

**Academic Policies Committee**  
2014-2015

Friday, November 7, 2014  
2-3:30pm, Sacramento Hall 275

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**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 Petrini (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 Malrouu (Office Acad Affairs)

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**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 October 17, 2014** (Attachment A)

**5. Committee:** Liaison appointment (SRGS); Liaison Meaning, Quality, and Integrity of the Degree Working Group (WASC): Committee Objective: *initiate campus conversation about degree's meaning and quality, develop benchmarks to assess degree quality, identify evidence for IRP.*

**6. Committee Charge:** Review and Revise the charge for the committee, including membership (Committee Charge: To be given later)

**7. Absence Policy:** Policy to protect students when absent or establish an appeals process. Maybe add point about overlapping classes. (Attachment B: Policy Draft)

**8. Online Office Hours Policy:** Need to update policy so that it reflects online classes. (Attachment C: Office Hours Policy; Attachment D: Relevant Information from e-learning policy)

**9. Information Items:**

**10. Meeting Schedule for Fall 2014**

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

~~October 17~~  
November 7  
November 21

December 5

**11. Adjournment**

**2014-15 FACULTY SENATE  
ACADEMIC POLICIES COMMITTEE  
MINUTES October 17, 2014**

*Approved:*

October 19, 2014

Members Present: Migliaccio, Schmidtlein, Slabinski, Escobar, Van Gaasbeck, Blumberg, Petrini,

Members Absent: Bradley, Mills, Peigahi, Raskauskas, Evans, Irwin, Taylor

Guests Present: Trigales, Malroutu, Perez

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

**1. Open Forum:**

- Discussed “CBA” unit concern: identified that their intention is units in progress; academic advising will make sure this is being conveyed to students, and correctly identified on the CBA website; referred to executive to add to impaction policy.

**2. Agenda Amended Approved:** Approved 2:05p

**3. Minutes October 3, 2014 Approved:** Approved: 2:05p

**4. Declaration of Major policy:** Discussed intention of policy and focus for SRGS in engaging the policy discussion. Referred to SRGS. Include previous draft of related policy and pilot policy for Biology.

**5. Absence Policy:** Discussion about how to define groups. Steve Perez attended and offered more context to the situation. Decided Chair Migliaccio will edit policy to be more succinct. Will bring back all materials at next meeting.

**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 3:30pm.

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Todd Migliaccio, Committee Chair

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Excused Absence Policy

I. This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.

A. The following **are considered, but not limited to, 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.
2. The death of a member of the student's household (permanent or campus) or immediate family (see above definition), **for services related to the death of the family member.**
3. **Participation in University-approved events, as identified by the Office of the Vice President of Student Affairs.**
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.
5. Government-required activities, such as military assignments, jury duty, or court appearances.

II. **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. For University-approved events and Major Religious holidays, this should occur within the first two weeks of the semester.**

III. **For any excused absences, the Instructor of Record shall have the right to request appropriate verification.**

1. A student who intentionally misrepresents an absence in an effort to gain an opportunity to receive accommodations will be considered to be breaking the academic honesty policy since they will be failing to abide by **the rules established through the university Academic Honesty Policy.**

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## **FACULTY OFFICE HOURS**

2 "Full-time faculty are required to schedule three (3) office hours each week plus the opportunity  
3 for students and colleagues to make appointments."

4 [For faculty with less than full-time appointments, this policy has been interpreted as requiring  
5 45 minutes of scheduled office hours each week for each three (3) units of instructional  
6 assignment.]

7 Policy File Number: UMF04360.htm

1 E-learning policy related statements:

2 ‘the amount of work represented in intended learning outcomes that is  
3 verified through evidence of student achievement.’

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5 “An online or hybrid course must provide the minimum time (hours) necessary through its  
6 synchronous and asynchronous presentations, activities, assignments, and assessments to meet its  
7 learning outcomes. The estimated weekly and semester student workload of synchronous and  
8 asynchronous activities, assignments, and assessments should be consistent with equivalent face-  
9 to-face courses.”

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