

Academic Policies Committee
2014-2015

Friday, October 3, 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 Schmittlein, (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)
VACANT (At-Large)

Non-voting Members

Ashley Patrini (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)
Lakshmi Malroutu (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 19, 2014 (Attachment A)

5. Committee: Liaison appointments (SRGS, ACS, Readmission)

6. Absence Policy: Policy to protect students when absent or establish an appeals process (Attachment B: Policy Draft; Attachment C: List of student groups/organizations)

7. Advising Policies for Chairs (adding/dropping majors): (Attachment D: information from Biology: Additional Information to be provided at the meeting.)

8. Information Items:

9. Meeting Schedule for Fall 2014

~~September 5~~
~~September 19~~
October 3

October 17
November 7
November 21

December 5

10. Adjournment

**2014-15 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES September 19, 2014**

Approved:

September 21, 2014

Members Present: Migliaccio, Bradley, Slabinski, Schmidlein, Escobar, Irwin, Evans, Van Gaasbeck, Taylor

Members Absent: Mills, Peigahi, Blumberg, Raskauskas,

Guests Present: Anderegg, Geyer, Trigales,

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

1. Open Forum:

- Concerns about expressed interest label negatively impacting students. Will gather data from impacted programs to discuss their use of expressed interest label
- 60 units declaration- business policy that can't apply until after 60 units completed. Potential negative impacted on use of campus advising resources, additional resources for holds.
- Discussion of where previous submitted policies are at in the process.

2. Agenda Approved: Approved 2:25p

3. Minutes September 5, 2014 Approved: Approved Amended Minutes (date and membership): 2:16p

4. Absence Policy: Discussion about key concerns and issues about any policy that is used. Edited the policy. Interest in knowing what student organizations exist and how they are listed/define. Chair Migliaccio will edit for continued discussion.

5. Information Items:

- Policy charge about implementing common core language identified as not an academic policies issue. Submitted to admissions group.
- Policy submitted to SRGS will be discussed further to clearly identify what we want from them. More information coming from Department of Biology.

6. Meeting Schedule for Fall 2014

~~September 5~~
~~September 19~~
October 3

October 17
November 7
November 21

December 5

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

Todd Migliaccio, Committee Chair

Excused Absence Policy

- 1
2
- 3 I. This policy provides for basic protections and reasonable accommodations for students who miss
4 class with excused absences.
5
- 6 A. The following are defined as excused absences:
- 7 1. Significant illness of the student or serious illness of a member of the student's household
8 (permanent or campus) or immediate family; immediately family is defined as spouse or
9 child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws
10 of the same relationship); and grandchild or grandparent. The Instructor of Record shall
11 have the right to request appropriate verification.
12
 - 13 2. The death of a member of the student's household (permanent or campus) or immediate
14 family (see above definition), **for services related to the death of the family member.**
15 The Instructor of Record shall have the right to request appropriate verification.
16
 - 17 3. Trips for members of student organizations sponsored by an educational unit, trips for
18 University classes, and trips for participation in intercollegiate athletic events, including
19 club sports registered with the university as well as varsity sports. When feasible, the
20 student must notify the Instructor of Record prior to the occurrence of such absences,
21 within one week of the student's awareness of the event (most should be brought to the
22 professor's attention within the first two weeks of the semester). Instructors of Record
23 may request formal notification from appropriate university personnel to document the
24 student's participation in such trips.
25
 - 26 4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record
27 in writing of anticipated absences due to their observance of such holidays. This should
28 be done at the beginning of the semester, or immediately following the student's
29 awareness of the holiday.
30
 - 31 5. Government-required activities, such as military assignments, jury duty, or court
32 appearances. Student should inform the faculty member no less than one week after he or
33 she becomes aware of this required activity.
34
- 35 B. Communication:
- 36 1. **Students are required to give notice for planned absences excused by this policy a**
37 **minimum of one week prior to the date of the absence, and are encouraged to give**
38 **longer notice if possible.**
39
 - 40 2. **For emergency situations (i.e. health issues, or death of a family member, or an**
41 **event identified above that the student had no prior knowledge that they were going**
42 **to be attending, students must inform a faculty as soon as they are able, but no later**
43 **than one week after the event.**
44
 - 45 3. **Student must notify the instructor of a planned absence by at least two methods,**
46 **which may include email, phone, written, or face-to-face communication. In the**
47 **event that a student is unable to confirm that their instructor received notification**

1 **after using two methods, they may notify the academic department office through**
 2 **one of the previously indicated methods.**

3 **OR**

4 **Students bear the responsibility of notifying the instructor of a planned absence by**
 5 **at least one of the identified methods that obtain a confirmation of receipt: email,**
 6 **phone, voice mail, writing, face-to-face. If receipt cannot be confirmed, multiple**
 7 **methods of contact are encouraged to be used to inform the faculty member of the**
 8 **absence.**

9
 10 C. Missed Assignments or Exams:

- 11
 12 1. Students are responsible for all material covered in classes they miss, even when their
 13 absences are excused as defined above. Students must make arrangements with
 14 instructors to complete missed assignments, labs, examinations or other course
 15 requirements.
 16
 17 2. Instructors are to allow for equitable accommodations to students for any missed work
 18 (i.e. exams or assignments) as a result of an excused absence.
 19 a. The accommodations should occur within the semester during which the absence
 20 occurred.
 21
 22 b. If the faculty has already identified an equitable accommodation for missed work
 23 when an excused absence occurs, then that policy shall be the one followed by
 24 the student for the class in question.
 25
 26 3. If attendance is required by the class policies elaborated in the syllabus or serves as a
 27 criterion for a grade in a course, and if a student has excused absences in excess of one-
 28 fifth of the class contact hours for that course, a student shall have the right to petition for
 29 a "W", and the Instructor of Record may require the student to petition for a "W".
 30

31 D. Special Circumstances:

- 32
 33 1. If the situation falls outside of the reasons identified above **or clarification is needed**
 34 **concerning the policy or process**, the Student Issues Coordinator **can be consulted**. The
 35 findings of the Student Issues Coordinator cannot be used to force the faculty to change
 36 his or her position. The findings of the Student Issues Coordinator will be forwarded to
 37 the Academic Standards Committee or Grade Appeals Policy as additional material to aid
 38 the committee in their decision if the student submits a request related to this situation to
 39 either of their committees.
 40
 41 2. A student who intentionally misrepresents an absence in an effort to gain an opportunity
 42 to receive accommodations will be considered to be breaking the academic honesty
 43 policy since they will be failing to abide by **the rules established through the**
 44 **university Academic Honesty Policy**.
 45

Student Groups and Organizations

Broken down into three groups:

1. University Sponsored

- a. Athletics
- b. Band
- c. ?

2. Student Established Organizations: They can't use the university title except to identify where the organization is located but not to note that the university sponsors them.

- a. Academic,
- b. Campus Program Club,
- c. Cultural,
- d. Fraternity,
- e. Greek Council,
- f. Honorary,
- g. Political,
- h. Recreation,
- i. Religious,
- j. Service,
- k. Sorority,
- l. Special Interest,
- m. Sports.

3. Third to be identified group

Notes on Pre-Majors

- 1
2
3 1. Students in our pre-major who had already violated the requirements of the pre-
4 major such that they were ineligible to matriculate into the major (e.g. they'd
5 taken Chem 1A three times to earn the minimum grade; we specify first or
6 second attempt), but who "refused" to leave the pre-major. It was very helpful to
7 be able to convert them to Undeclared so that they received appropriate advising
8 and assistance in choosing another path.
9

10 Each student was met with to help them develop a new plan (all but 1 was
11 satisfied at the end).
12

- 13 2. Students in our pre-major who were discovered by our advising center (NSAC,
14 the Natural Sciences Advising Center) and who had not taken a single course
15 towards the Bio major. These were the true "shadow" majors, and after the NSAC
16 advisors spoke to them and let them know it was coming, we moved them to
17 Undeclared too.
18 [I should note that Kris Trigales did all of this moving for us, and was most helpful
19 at every turn!]
20