

Academic Policies Committee
2013-2014

Friday, April 18, 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)

Jacqueline Irwin (Comm. Studies, A&L)
Todd Migliaccio, Chair (Sociology, SSIS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmidlein, 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 Malrouu (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

4. Approval of Minutes from April 4, 2014 (Attachment A)

5. Subcommittee Appointments: (Attachments B, C, D, E: Lists from Preference Poll; Liaison for all but faculty endowment)

Acad Stand: 6 positions to fill for 2014; also 1 vacancy for ECS

Adjust terms: Need four ending in 2015 and five ending in 2016

Faculty endowment: 2 positions to fill

Readmissions Comm: 7 terms to fill

Adjust terms: need 3 for terms ending 2015, 2016; 4 for term ending 2017

SRGS: Adjust terms

6. GE Honors Graduation with Distinction: Presentation from Honors concerning interest in this transcript designation

7. Catalogue Rights: Policy to establish catalog rights (Attachment F)

8. Supermega Seniors: Policy to address super seniors who are not ready to graduate so they are required to have advising (Attachment G)

9. Information Items

10. Meeting Schedule for Spring 2014

~~February 7~~

~~March 21~~

May 2

~~February 21~~

~~April 4~~

May 16

~~March 7~~

April 18

11. Adjournment

**2013-14 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES April 4, 2014**

Approved:

April 4, 2014

Members Present: Blumberg, Migliaccio, Bradley, Van Gaasbeck, Slabinski, Schmidlein,
Gonsier-Gerdin, Trigales, Escobar, Geyer, Villarreal

Members Absent: Raskauskas, Markovic, Hernandez, Evans, Mills, Malroutu, D. Taylor,
Irwin,

Guests: Llamas-Green

1. **Call to Order:** Called to order at 2:00 p.m.
2. **Open Forum:**
Discussed the referred request to establish an honors with distinction on transcripts.
Decided to ask for a presentation about at the following meeting.

Concerns were raised about allowing students to start reviewing courses online this early in the semester. Would like an option for faculty to determine for themselves when it can begin.

3. **Agenda Approved:** 2:15
4. **Minutes March 21, 2014 Approved:** 2:07p
5. **Catalog Rights:** Committee voted to develop a policy for a one year that will have a clearly identified effective date. Suggested presentation be brought to CPC to address final date for establishing changes to programs/curriculum.
6. **Supermega Seniors:** Committee voted to develop a policy that will require students with over 150 units but no ability to graduate to mandatory advising.
7. **Information:** Identified that minors had been referred to CPC.

8. Meeting Schedule for Spring 2014

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

9. **Adjournment:** Meeting adjourned at 3:30pm.

Todd Migliaccio, Committee Chair

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CATALOG RIGHTS

Since University requirements change periodically, it is important that you know which set of GE and major requirements apply to you, and what catalog options are available to you.

Catalog exists for one year, beginning the first day of each Fall semester. Changes made during a school year will take effect the following year, having been accepted by the Senate by the established due date for program or curricular changes.

1 **FS 13/14-??/APC Policy and Procedure on Progress to Degree for Super**
 2 **Seniors Establishment of**

3 The Faculty Senate recommends establishment of the Progress to Degree for Super Seniors, effective
 4 one month after policy has been signed by President.

- 5 1. Institutes an explicit policy and procedure for assisting students who are identified as “super
 6 seniors” but have not yet completed a degree.
- 7 2. Focuses on intrusive advising to assist students in progressing to the degree.

8 **Progress to Degree for Super Seniors Policy**

9 **Students who have obtained 150 units or more but who have not fulfilled requirements for**
 10 **their degree will be required to develop a plan to graduation with an advisor. Students**
 11 **who fail to adhere to the plan without agreement with their advisor can be administratively**
 12 **withdrawn.**

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 14 **Procedures:**

- 15 1. **Staff from the Registrar’s Office and IRT will continue to provide reports to**
 16 **colleges and academic departments identifying undergraduate students who have**
 17 **earned more than 150 units but who have not completed requirements for their**
 18 **primary major degree. Prior to the registration period, hold will be placed on**
 19 **students’ records, requiring them to seek guidance before they register for their**
 20 **classes. If the student identifies a different primary major, the student will be**
 21 **referred to a Faculty Advisor in that program. If the student is Undeclared, the**
 22 **student will seek guidance from an advisor in the Academic Advising Center.**
- 23 2. **Students will be required to meet with a Faculty Advisor of their primary major**
 24 **department or in the Academic Advising Center to discuss reasons why the student**
 25 **has not completed the degree requirements, considering all academic and post-**
 26 **baccalaureate career goals.**
- 27 3. **Based on the discussion, the advisor will establish an academic plan to graduate,**
 28 **which can include registering the student in courses for the upcoming semester. This**
 29 **plan may also include a stipulation that a student achieve certain minimum grades**
 30 **in courses taken (i.e., a C or better) as well as maintain a particular GPA. Lastly,**
 31 **the plan may restrict students to a certain number of classes in which students may**
 32 **enroll for a particular semester.**
 - 33 a. **Any changes to the student’s academic plan to graduation, including changes**
 34 **to the upcoming semester course load require students to meet with their**
 35 **advisor to discuss all proposed changes and for that advisor to sign off on**
 36 **any changes made to the original academic plan. If changes are made to the**
 37 **original plan, the new academic plan will supercede and replace the original**
 38 **plan, and a student’s hold will be extended. Future changes will require the**
 39 **student to meet with the advisor once again, as changes cannot be made by**
 40 **the student alone.**

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4. **If a student deviates from the graduation plan without consultation with and agreement from the advisor, they will be administratively withdrawn from the university.**
5. **Students are able to apply for readmission through the established policy and procedures for readmission. Upon readmission to the university, students will be required to meet with an advisor to develop and implement an academic plan for graduation prior to registering for classes to which they must adhere and follow in order to graduate from the university.**