

Academic Policies Committee
2013-2014

Friday, April 4, 2014
2-3:30pm, Sacramento Hall 275

Members

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar (Criminal Justice, HHS)
Jean Gonsier-Gerdin (Special Education, EDUC)
Milica Markovic (EEE, ECS)

Jacqueline Irwin (Comm. Studies, A&L)
Todd Migliaccio, Chair (Sociology, SSIS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmittlein, Vice Chair (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)

Non-voting Members

David Hernandez (ASI, Inc.)
Rusty Slabinski (Academic Advising)
Dennis Geyer (University Registrar)
Ed Mills (AVP/Enrollment & Student Services)
Lakshmi Malrouth (Office Acad Affairs)

Don Taylor (Director, Academic Planning & Quality)
Janet Hecsh (Chair, Faculty Senate)
Viridiana Diaz (Director/CAMP)
Kris Trigales (Associate Registrar)
David Evans (Academic Advising)

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

1. Approval of Minutes from March 21, 2014 (Attachment A)

2. Catalogue Rights: Presentation/information provided by V. Llamas-Green

3. Supermega Seniors: Policy consideration about what to do with students who have acquired excessive units but who have not yet completed any major that relates to the previous policy (Attachment B: Conferral policy we recently passed, for a starting place)

4. Information Items

5. Meeting Schedule for Spring 2014

February 7	March 21	May 2
February 21	April 4	May 16
March 7	April 18	

6. Adjournment

**2013-14 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES March 21, 2014**

Approved:

March 11, 2014

Members Present: Blumberg, Migliaccio, Raskauskas, Bradley, Van Gaasbeck, Gonsier-Gerdin, Mills, Malroux, Trigales, Irwin, Escobar, Geyer, D. Taylor

Members Absent: Slabinski, Schmidlein, Markovic, Hernandez, Evans,

Guests: Anderegg, Schwartz, Llamas-Green

1. **Call to Order:** Called to order at 2:05 p.m.
2. **Open Forum:**
Chair shared that the conferral policy passed in the senate, and the advising warning policy was supported during the first reading in the senate.
3. **Agenda Approved:** Amended agenda was approved 2:06p. We moved the election to follow the presentation by Joel Schwartz while waiting for directions for the election.
4. **Minutes February 7, 2014 Approved:** 2:07p
5. **New Student Survey, Joel Schwartz:** An excellent presentation of information about new students and their perspective on entering college. An interesting discussion followed, including a suggestion that Joel present this information to the senate.
6. **Election:** Papers were handed out first for identification of nominees. It was going to be followed by the election from the nominees. Chair Migliaccio was unanimously nominated. It was agreed that he would be the nominee from the committee for chair of APC to go to the senate.
7. **Change/Add Major Policy:** The two concerns of the executive committee were shared with the committee. Following the discussion of these positions, the committee chose to maintain support of the policy we had originally submitted.
8. **Pre-major advising policy:** The committee discussed the policy suggestion from the president, the origin of the issue and subsequent biology pilot. It was also identified that there are only two remaining pre-majors that do not have concerns about issues, requiring intensive advising for all of their students. It was suggested by the committee that no policy be written at this time as there are no present issues/concerns expressed by these majors. If a desired policy, the committee offered a suggestion for me to bring forward.
9. **Information:** Future agenda items were discussed.

10. Meeting Schedule for Spring 2014

~~February 7~~

~~March 21~~

May 2

~~February 21~~

April 4

May 16

~~March 7~~

April 18

11. Adjournment: Meeting adjourned at 3:30pm.

Todd Migliaccio, Committee Chair

1 **FS 13/14-??/APC Policy and Procedure on Students Not Applying for**
 2 **Graduation Who Have Completed Baccalaureate Degree Requirements**
 3 **Establishment of**

4 The Faculty Senate recommends establishment of the Students Not Applying for Graduation who have
 5 Completed Baccalaureate Degree Requirements, effective one month after policy has been signed by
 6 President.

- 7 1. Institutes an explicit policy and procedure for practices that have existed as a result of Title 5.
 8 2. Introduces clear faculty involvement in the process.

9 **Students Not Applying for Graduation who have Completed Degree Requirements Policy**

10 **This policy is to facilitate the graduation of students who have fulfilled requirements for**
 11 **their degree but have not yet applied for graduation, as determined by California**
 12 **Education Code Title 5 Section 40411, which states, The president of each campus may**
 13 **preclude any student from enrolling in any additional state-supported courses when that**
 14 **student has met all necessary requirements for the degree for which that student is**
 15 **matriculated, and may take the actions necessary to confer the degree.** During 2012, staff
 16 in the Registrar's Office worked with academic deans and department chairs to help identify
 17 students who had not yet applied for graduation but appeared eligible to be awarded a Bachelor's
 18 degree. In their March 13, 2012 memorandum, Executive Vice Chancellors Smith and Quillian
 19 wrote, "... campuses should continue to award degrees to "super seniors" and others who have
 20 completed a major degree..." Title 5, Division 5, 40411, Conferral of Degree upon Completion
 21 of Degree Requirements allows for the President (or his/her designee) to authorize eligible
 22 students to be awarded a Bachelor's degree upon receiving confirmation that all degree
 23 requirements have been met.

24

25 To comply with the aforementioned Chancellor's Office Memorandum, and to facilitate
 26 Sacramento State's efforts to help super seniors and other eligible students graduate, the
 27 following procedures will be used to identify and confer bachelor's degrees.

28

29 **Procedures:**

30

31 **Identification**

- 32 1. Staff from the Registrar's Office and IRT will continue to provide reports to colleges and
 33 academic departments identifying undergraduate students who have earned more than
 34 135 units but who have not applied to graduate.
- 35 2. The Registrar's Office will identify any and all majors and minors for which that student
 36 has formally applied.
- 37 3. Deans and chairs in the colleges and departments will identify students who appear
 38 eligible to graduate based on academic program requirements.

- 1 4. **Students will be required to meet with Department Advisors of all affiliated**
 2 **departments** Chairs will attempt to meet with each student to discuss reasons why the
 3 student has not applied to graduate, **considering all academic and post-baccalaureate**
 4 **career goals.**
- 5 5. **Based on the discussion, each department** ~~then an advisor will~~ make a
 6 recommendation to the ~~their~~ **Department Chair and** the college Dean about whether or
 7 not to proceed with the degree conferral process described here.
- 8 a. **If a degree conferral is not recommended, the advisor needs to establish and**
 9 **monitor a plan to graduation with the student.**
- 10 b. ~~**If the recommendations from departments are in disagreement, all**~~
 11 ~~**supporting information and materials will be submitted to the Provost or**~~
 12 ~~**Provost's designee to make the final determination.**~~
- 13 6. **Department Chairs will review the recommendation of the advisor, including**
 14 **proposed graduation plans and forward this information to their College Dean.**
- 15 7. Academic **College** Deans, after considering the chair's **Department's** recommendation
 16 and deciding whether or not to proceed with the degree conferral process, will provide
 17 information on students who appear eligible to graduate to the Associate Registrar.
- 18 8. **If the recommendations from departments are in disagreement, all supporting**
 19 **information and materials will be submitted to the Provost or Provost's designee to**
 20 **make the final determination.**

21 Degree Evaluation

- 22 9. After receiving a recommendation from a Dean that a degree should be awarded, degree
 23 evaluations staff will confirm whether the student is eligible to graduate in at least one
 24 undergraduate major. Information on eligible students will be provided to the University
 25 Registrar.
- 26 ~~10. The Associate Dean for Undergraduate Studies will review and authorize, when needed~~
 27 ~~and appropriate, General Education substitutions or waivers which will then be forwarded~~
 28 ~~to the Associate Registrar.~~
- 29 7. Staff in the Registrar's Office will contact the students found eligible to graduate and ask
 30 them to submit an Application for Graduation.

31 Approval

- 32 8. The Registrar will send a memorandum to the Provost and Vice President for Academic
 33 Affairs and the Vice President for Planning, Enrollment Management and Student Affairs
 34 recommending degree conferral for eligible students (including information on the
 35 student's academic program and target semester for degree conferral).
- 36 9. The Provost and Vice President for Academic Affairs and the Vice President for
 37 Planning, Enrollment Management and Student Affairs, acting as Presidential designees,
 38 will jointly consider approval of degree conferral for identified students and provide their
 39 decisions to the University Registrar. In the event of a disagreement between them, the
 40 Provost shall make the decision about whether or not to confer the degree.

1 10. The Registrar, upon receiving approval for degree conferral, will instruct degree
2 evaluations staff to confer degrees for approved students.

3 Degree Conferment

4 11. The Registrar will send a formal notification to each approved student regarding the
5 degree conferral.

6 a. Students who have submitted an Application for Graduation will receive information
7 on when to expect their diploma and options for participating in commencement.

8 b. Students who have not submitted an Application for Graduation will be informed that
9 the University has determined that they are eligible to graduate and that their degree
10 is being conferred and will appear on their official academic transcript. Students will
11 also be offered the option to receive their diploma and participate in commencement
12 by submitting an Application of Graduation and paying the associated fee.

13 12. Degree Evaluations staff will order diplomas for approved students who have paid the
14 Application for Graduation fee.

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