

**2012-13 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE**

MINUTES

Approved: *September 21, 2012*

September 7, 2012

Members Present: Bradley, Buckley, Downey, Escobar, Gonsier-Gerdin, Hecsh (FS Chair), Irwin, Judge, Migliaccio (Chair), Raskauskas, Schmidlein, L. Taylor, Van Gaasbeck

Members Absent: Gregory-Abbott

Guests: Kristen Anderegg, Viridiana Diaz (for Marcellene Watson-Derbigny), Lakshmi Malrouit, Beth Merritt-Miller, Ed Mills, Don Taylor, Kris Trigales

1. **Call to Order:** Called to order at 2:00 p.m.
2. **Open Forum:**
 - Chair Migliaccio welcomed members and introductions were made.
 - Faculty Senate Chair, Janet Hecsh attended briefly. She introduced herself to APC members and thanked them for their service.
 - Bob Buckley raised concerns about the SacVault Waitlist and the timing of the purging. Kris Trigales announced that 13,000 students were on the waitlists before they were purged. She also announced that departments were notified before they were removed. It was pointed out that many faculty may need more education on working with waitlists.
 - Bob Buckley reported that many “improvements” were made to classrooms over the summer. There were concerns about faculty involvement because of the difficulties posed with organization of the room. Future changes should involve more faculty advising.
 - Juliana Raskauskas updated the committee on the College of Education changes. Currently there are officially four areas: Teaching Credentials, Undergraduate Studies in Education, Graduate and Professional Studies and Doctorate in Ed. Leadership Program. Juliana reports that the administration is currently defining who should sign which forms, etc.
3. **Agenda for September 7, 2012** – Agenda was approved as distributed. MSC
4. **Minutes May 4, 2012** – Minutes were approved as distributed. MSC
5. **Action Items:**

APC members moved that the Student Retention and Graduation Subcommittee would convene once a month on the second Fridays of the month from 2-3:30 p.m. in Sacramento Hall 275. MSC.

6. Information Items:

- Chair Migliaccio announced that he will be creating a drop box and will be sending invitations to members to join, enabling everyone to access APC information.
- Chair Migliaccio announced that student and staff committee members can no longer vote. A discussion took place and concerns were raised and many felt that both students and staff should definitely have a vote. Making a motion to reconsider this policy was discussed.

7. **CMS and Advising:** The Committee discussed various concerns they have with CMS regarding advising. Associate Vice President Ed Mills provided some feedback. It was recommended that perhaps Helen Norris from IRT might be invited to attend a meeting to discuss concerns and then APC would be in a better position to determine the direction APC should go. It was suggested that perhaps faculty need to know who to go to for which problems. Bob Buckley offered to work with the academic technology group to establish a survey about use of CMS.

8. **Enrollment Update:** Associate Vice President Ed Mills reported on enrollment updates for the semester and also circulated and discussed two handouts. One was entitled the “Daily Enrollment Analyst Report 9/5/12” and the other was an “Enrollment Comparisons Fall 2012 to Fall 2011”. AVP Mills reported that as of 9/5/12 head count is at 28,851. Yield for new freshmen is up, by approx. 200 more than last year. Continuing Sophomores, Juniors and Seniors were discussed. AVP Mills explained that FTE is a bit lower because of two reasons: 1) stricter unit limits and 2) fewer sections offered. Additionally, he announced that the number of new masters degree students are down. Students have until the end of the day today to make changes and departments have until Sept. 24th (census date) to make adjustments. AVP Mills reported that 99% of our students are in-state students and we are at 104.3% (4.3% over) of our targeted enrollment. Typically we want to end up at 102% at the end of the academic year, with 104-105% target in fall semester and 97-98% for spring semester.

9. **Two new subcommittees** now report to APC, they are: 1) The Student Retention and Graduation Subcommittee and 2) The Faculty Endowment Student Scholarship Subcommittee. Appointing liaisons and reviewing the charges were discussed. One item assigned to the Student Retention and Graduation Subcommittee is to review the Second B.A. Policy. Additionally, the Academic Standards Subcommittee and the Readmissions Subcommittee will continue to report to APC. The four subcommittee’s relationship to APC was discussed. The process of selecting members and terms were discussed. Terms are for a three year period each, and will be staggered. Identifying members will need to be addressed. The four subcommittees will be discussed at future meetings.

10. APC Agenda for 2012-13 - Goals for the Year:

- Chair Migliaccio reminded members that APC no longer must prepare master calendars.
- Student Retention and Graduation Subcommittee – evaluate the charge and work out the logistics necessary in order to get the committee operating efficiently.

- CMS Access and Advising – will be coming to APC from the Executive Committee, but has not, as of yet. APC will need to review the survey and bring in folks about the process and determine how best to communicate information to faculty.
- Registration Unit Limits – will be coming to APC from the Executive Committee, but has not, as of yet. A long term policy including who makes decisions, and how they are set for emergency situations.
- SB 1440 – Automatic enrollment acceptance for Community College transfer students, and the concerns and policies associated with this. Apparently 1344 students self selected to attend as SB 1440 transfer students. However, only 34 actually qualified.
- Pre-major/Expressed Interest in major program (redefined interest majors).
- Revisions to Grade Appeal Policy – workload for faculty versus timeliness for students. Apparently, faculty can choose not to respond, since they are not officially required to work during the summer. These issues will need to be finalized.
- Graduation Initiative – awaiting referral from the Executive Committee. The final report was not forwarded onto the Senate.
 - Minors will also need to be evaluated.

11. Meeting Schedule for Fall 2012

September 7	October 5	November 2	December 7
September 21	October 19	November 16	

12. Meeting adjourned at 3:30 p.m.

Bonnie Smith, Senate Staff