

ACADEMIC POLICIES COMMITTEE
MINUTES OF THE MEETING OF APRIL 20, 2018
Approved: May 4, 2018

CALL TO ORDER: The Chair called the meeting to order at 2:09pm.

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, Johnston (absent), Sharpp, Van Vo, Yonemura

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

GUESTS: Liberal Studies Program: Kristen Anderegg, Advisor/Manager
Office of the University Registrar: W. Nick Lindsey, Graduation Advisor

APPROVAL OF THE AGENDA: Voting members approved the agenda.

APPROVAL OF THE MINUTES: The minutes of the April 6th meeting were approved.

OPEN FORUM:

ADVISING CENTER UPDATES: S. Escobar (on behalf of J. Murphy) reminded everyone that Student-Faculty-Staff Field Day was happening that afternoon from 2:00-5:00pm!!

AGENDA UPDATE/INFORMATION: S. Escobar informed the Committee that one of the documents included in the meeting agenda, at the very end of the agenda, was the memorandum that Chair Escobar wrote as the Committee's response to the Executive Committee's referral regarding the President's Advising Task Force and the consultation with advising stakeholders. Chair Escobar also informed the Committee that this memorandum/item had been placed on the Executive Committee meeting's agenda for April 24th, and that she would provide an update to the Committee on May 4th regarding Exec's response and feedback.

DISCUSSION ITEMS:

USE OF ELECTRONIC DEVICES IN THE CLASSROOM:

The Committee continued its discussion of this item and focused on providing ideas and suggestions for guidelines regarding the use of electronic devices in the classroom. Having determined that current campus policies, as well as California state law regarding consent to make recordings (audio, etc.), the Committee came up with the following:

- With SSWD students making recordings in a classroom for lecture material, the Committee recommendation is to have the instructor inform the class know that the lecture is being recorded.
- The Committee recommends that instructors include a notification about rules and regulations regarding lecture recording in the syllabus, whether it is allowed or not, and if it is allowed, under which conditions or circumstances lectures can be recorded (e.g., SSWD students in the previous bullet)
- Faculty, as well as students and perhaps all Sacramento State employees and constituents, need to be informed of the various campus, state, and federal policies that cover the use of electronic devices the classroom.
- Applicable Sacramento State policies already in existence in the University Policy Manual include but the “Disruptive Students in the Classroom Environment” policy; ‘Student Rights and Responsibilities,’ ‘Faculty Responsibilities to Students in the Instructional Environment,’ and the new campus policy/interim policy regarding video/audio recordings on campus. There are also applicable California State laws dealing with unauthorized recordings, photography, videography, etc. that faculty with which faculty should become familiar and utilize in situations of unpermitted use of electronic devices in the classroom.
- Faculty must be informed that they cannot confiscate students’ cell phones and/or electronic devices. This action is a crime of theft, and the faculty member is in violation of the law should they do this.
- The Committee recommends that faculty do not single out electronic devices and the unpermitted use thereof as a special case or violation of classroom behavior. Treat it like any other kind of disruptive behavior in a classroom environment and follow the procedures provided in the Disruptive Student in the Classroom Environment Policy that is currently in effect on campus. This policy provides clear guidelines as to what a faculty member can do to address disruptive classroom behaviors. Unpermitted use of an electronic device in the classroom environment is disruptive behavior, and it should be treated as such.

ADVISING POLICY & TASK FORCE:

The Committee did not have a lot of time to discuss this item, but comments and a few suggested revisions to the Academic Advising Policy and Procedures were made. Chair Escobar stated that she would bring back a revised version of the policy (#5) for the meeting on May 4th.

ADJOURNMENT: The meeting adjourned at 3:30pm.