

ACADEMIC POLICIES COMMITTEE
2016-2017

Friday, March 17, 2017
2-3:30pm, Sacramento Hall 161

MEMBERS

Sue Escobar, Chair (Criminal Justice, HHS)
VACANT (NSM)
James Fox (Library)
Jean Gonsier-Gerdin (Teaching Credentials, EDU)
Amber Gonzalez (Undergraduate Studies, EDU)

Megan Heinicke (Psychology, SSIS)
Jacqueline Irwin (Communication Studies, A&L)
Yang Li (Marketing & Supply Chain Management, CBA)
Matt Schmidlein, (Geography, NSM)
Tara Sharpp (Nursing, HHS)
VACANT (Economics, SSIS)

NON-VOTING/EX-OFFICIO MEMBERS

Julian Heather (Faculty Senate)
Dennis Geyer (Office of the University Registrar)
Gabriel Hernandez (University Staff Assembly)
Don Hunt (Division of Student Affairs)

Jasmine “Jazzie” Murphy (Division of Student Affairs)
Don Taylor (Office of Academic Affairs)
Marcellene Watson-Derbigny (Division of Student Affairs)
Abraham Mendoza (Associated Students, Inc.)

AGENDA

- 1. Call to Order**
- 2. Open Forum**
Brief period for members to raise issues related to the committee charge that are not on today’s agenda.
- 3. Approval of the Agenda**
- 4. Approval of the Minutes for March 3rd (Appendix A)**
- 5. Nominations for APC Chair, 2017-18.** This item is on the agenda, albeit early in the semester, in order to allow two (2) APC meetings for names to be put forward and to meet the Senate Office’s deadline of April 13th to get the nominee names submitted.
- 6. Discussion Items:**

Senate Bill 412: The California Promise and Priority Registration (Appendix B). An updated draft of the amended policy for priority registration will be presented. The amended policy includes recommendations made by the Committee at the March 3, 2017 meeting. Additional Documents Attached: Referral to APC from Exec; Bill Text – SB 412: The California Promise

Academic Honesty Policy and Procedures (Appendix C). Exec referred the policy to APC for a review of several concerns that were raised by University Counsel, Jill Peterson. Additional Documents Attached: Referral to APC from Exec; Peterson memo to Heather regarding concerns with the policy. Link to UPM for the Academic Honesty Policy & Procedures: <http://www.csus.edu/umannual/student/stu-0100.htm>

7. Meeting Schedule for Spring 2017

~~February 3~~

~~February 17~~

~~March 3~~

March 17

April 7

April 21

May 5

8. Adjournment

**2016-2017 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE**

March 3, 2017

Approved:

March 10, 2017

Members Present: Escobar, Fox, Geyer, Gonzalez, Heinicke, Hernandez, Hunt, Li, Schmidlein

Members Absent: Gonsier-Gerdin, Heather, Mendoza, Newsome, Sharpp, Taylor, Watson-Derbigny

Guests Present: Anderegg, Lemus (for J. Murphy), Migliaccio, Trigales

Call to Order: Called to order at 2:05 p.m.

1. Time Certain - Updates: T. Migliaccio

General Studies Degree Update: After meeting with folks from different departments involved in this discussion (the SSIS Workgroup), it was decided that the Social Sciences Degree would NOT be pursued. A different approach was offered and T. Migliaccio reported that he would be writing up a report and submitting it to the SSIS Workgroup. Additionally, he said that, according to the Chancellor's Office, new degree programs have to fulfill a career need OR be able to fill a niche in the program that cannot be fulfilled with current program offerings or in the current program structure. He has met with 2 Associate Deans in terms of identifying certificates in certain fields or disciplines that we do not currently offer or have on campus. In sum, the departments were wary of moving forward with the General Studies Degree.

Course Leaf Update: T. Migliaccio reported that Course Leaf is ready to go live. In addition to linking with the university catalog, the curriculum workflow information and management process (Form As and Bs) will be done completely online. With respect to the Form Bs, since everything will be done online, the person who originally submitted the Form B can also log in and check to see where it is in the review process. Someone had asked about **pre-requisite courses that are linked with other courses** and how other departments will be informed if the department with the pre-req makes a change to that course. T. Migliaccio reported that the person who changes something to the pre-req course will be informed that the change impacts other departments. But the system does not notify those other departments. Another question was raised about **catalog rights**. With Course Leaf, everything stays the same, 1 year for the catalog rights; in terms of the search functions, a search done in Course Leaf will only search in Course Leaf (not the entire Sac State website).

2. Open Forum:

A. Gonzalez had a question regarding catalog rights with respect to an error in the catalog, as it pertains to the Child Development Department's curriculum. The recommendation was to have her work with C. Newsome and the Registrar's Office CMS Team to get the error fixed.

3. Approval of the Agenda: Approved 2:45pm**4. Approval of the Minutes for February 17, 2017.** Approved 2:45pm**5. Discussion Item: Revised Grade Appeal Process (2017) and accompanying documents.**

The Committee reviewed the updated document, which reflected the changes the Committee requested at the February 17th meeting. The Committee was satisfied with the documents and moved item forward to the Executive Committee.

6. Discussion Item: CA Promise, SB 412. The Committee reviewed the revised draft of the amended Priority Registration Policy from 1991/92, which incorporated the Committee's recommendations for priority groups which were made at the February 17th meeting.

K. Trigales had made several edits to the document where there were errors or missing information. She also updated the Committee on the fact that a brand new state law had been passed which states that Homeless Youth now shall have priority registration. However, the information has only been provided to the Financial Aid Office. Once the Registrar's Office receives the information regarding this group of students, then she will update the Committee.

M. Schmidlein suggested that the amended policy language be more general in terms of the priority groups, particularly groups 1 and 2, which include the legislatively mandated groups of students (i.e., veterans, SSWD, Guardian Scholars (foster youth)). Another suggestion made by M. Schmidlein was that the amended policy should state that the total number of students in Priority Group 3 (campus groups) cannot exceed 7% of total enrollment.

D. Geyer recommended that the Registrar's Office would send an annual report on priority registration to APC which then would be forwarded to Exec and then finally to the Faculty Senate.

K. Trigales made several recommendations regarding language in the current policy that should be removed due to the inability to enforce parts of the policy (e.g., lack of resources, burdensome workload, etc.) and that certain parts of the policy were now simply outdated. Lastly, recommendations were made to the priority of remaining groups of students.

Chair Escobar stated that she would make the changes to the document and bring another draft of the amended policy back to the Committee for its review on March 17th.

Meeting Schedule for Spring 2017

~~February 3~~
~~February 17~~
~~March 3~~

March 17
April 7
April 21

May 5

Adjournment: Meeting adjourned at 3:30pm.

Sue C. Escobar, Committee Chair




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APPENDIX B

December 1, 2016

To: Sue Escobar, Chair, Academic Policies Committee

From: Julian Heather, Chair
Faculty Senate 

Subj: **SB 412 – The California Promise and Priority Registration Referral**

The Senate Executive Committee, at their meeting of November 29, 2016, requested that the Academic Policies Committee (APC) work with VP Mills to prepare for implementation of SB 412 in Fall 2017. Based on discussions at the Executive Committee, it is likely that implementation will require several stages.

- In the initial stage, the campus must develop a plan for Fall 2017 registration. Please provide an update on any policies and/or procedures that will require amendment for Fall 2017 registration. The update is due no later than **Wednesday, March 1, 2016** to the Senate Chair at senate_chair@csus.edu (with copies to the Senate Analyst at kathy.garcia@csus.edu).
- In latter stage(s), the campus may need to look more broadly at policies and procedures. If APC wishes Senate review and action before the end of Spring 2017, it must forward its recommendations and drafts of proposed policy amendments to the Senate Chair at senate_chair@csus.edu (with copies to the Senate Analyst at kathy.garcia@csus.edu) no later than **Thursday, March 30, 2017**.

Please let me know if you have any questions.

cc: E. Mills, Vice President for Students, Division of Student Affairs

1 **FS 16/17-xx/APC/ Priority Registration Policy, Amendment of**

2 The Faculty Senate recommends amendments to the Priority Registration Policy (AS-91-111/AP,
3 Ex., Flr.) in order to implement the objectives of SB 412, or the California Promise and to align
4 the policy with current federal and state laws as well as campus policies and practices regarding
5 priority registration. Our partners in Student Affairs are currently working on the
6 implementation of the revised priority registration process particularly as it applies to the CA
7 Promise Program. The updated policy shall become effective upon approval of the President.

8
9 I. Introduction: The CA Promise

10 ~~A. SB 412, the California Promise (2016). This law requires a number of specific campuses~~
11 ~~of the California State University, including Sacramento State, to establish a California~~
12 ~~Promise program. Under this program, the campus works with qualifying entering~~
13 ~~students and transfer students who commit to completing at least 30 semester units per~~
14 ~~academic year in order to graduate within 4 academic years or within 2 years,~~
15 ~~respectively. Units completed by the student during a summer term may count towards~~
16 ~~the previous or following academic year as determined by the trustees. Each~~
17 ~~participating student must be a California resident for purposes of in-state tuition~~
18 ~~eligibility.~~

19
20 ~~B. The CA Promise Program Participation Eligibility Criteria:~~

21
22 ~~Students must meet specific eligibility criteria specified in the legislation.~~

23
24 ~~1. A low-income student. For purposes of this section, "low-income student" shall have~~
25 ~~the same meaning as specified in Section 89295.~~

26 ~~2. A student who has graduated from a high school located in a community that is~~
27 ~~underrepresented in college attendance.~~

28 ~~3. A student who is a first-generation college student.~~

29 ~~4. A transfer student. A student who successfully completes his or her associate degree~~
30 ~~for transfer at a community college shall be guaranteed participation in the California~~
31 ~~Promise program~~

32
33 ~~Note: A student shall not receive priority registration in coursework under the program if~~
34 ~~he or she qualifies for priority registration under another policy or program, as~~
35 ~~determined by the campus or the Office of the Chancellor of the California State~~
36 ~~University.~~

37
38 ~~C. The Registrar's Office will provide an annual summary report to APC regarding all~~
39 ~~student groups with priority registration in order to evaluate the justification, efficacy and~~
40 ~~implementation of priority registration for each group. APC shall forward this report to~~
41 ~~the Faculty Senate, at which time the Senate may make a recommendations regarding~~

priority registration, including the changing, cancelling or continuing of each priority registration group.

I. Priority Registration Groups and Eligibility Criteria Process

Until the SIS records system is in operation, priority registration is defined according to the group to which a student is assigned, based upon specific eligibility criteria. ~~shall be implemented as follows:~~

A. First Priority

Students who are members of a state legislatively mandated group are eligible for first priority. ~~who are military veterans are given first priority for registration. Eligibility is determined by the Veteran's Affairs Office.~~

~~have 1) a disability and 2) needs related to their disability, such as a need for prearranged support services, or a need to restrict distance that must be travelled between classes, or a need to restrict the number of trips to campus. Eligibility shall be continued each semester by a Learning Disabilities Specialist or a Disability Management Counselor.~~

~~Students who are "priority workers". [ended in 1993 with SIS]~~

B. Second Priority

Students who are members of a federal legislatively mandated group are eligible for second priority.

~~Students who have 1) a disability and 2) needs related to their disability, such as a need for prearranged support services, or a need to restrict distance that must be travelled between classes, or a need to restrict the number of trips to campus. Eligibility shall be continued each semester by a Learning Disabilities Specialist or a Disability Management Counselor. Additionally, students who are foster youth and part of the Guardian Scholars Program as well as homeless youth are also given second priority for priority registration.~~

~~Students who are "priority workers". [ended in 1993 with SIS]~~

~~Certified students (see d. below) in certain programs are eligible for secondary priority. In order for a program to be eligible for the category of secondary priority, the program must offer tutoring, group work, or other academic support services. Furthermore, the requirements of the program must demand that students who are involved with the program register in particular courses, a sequence of courses, or time blocks. Requests or program inclusion in this priority shall be reviewed by the Dean of Student Affairs.~~

1 ~~Programs having secondary priority prior to the adoption of this policy shall be reviewed~~
 2 ~~in Spring 1992 for recommendation for continuation in 1992-93~~

3
 4 ~~Second priority is extended to students in approved programs when the program~~
 5 ~~head certifies that they have satisfied the following conditions:~~

6
 7 ~~a. The student is an active participant in the program during the semester in question.~~

8 ~~b. The student is (if necessary as determined by the program head) an active~~
 9 ~~participant in the academic support services.~~

10
 11 ~~c. The student, if a continuing CSUS student, has a CSUS gpa of at least 2.0 in his/her~~
 12 ~~most recently recorded semester.~~

13
 14 ~~d. The student is making satisfactory progress toward his/,,er degree including the~~
 15 ~~following (with the possible exception of the student's jirs 1 semester at CSUS):~~

16
 17 ~~• the student has satisfied the English composition requirement, or is enrolled in the~~
 18 ~~English composition course, or in the appropriate remedial courses.~~

19
 20 ~~• the student has satisfied the quantitative reasoning requirement, or is enrolled in a~~
 21 ~~quantitative reasoning course, or in the appropriate remedial courses.~~

22
 23 ~~In each of the above cases, if a student is enrolled in a course but does not successfully~~
 24 ~~complete the course (i.e., receives a grade of NC or lower than C , then that student will not~~
 25 ~~be permitted to receive second priority until the student has successfully completed the~~
 26 ~~course.~~

27
 28 ~~• the student is enrolled in appropriate courses for their major (the program head can~~
 29 ~~determine this by having the student's major advisor sign the student's CAR form).~~

30
 31 ~~Program eligibility shall be reviewed for consistency with the guidelines by the Dean of~~
 32 ~~Student Affairs.~~

33
 34 C. Third Priority

35
 36 Certified students (see iv. below) in certain programs are eligible for secondary third
 37 priority. In order for a program to be eligible for the category of secondary third priority,
 38 the program must offer tutoring, group work, or other academic support services.

39 Furthermore, the requirements of the program must demand that students who are
 40 involved with the program register in particular courses, a sequence of courses, or time
 41 blocks. Requests or program inclusion in this priority shall be reviewed by the Vice
 42 President for Student Affairs.

43
 44 Second Third priority is extended to students in approved programs when the program

1 head certifies that they have satisfied the following conditions:

- 2
- 3 i. The student is an active participant in the program during the semester in question.
- 4
- 5 ii. The student is (if necessary—as determined by the program head) an active
- 6 participant in the academic support services.
- 7
- 8 iii. The student, if a continuing CSUS student, has a CSUS grade point average of at
- 9 least 2.0 in his/her most recently recorded semester.
- 10
- 11 iv. The student is making satisfactory progress toward his/her degree--including the
- 12 following (with the possible exception of the student's first semester at CSUS):
- 13

14 Program eligibility shall be reviewed for consistency with the guidelines by the Vice

15 President for Student Affairs. Should eligibility for third priority registration exceed seven

16 percent of total enrollment, the issue of third priority shall be brought back to the Senate

17 during the following semester.

18

19 D. Fourth Priority

20

21 SB 412, the California Promise (2016). This law requires a number of specific campuses

22 of the California State University, including Sacramento State, to establish a California

23 Promise program. Under this program, the campus works with qualifying entering

24 students and transfer students who commit to completing at least 30 semester units per

25 academic year in order to graduate within 4 academic years or within 2 years,

26 respectively. Units completed by the student during a summer term may count towards

27 the previous or following academic year as determined by the trustees. Each

28 participating student must be a California resident for purposes of in-state tuition

29 eligibility.

30

31 The CA Promise Program Participation Eligibility Criteria:

32

33 Students must meet specific eligibility criteria specified in the legislation.

34

- 35 1. A low-income student. For purposes of this section, “low-income student” shall have
- 36 the same meaning as specified in Section 89295.
- 37 2. A student who has graduated from a high school located in a community that is
- 38 underrepresented in college attendance.
- 39 3. A student who is a first-generation college student.
- 40 4. A transfer student. A student who successfully completes his or her associate degree
- 41 for transfer at a community college shall be guaranteed participation in the California
- 42 Promise program
- 43

Note: A student shall not receive priority registration in coursework under the program if he or she qualifies for priority registration under another policy or program, as determined by the campus or the Office of the Chancellor of the California State University.

Students who meet the eligibility criteria and commit to the CA Promise Program are given a registration day and time at the beginning of the student's class status.

Fourth priority is extended to students in the CA Promise Program when they have met the following conditions:

- i. Completion of at least 30 semester units in each prior academic year.
- ii. Attainment of a 2.0 or higher grade point average (GPA).

CA Promise Program eligibility and compliance will be conducted by the Division of Student Affairs at the end of each semester to see if CA Promise Program students are meeting the conditions of eligibility. are in compliance. Should they fall out of compliance, students will be notified that they no longer have fourth priority status and registration. Students who are removed from this priority group shall have the opportunity for appeal in the event that special circumstances precluded them from meeting the necessary conditions to remain in the priority group or if the student was removed in error.

~~E. Should eligibility for priority registration exceed seven percent of total enrollment, the issue of priority shall be brought back to the Senate during the following semester.~~

E. Additional Priorities

Students not receiving first, second, third or fourth priority as defined above shall receive priority in the following order:

Graduating seniors, seniors (based on Progress to Degree), classified graduate/credential students, juniors, sophomores, freshmen, unclassified graduate students, second BA/BS students.

II. Reporting

The Registrar's Office will provide an annual summary report to APC regarding all student groups with priority registration in order to evaluate the justification, efficacy and implementation of priority registration for each group. APC shall forward this report to the Faculty Senate, at which time the Faculty Senate may make recommendations regarding priority registration, including the changing, cancelling or continuing of each priority registration group.



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March 6, 2017

To: Sue Escobar, Chair
Academic Policies Committee

From: Julian Heather, Chair
Faculty Senate 

Subj: Academic Honesty Policy Referral

At its February 28, 2017 meeting, the Faculty Senate Executive Committee decided to refer the [Academic Honesty Policy](#) to the Academic Policies Committee (APC) to make recommendations regarding [several issues](#) raised by the University Counsel, Jill Peterson. Please ensure that APC consults with Jill Peterson and Matt O'Connor, the Student Conduct Officer, as it reviews this policy.

Committee recommendations are due by the end of Fall 2017 to the Faculty Senate Chair at senate_chair@csus.edu. Please copy the Senate Analyst at kathy.garcia@csus.edu.

If you have questions or concerns related to this request, please don't hesitate to contact me.

CC: Jill Peterson, University Counsel
Matt O'Connor, Student Conduct Officer

JH/kg

Executive Committee Meeting
February 21, 2017

Attachment: EX 16/17-130

From: "Peterson, Jill Carla" <jill.peterson@csus.edu>
Subject: RE: Memo - Academic Dishonesty Policy.docx a/c privileged
Date: February 16, 2017 at 11:37:49 AM PST
To: "Heather, Julian" <jheather@csus.edu>

Julian, here is a list of areas for review and potential revision that were shared by various individuals including Matt O' Connor from Student Conduct.

1. The organization of the policy and lack of any numbering.
2. Use of legalistic terms that are potentially vague/ambiguous, may not be appropriate and/or may require clarification: "hearing," "Due Process Review," "Testimony," "Trial of charges," "relevancy" of information "in further legal proceedings."
3. The policy could clarify why faculty need to report and encourage them to do so. The importance of referring matters consistently in order to identify patterns, for one. Also, the educational and support tools Student Conduct can provide to prevent recidivism could reassure instructors that administrative discipline is typically more educational than punitive.
4. Now that the grade appeal policy is updated, there should be a review to determine whether any changes are needed to clarify how the two processes work together..
5. New faculty expressed frustration that the policy was cumbersome to navigate, especially when they temporarily pause from grading to quickly figure out what to do with a suspicious submission. Some who read the policy got the sense that reporting and following the process was burdensome; hopefully it is not.
6. Executive Order 970 has been updated and looks very different from the current EO 1098 (student conduct process). This EO should be considered to make sure nothing in this policy is inconsistent with that policy.
7. **The** "right to appeal" language should be reviewed since the matter can be remanded to the faculty member for consideration, the grade cannot be overturned in this process (only through grade appeal).