

ACADEMIC POLICIES COMMITTEE
MINUTES OF THE MEETING OF SEPTEMBER 15, 2017
Approved: October 6, 2017

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, Datwyler (absent), Escobar, Fox (absent), Gonzalez (absent), Heinicke, Johnston, O'Malley (absent), Sharpp, Van Vo, Yonemura (absent)

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

GUESTS: Liberal Studies Program: Kristen Anderegg, Advisor/Manager
Office of the Registrar: Vivian Llamas-Green, Associate Registrar

APPROVAL OF THE AGENDA: Voting members approved the agenda.

APPROVAL OF THE MINUTES: The minutes of the September 1st meeting were approved (with minor corrections to name spellings).

OPEN FORUM:

ADVISING & OTHER UPDATES: K. Anderegg (Liberal Studies) provided an update on EAB pilot programs in the following colleges: SSIS (Psychology), HHS, CBA. She added that, on September 29th, the campus will be hosting 829 public school counselors at the Counselors Conference.

Jazzie Murphy, Advising Center Director, informed the committee that the 3rd Annual Advising Summit will be held on April 25, 2018. She is looking for folks to join the planning committee.

STUDENT AFFAIRS UPDATES: D. Hunt informed the Committee that the new campus Registrar, Danielle Ambrose, will begin her new position on September 25th. The new Director of Admissions and Outreach is Bryan Henley from East Tennessee University.

DISCUSSION ITEM: ADVISING POLICY & TASK FORCE: The Committee discussed the President’s Task Force report from the perspective of revising the current Academic Advising Policy on this campus. Some of the main issues raised included the following:

Assessment→ a key recommendation of the Task Force was to include regular assessment, which should be centralized in some way. Committee members recommended that advising centers/advisors should work with OIR regularly on this aspect, which will inform advising best practices

Mandatory Advising→ what does this mean? This isn’t spelled out very clearly in the policy.

Alternative Ways to Advise Students→ V. Llamas-Green provided some examples of ways in which students can receive information that can assist them in their degree progress: webinars on SmartPlanner (assists with degree planning); Graduation Application Tutorial, which helps to balance out the “resource factor” and to be able to reach many more students than one might reach if only done face-to-face or to groups of students.

E. Cortez (ASI/student rep) stated that short videos and tutorials are still needed in order to have students work with their advisor.

J. Murphy stated that the Advising Center is partnering with ASI in a marketing campaign in order to promote SmartPlanner and have students complete their plan for the Spring 2018 semester. She added that we (the general campus community?) still need to answer the question of “why use SmartPlanner?”, and by answering that question, advisors can be better equipped to market it to students and get them to use it more regularly.

Action Steps→ Chair Escobar stated that, for the October 6th meeting, she would present the Committee with a matrix with the various stakeholders that APC has been tasked with consulting and the different sections of the advising policy.

DISCUSSION ITEM - ACADEMIC HONESTY POLICY: The Committee reviewed and discussed primarily a more complete draft of the revised policy prepared by University Counsel Jill Peterson. Matt O’Connor, student conduct officer, attended the meeting and was able to answer questions.

The Committee recommended some minor edits to the policy: (1) the language in the section on **‘Grade Submissions for Open Cases’ (of academic dishonesty)**. 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; (2) the new website/link that can be used to report student misconduct, including cheating and/or plagiarism, be included in the revised policy; and, lastly, include a statement regarding the ‘Disruptive Student Policy’ to clarify which types of behavior is covered by the Academic Honesty Policy and which policy faculty, staff and/or students may consult if there is another type of conduct that has occurred with which they have concern.

The voting members of the Committee recommended that this revised policy, with the additional changes, be forwarded by Chair Escobar to the Executive Committee for its review before sending it on to the Faculty Senate.

ADJOURNMENT: The meeting adjourned at 3:30pm.