

**ACADEMIC POLICIES COMMITTEE**  
**MINUTES OF THE MEETING OF MARCH 2, 2018**  
*Approved: March 16, 2018*

**CALL TO ORDER:** The Chair called the meeting to order at 2:05pm.

**ROLL CALL:**

Chair Escobar passed around a roll sheet for folks to indicate their attendance.

**Voting Members:** Catlin (absent), Datwyler, Escobar, Fox, Gonzalez (absent), Heinicke (absent), Johnston, Sharpp, Van Vo (absent), Yonemura

**Non-Voting/Ex-Officio Members:** Ambrose (absent), Cortez (absent), Heather (absent), Hernandez, Hunt, Murphy (absent), Taylor, Watson-Derbigny (absent)

**GUESTS:** Liberal Studies Program: Kristen Anderegg, Advisor/Manager  
Office of the University Registrar: Jocelyn Holbrook, Graduation Advisor  
Academic Advising Center: My Sayamnath, Assistant Director, Student Services and Training

**APPROVAL OF THE AGENDA:** Voting members approved the agenda.

**APPROVAL OF THE MINUTES:** The minutes of the February 16<sup>th</sup> meeting were approved.

**OPEN FORUM:**

**EAB UPDATES:** **K. Anderegg** shared that Liberal Studies has EAB all set up and “live.” **D. Hunt** shared that his office is looking to have a smooth roll-out of EAB and is looking to have a Project Manager to assist with this. The intent with EAB is to have it rolled out and used campus-wide.

**PERMISSION NUMBERS:** **D. Hunt** stated that there is a way to get around, or not have to use, an add/drop form for students to add and/or drop courses. Rather, with a permission number, a faculty member gives it to a student and basically, they are giving the student permission to add into the course. This was piloted in Biological Sciences. To that end, **S. Datwyler** shared that the department has had some challenges with it. **D. Hunt** offered to talk with her more about it and address those challenges.

**SENATE UPDATES:** **Chair Escobar** informed the Committee that the Academic Honesty Policy and Procedures (amended) will be on the Faculty Senate agenda as a First Reading item on March 15<sup>th</sup>. Due to the number of First Reading items and a 4pm time certain item on the March 1<sup>st</sup> Faculty Senate meeting agenda, the AHPP was not presented. It will be on the 15<sup>th</sup>.

**EXECUTIVE COMMITTEE UPDATES:** Chair Escobar informed the Committee that member, **J. VanVo** put his name into the hat, so-to-speak, for the Smart Planner Committee; however, another faculty was selected. Chair Escobar expressed her appreciation for J. VanVo's willingness to serve, especially considering that he is a Lecturer and university service is not a requirement of his employment contract.

**SMART PLANNER:** **D. Hunt** provided some information on what the various 'Smart Planner' groups were doing. He mentioned the requirement that all student employees in Student Affairs complete their Smart Planner plan. Another goal is to get other student employees in other divisions complete their plans.

#### **DISCUSSION ITEMS:**

**ADVISING POLICY & TASK FORCE:** Chair Escobar began the discussion by stating that the main objective and focus of the meeting would be to review the draft of the revised Academic Advising Policy and Procedures (AAPP).

Chair Escobar shared with the Committee that she had met with the Faculty Policies Committee on February 21<sup>st</sup> to answer any questions FPC had regarding the advising policy revisions and the memo that Chair Escobar had sent to FPC Chair, Hellen Lee in January 2018. Chair Lee had shared that FPC's conclusions from reading and discussing the President's Advising Task Force is aligned with APC's conclusions concerning faculty workload. FPC had questions and requested clarification regarding the definitions of particular advisors (faculty advisors) and what was meant by "extensive training."

**K. Anderegg** had sent Chair Escobar a link on 'peer advising' and requested that it be forwarded to the Committee for their information and review. She shared that she would rather that this group be referred to be 'Peer Mentors' rather than 'Peer Advisors.' This goes to the conversation the Committee had about differentiating among various types of advisors (i.e., faculty, professional, etc.). Chair Escobar volunteered to take a look at which programs on campus have student advisors, and this can be done, actually, by reviewing the President's Advising Task Force Report, Appendix B—List of Advising Stakeholders.

In terms of changes within the document itself—policy/procedures revisions draft—it was recommended that "e-advising tools" be changed to "advising technology tools" and that "Smart Planner" be changed to "degree planner." Moreover, it was stated that "training" is definitely needed. To that end, it was recommended that a guide or appendix be included in some way that addresses technology/Smart Planner. Presently, with respect to their degree plans, students are asked to plan, in Smart Planner, their current and projected 2 semesters. This is what most CSUs have. Long-term planning, either 2 or 4 years planned out, is designed to help students see their ideas on a computer screen, which is thought to assist them toward a timely graduation.

Other questions and issues that came up during the Committee's discussion of this item centers around GE advising and if that should be mentioned or included under 'Faculty Responsibilities.' Another conversation focused on whether there be separate sections for the Colleges and their responsibilities with respect to Integrative Advising. M. Sayamnath, from the Academic Advising Center, mentioned that the role of the Professional Advisors in the College Success Centers is to get the students to submit graduation applications, beginning with students in Fall 2014/2016 cohorts.

These advisors have the same charge across the Colleges, though each College Success Center likely has different expectations. These advisors report to the Academic Advising Center.

**USE OF ELECTRONIC DEVICES IN THE CLASSROOM:** The Committee did not get to this item, as we ran out of time. **Chair Escobar** stated that the Committee would continue discussing this item at the next meeting and suggested that folks review these policies in preparation of the March 16<sup>th</sup> meeting.

**ADJOURNMENT:** The meeting adjourned at 3:30pm.