

ACADEMIC POLICIES COMMITTEE
MINUTES OF THE MEETING OF SEPTEMBER 1, 2017

Approved: September 15, 2017

CALL TO ORDER: The Chair called the meeting to order at 2:02pm.

ROLL CALL:

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

Voting Members: Catlin, Datwyler, Escobar, Fox, Gonzalez, Heinicke, Johnston, O'Malley, Sharpp, Vo, Yonemura

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

GUESTS: Academic Affairs: Chevelle Newsome, Dean of Undergraduate (Interim) and Graduate Studies
Liberal Studies Program: Kristen Anderegg, Advisor/Manager
Office of the Registrar: Kris Trigales, Associate Registrar

APPROVAL OF THE AGENDA: Voting members approved the agenda.

APPROVAL OF THE MINUTES: There were no meeting minutes to approve on this agenda because Sept 1st is the first meeting of the 2017/18 AY.

OPEN FORUM:

INTRODUCTIONS: Chair Escobar welcomed everyone to the meeting and to APC and asked that folks introduce themselves and state their department due to the number of new members to the committee.

APC POLICY UPDATES: Chair Escobar informed the committee that SB 412/CA Promise, or the amendments to the Priority Registration Policy, would be referred to the 2017/18 Executive Committee for placement on a Faculty Senate agenda (hopefully) this semester. Chair Escobar also shared that Exec referred the item, the Academic Advising Policy, to APC at its meeting on August 29, 2017, and that the actual referral from Senate Chair, Julian Heather, would be forthcoming.

ADVISING UPDATES: Jazzie Murphy, Advising Center Director, updated the committee on *integrated advising*, which is a new advising program on campus. The way it works is that professional advisors from the Academic Advising Center are placed within the Colleges to work

with the advisors and the students there. These advisors assist with **SmartPlanner**, helping students set up plans so they can graduate on time. Advisors can then inform Associate Deans and Deans on course demands. These are referred to as “move the needle” projects. These advisors are also assisting the Colleges set up **Student Success Centers**, as they are there in the Colleges 90-95% of their time. With respect to SmartPlanner data, the Academic Advising Center advisors are able to view Spring 2017 data. A question was asked in regards to course planning and how soon to programs/units need to know about demand. General response was to contact the Chairs of these programs/units and certainly closer to the beginning of the prior semester on which planning is centers is always best. Other SmartPlanner updates were also discussed and whether the campus ‘Graduation Czar,’ Jim Dragna, should attend APC meetings.

ACADEMIC POLICIES STANDING RULES (INFORMATION ITEM): Chair Escobar stated that the standing rules were placed on this agenda because it was the first meeting of the 2017/18 AY and that it would be a good idea to review them. Discussion centered around placing the standing rules on a future agenda for a more robust conversation, to which Chair Escobar agreed.

VICE CHAIR ELECTION: Tara Sharpp volunteered, and subsequently elected, to serve in the role of Vice Chair of APC for the 2017/18 AY.

LIAISONS TO SUBCOMMITTEES: The following individuals volunteered, and subsequently elected, to serve in the role of APC liaison to APCs subcommittees:

Academic Standards Subcommittee:	Sue Escobar (Criminal Justice, HHS)
Readmission Subcommittee:	James Fox (Library, LIB)
Student Retention & Graduation Subcommittee:	Amber Gonzalez (Child Development, EDU)

DISCUSSION ITEM - ACADEMIC HONESTY POLICY: The Committee reviewed and discussed primarily a draft of the revised policy prepared in Spring 2017 by Student Conduct Officer, Matt O’Connor. Chair Escobar shared her rationale for not inviting specific guests to the first meeting of the academic year and stated that she would follow up with both Matt O’Connor and University Counsel, Jill Peterson, to invite them to the meeting on September 15, 2017 given the number of questions that arose.

DISCUSSION:

The group discussed the newly developed **website** for faculty, as well as staff, administrators and students, **to report academic dishonesty (among other kinds of student misconduct)**. K. Trigales shared that Registrar’s Office staff have had incidents of suspicious signatures on official documents/forms, such as change of grade forms, and these incidents certainly can be reported as academic dishonesty. A question was asked if this website/link can be shared with others, and Chair Escobar stated that she would follow-up with Matt O’Connor, as he may have a specific plan to roll out the link.

K. Trigales addressed an error in the section on **‘Grade Submissions for Open Cases’ (of academic dishonesty)** in the O’Connor draft. Regarding cases of suspected misconduct that have not been resolved by the end of a semester, submission of an RD grade (Report Delayed) is done by the Registrar and not the instructor.

Committee members, ex-officios and guests focused most of their attention on the section, **‘Instructor Response to Evidence of Academic Dishonesty’** in the O’Connor draft. One question centered on whether there was a difference between “findings of academic dishonesty” and “evidence of misconduct.” Another question focused on the two proposed reporting options: Notice of Action and Disciplinary Referral. In the end, the group felt it best to seek consultation with O’Connor and Peterson.

ADJOURNMENT: The meeting adjourned at 3:30pm.