

Academic Policies Committee
2014-2015

Friday, September 19, 2014
2-3:30pm, Sacramento Hall 275

Members

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar (Criminal Justice, HHS)
VACANT (CBA)
VACANT (ECS)

Jacqueline Irwin (Comm. Studies, A&L)
Todd Migliaccio, Chair (Sociology, SSIS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmidlein, (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)
VACANT (At-Large)

Non-voting Members

TBD (ASI, Inc.)
Rusty Slabinski (Academic Advising)
Ed Mills (AVP/Enrollment & Student Services)

Don Taylor (Director, Academic Planning & Quality)
Reza Peigahi (Chair, Faculty Senate)
David Evans (Academic Advising)

Non-voting Regular Occurring Guest Stars

Kris Trigales (Associate Registrar)
Kristen Anderegg (Liberal Studies)

Dennis Geyer (Registrar)
Laksmi Malrouth (Office Acad Affairs)

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 Minutes from September 5, 2014 (Attachment A)

5. Absence Policy: Policy to protect students when absent or establish an appeals process (Attachment B: Policy Draft)

6. Core Competencies Language: (Attachment C: CSU Academic Senate Statement, separate attachment)

7. Information Items:

8. Meeting Schedule for Fall 2014

~~September 5~~
September 19
October 3

October 17
November 7
November 21

December 5

9. Adjournment

**2014-15 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES September 5, 2014**

Approved:

September 6, 2014

Members Present: Blumberg, Migliaccio, Bradley, Slabinski, Schmidlein, Escobar, Irwin,
Raskauskas

Members Absent: Van Gaasbeck, Evans, Taylor, Mills, Peigahi

Guests Present: Anderegg, Geyer, Malroutu, Trigales,

Call to Order: Called to order at 2:00 p.m.

1. Open Forum:

- Discussed present membership numbers and future adds
- Discussed questions about transfer units from community colleges not being recognized
- SRGS Committee focus and role

2. Agenda Approved: Approved 2:15p

3. Minutes April 18, 2014 Approved: Approved Amended Minutes (date and membership): 2:16p

4. APC Agenda 2014-2015: Reviewed each item and potential information needed for each. Chose to refer the Add Major/Policy suggestions to SRGS.

5. Vice-Chair Election: Sue Escobar was elected unanimously, which she graciously accepted.

6. Absence Policy: Discussion about key concerns and issues about any policy that is used. Key ideas were identified to be included in the policy. Jaccie Irwin agreed to work with Chair Migliaccio on drafting a policy for the next meeting.

7. Meeting Schedule for Fall 2014

~~September 5~~
September 19
October 3

October 17
November 7
November 21

December 5

8. Adjournment: Meeting adjourned at 3:35pm.

Todd Migliaccio, Committee Chair

Excused Absence Policy

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Issues to consider: (at least initially)

- **Time frame for informing: Most policies say at least 1 week after the absence has occurred, but that is establishing a policy for an extreme situation that the student is unable to inform, when many of these, save health-based (including death) can usually be given in advance. We could establish time frames for each designated area listed below.**
 - **The communication policy: it seems like procedure, but I believe it is policy.**
 - **Special circumstances: I was not sure where to put these. I guess we could try to fit them in at the end of each of the areas.**
- I. This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.
- A. The following are defined as excused absences:
1. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family; immediately family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent. The Instructor of Record shall have the right to request appropriate verification.
 2. The death of a member of the student's household (permanent or campus) or immediate family (see above definition). The Instructor of Record shall have the right to request appropriate verification.
 3. Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record prior to the occurrence of such absences, within one week of the student's awareness of the event (most should be brought to the professor's attention within the first two weeks of the semester). Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such trips.
 4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record in writing of anticipated absences due to their observance of such holidays. This should be done at the beginning of the semester, or immediately following the student's awareness of the holiday.
 5. Government-required activities, such as military assignments, jury duty, or court appearances. Student should inform the faculty member no less than one week after he or she becomes aware of this required activity.
- B. Communication:
1. Students bear the responsibility of notifying the instructor of a planned absence by at least two methods: email, phone, voice mail, writing, face-to-face.

- 1 2. If the faculty member has provided a method for contacting the faculty member when an
2 excused absence occurs, then that is policy the student shall follow, as long as allows for
3 equitable opportunity for informing the faculty member during the semester in which the
4 absence occurs.
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6 C. Missed Assignments or Exams:

- 7 1. Students are responsible for all material covered in classes they miss, even when their
8 absences are excused as defined above. Students must make arrangements with
9 instructors to complete missed assignments, labs, examinations or other course
10 requirements.
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12 2. Instructors are to allow for equitable accommodations to students for any missed work
13 (i.e. exams or assignments) as a result of an excused absence.
14 a. The accommodations should occur within the semester during which the absence
15 occurred.
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17 b. If the faculty has already identified an equitable accommodation for missed work
18 when an excused absence occurs, then that policy shall be the one followed by
19 the student for the class in question.
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21 3. If attendance is required by the class policies elaborated in the syllabus or serves as a
22 criterion for a grade in a course, and if a student has excused absences in excess of one-
23 fifth of the class contact hours for that course, a student shall have the right to petition for
24 a "W", and the Instructor of Record may require the student to petition for a "W".
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26 D. Special Circumstances:

- 27 1. If the event falls outside the identified accepted reasons above, faculty shall use their
28 judgment as to whether the observance in question is important enough to warrant an
29 accommodation, although the presumption should be in favor of a student's request.
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31 2. Faculty shall use their judgment when determining if the time frame and/or method of
32 informing the faculty member was an acceptable attempt by the student to contact the
33 faculty concerning the absence. The presumption should be in favor of the student's
34 request.
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36 3. If the situation falls outside of the reasons identified above, and there is disagreement
37 between the faculty member and the student concerning the opportunity to complete
38 missed assignments, the situation can be reviewed by the Student Issues Coordinator. The
39 findings of the Student Issues Coordinator cannot be used to force the faculty to change
40 his or her position. The findings of the Student Issues Coordinator will be forwarded to
41 the Academic Standards Committee or Grade Appeals Policy as additional material to aid
42 the committee in their decision if the student submits a request related to this situation to
43 either of their committees.
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45 4. A student who intentionally misrepresents an absence in an effort to gain an opportunity
46 to receive accommodations will be considered to be breaking the academic honesty
47 policy since they will be failing to abide by a rule associated with a class.
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