5. Information & Discussion Items:

a. Attendance / Administrative Drop Policy. D. Hunt had initially brought the concern with this issue to Chair Escobar and asked if APC could take a look at it. A number of department chairs, and perhaps others, were concerned that there was no specific or

actual policy that could be identified regarding what to do with students who fail to attend classes during the first week or two of instruction. K. Trigales discussed the issue with APC and provided a copy of an email she had sent out on this item. Her email contained language from the campus catalog regarding attendance (in classes) during the first two weeks of instruction and how faculty can proceed with respect to a student's enrollment in the course for failure to attend class without any notification about the absences. Additional information was provided on dropping courses. The request of APC is to see if there is, in fact, a specific policy or a Senate action made on this item in the archives and, more importantly, to draft either a new policy or simply put into effect what has been in place and practice per the catalog. An amendment was proposed to allow for a more restrictive attendance/drop policy by an individual faculty member so long as the faculty member places such language in the course syllabus. Chair Escobar will research the Senate archives and bring back a draft of the proposed amended policy for the Feb. 19th meeting.

b. Online Course Evaluation Program Follow-Up from Exec. Comm. Meeting on 12/8/15 (Escobar). Chair Escobar shared information that was presented at the December 8, 2015 Executive Committee meeting, which included data on response rates on faculty course evaluations, comparisons of response rates over the various semesters, comparisons between paper v. online evaluations and response rates, as well as the timing of the release of the course evaluations to students, current methods used to encourage students to participate and future considerations to improve the online course evaluation process. The sense of APC members was that the IT folks were downplaying the large differences in response rates between paper v online evaluations. In terms of increasing response rates, perhaps a "carrot" (incentive) could be attached to the completion of the evaluation (i.e., students do not receive their final grades until all faculty course evaluations have been completed. Some universities employ this strategy.)

* WHAT'S NEXT... This issue may be something that needs to be addressed on the Senate floor. Escobar said that she would consult with FPC Chair, De-Laine Cyrenne, to see what FPC thinks about it and where the issue should go next. It seemed that there was not much for APC to do with this particular issue in terms of policy development, so the issue may just move forward in terms of expanding the conversation with other faculty, starting with the Senate.

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 3:30pm.

Sue C. Escobar, Committee Chair