

Academic Policies Committee
2013-2014

Friday, March 7, 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 Schmidlein, Vice Chair (Geography, NSM)
Lisa Taylor (Mathematics, 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

4. Approval of Minutes from February 21, 2014 (Attachment A)

5. Presentation: Ed Mills: Enrollment Numbers, Spring 2014.

6. Change of Major Policy: SRGS submitted policy to require advising policy at 120 units (see Attachment B: Policy and Transmittal information)

7. Multiple Majors: Attachment C: Majors and Minors Report; Attachment D: Information on Multiple Majors (on dropbox, see appendices F and G: September 20); Attachment E: Seniors who changed major Spring 2013 (on dropbox, see appendix G: October 4) (All three are attached separately)

8. Information Items

9. Meeting Schedule for Spring 2014

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

10. Adjournment

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

Approved:

February 25, 2014

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

Members Absent: Raskauskas (on leave, Spring 2014), Markovic, Taylor, Hernandez

Guests: V. Llamas Green

1. **Call to Order:** Called to order at 2:02 p.m.

2. **Agenda Approved:** 2:03p

3. **Minutes February 7, 2014 Approved:** 2:04p: Amendments for attendance and time

4. **Discussion Item: President's Policy suggestion on Change of Majors:** Memo was submitted to APC concerning our suggestion to executive committee. Committee supported memo submission to executive.

5. **Conferral Policy:** APC considered major issues related to future application of policy. Policy was amended and passed by the committee.

6. **Academic Warning Policy:** Suggested policy from SRGS to act as an early intervention intrusive advising policy to assist students before they end up on academic probation.

7. **Meeting Schedule for Spring 2014**

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

8. **Adjournment:** Meeting adjourned at 3:25pm.

Todd Migliaccio, Committee Chair

1 **FS 13/14-??/APC Policy for Timely Declaration of Major Amendment**
2 **of (FS 12/13-127/CPC/EX)**
3

4 The Faculty Senate recommends amendment of the Timely Declaration of Major effective Fall
5 2015.

- 6 1) Add a requirement of advising and graduation plan for students changing a major who
7 have already accumulated 120 units or more.

8 **Timely Declaration of Major**

9 I. ...

10 II. ...

11 III. ...

12 A. ...

13 B. ...

14 C. ...

15

16 D. A student petitioning to change a major after the accumulation of 120 units of
17 credit towards graduation must have the petition reviewed by an advisor in the
18 program being requested. A plan to graduate will be developed with the
19 advisor. The graduation plan and petition, if approved at the department level,
20 will be submitted to the Dean of the college (or Dean's designee) who will
21 review all materials for final approval.
22

23

1 **Transmittal Document: FS 13/14-??/APC Policy for Timely Declaration**
2 **of Major Amendment of (FS 12/13-127/CPC/EX)**

3

4 **Effective Date:** Fall 2015.

5 **Policy that is superseded:** ??

6 **Policy Overview:**

7 1) Add a requirement of advising and graduation plan for students changing a major who
8 have already accumulated 120 units or more.

9

10 **Who this policy applies to:**

11 To all students, academic unit advisers, Deans of colleges.

12

13 **Why this policy is necessary:**

14 1) It forces students who are changing their major late in their career into intrusive advising.

15 2) It forces students to establish a plan to graduate that they are expected to follow, which
16 will help facilitate their path to graduation.

17

18 **Responsibilities:**

19 Academic advisors will evaluate student's plan to graduation (why they are making the change,
20 how they plan to achieve it, consider financial aid issues for unit concerns). Will help students
21 design a plan to graduation that they are expected to follow.

22 Deans will evaluate the request for change of major and the plan to graduate.

23

24 **Procedures:**

25 The student will develop a plan to graduation with their faculty advisor, considering financial aid
26 and unit load limits. The request form and the graduation plan will be submitted to the Chair of
27 the department, and then to the Dean for evaluation and approval if approved at the department
28 level

29

30 **Consultation:**

31 All of the data to determine the impact it will have on students.

32 Registrar's office was consulted on feasibility of the policy.

1 **Considerations:**

2 The Student Retention and Graduation Subcommittee reviewed data for students who change
3 majors as seniors and identified that a large number of those students who changed late had
4 already been taking courses in the new major before the change.

5 The students who are struggling needed more advising throughout the process. This proposal
6 makes sure they have advising and a plan. It helps to address those students who are not making
7 progress toward graduation.