

**2015-2016 Year-End Committee Report Form**

**Committee**

**Chair**

**Chair-Elect for 2016-2017**

**Number of Meeting held:**

30HDTVH LQFOXGH SKRQH JLS HPDLO LI DYDLODEOR

**Items of Business Completed 2015/2016**

**Unfinished Business Items from 2015/2016**

**New Business Items for 2016/2017**

**Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2016.**



## Instruction & Student Affairs!

### Agenda!

August 31, 2015!

2:00 PM, Clark 412!

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**Call to Order:** 2:01 p.m.!

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**Present:** Kelley, Bruck, Walters, Brooks, Campsey, Sofish, Kaufman, Abukhdeir, Gay, Amante, Wilson, Sen, Khan, Medina, Sullivan-Green,!

**Absent:** Rees, Branz, Medrano!

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1. Introductions

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2. Approval of [minutes from 8/24](#)

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*Moved by Kelley, Seconded by Campsey: 14-0-1!*

*Request to change language regarding "green sheet" text in item #4!  
(not syllabus, but green paper)!*

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**Changed order of the agenda (i.e. #4 and #3 were reversed)!**

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3. Final exams on [Study Day](#)

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*Reviewed S06-04 – Final Examination, Evaluation, or Culminating Activity Policy!  
Clarification needed by Abukhadir, given by Kauffman and Brooks. How do we get faculty to comply with the policy? How do we publicize it (to faculty and students)? Discussion regarding majority decision by class, Sofish commented on the pressure applied on the students. Brooks talked about how the cases would present to her office, regarding pressure due to faculty desires and other students' interests (how does a student be honest in the moment?). Amante commented that this isn't about revising/changing the policy, rather enforcement. Some discussion of adding to the "Green Sheet"...policy vs. weblink. Brooks made the case for getting the word out sooner, rather than later in order to remedy any green sheets that are in use that may be in violation. Kaufman recommends the following addition to the first paragraph in S06-04, "...can authorize exceptions **to the requirement of a culminating activity** in writing in advance." Question was raised as to whether this was for undergraduates or ALL students. Reviewed CA Dept. of Educ. Requirements, as well as language from other campuses. Does the Committee want Kaufman to discuss at Senate, in front of the Provost, Deans, etc.? Should we discuss Title V concerns? When should we discuss (September 21).....Bruck and Sullivan-Green will assist?!*

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4. [AS1565](#) Discussion (Refunds, Drop Policy and the "W" Symbol)  
*(already approved last year but discussion and re-vote required)!*

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*Kaufman reviewed policy that was approved and the complications. Bruck discussed the various Associate Deans and their responsibilities. Kaufman discussed Department Chairs, and their ability/inability to be the arbiter. Discussed the language in yellow on the proposal, which states, "...establish a **committed presence in the class.** 'Establishing a committed presence' is defined*

*as the following:....” and “Online Courses. One of the following: completing a class assignment; informing the instructor of the intention to continue in the class; three hours of logged time on the learning management system with verifiable activity (i.e. chat session, discussion board entries).”!*

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*Moved by Amante, Seconded by Kelley to Amend current AS1565 to adopt the online course section, highlighted in yellow (see above): 14-0-1!*

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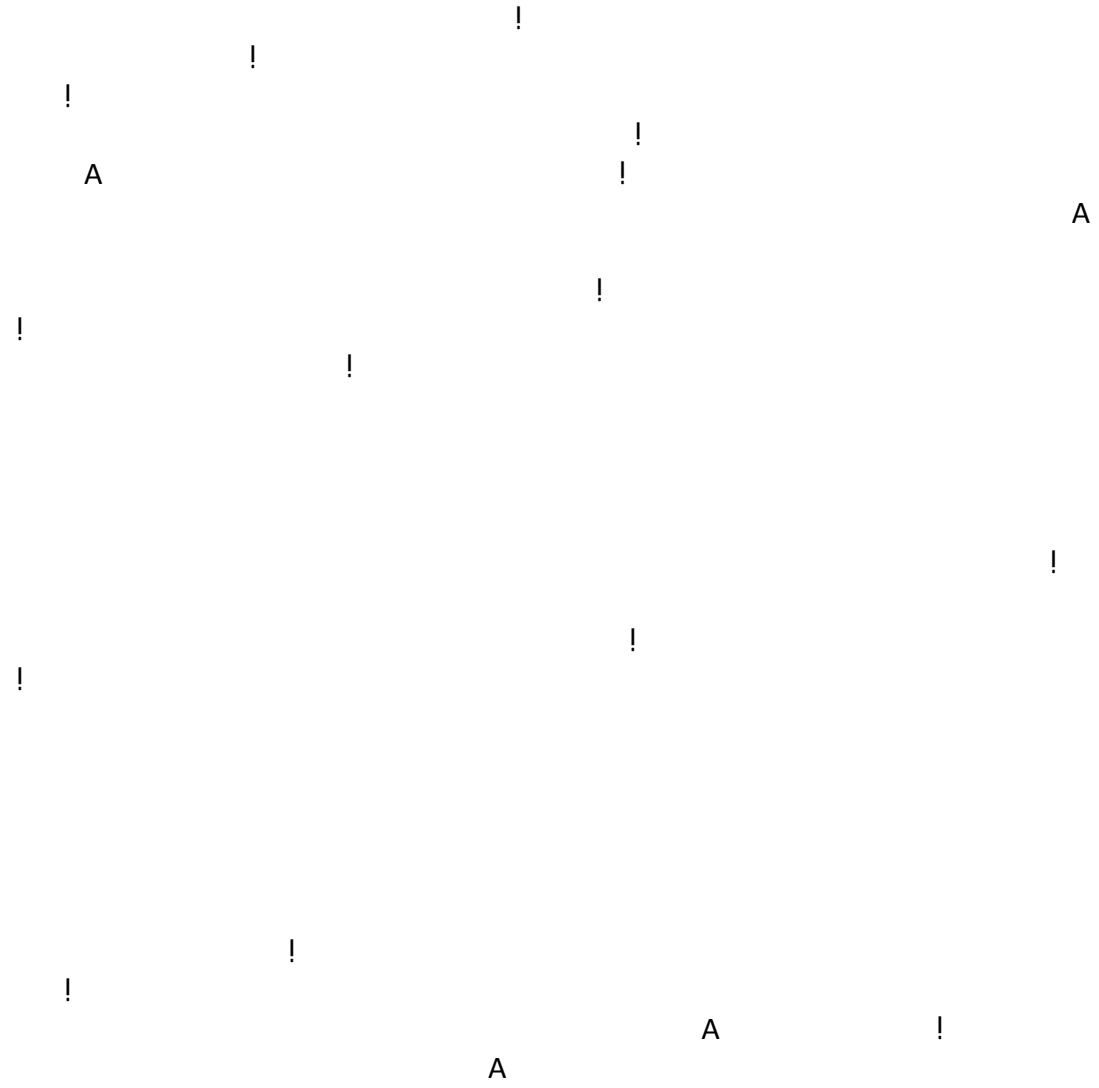
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Instruction & Student Affairs  
Agenda  
February 1, 2016  
2:00 PM, Clark 412

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1. Approval of [minutes](#) from 11/16/15

Reviewed the minutes. Approved minutes with first and second motion.

2. Overview of spring tasks

Full Senate meeting dates this semester - 2/8, 3/7, 4/4, 4/25, 5/9. Kaufman brought to the attention of the committee that there will be three meetings to bring any significant business to the full senate since the May meeting is a shorter meeting.

Goal for 3/7 – task force (policy recommendations on waitlist referral and green sheet revisions)

3. Reporting out from winter “Task Forces”

- a. Waitlist [referral](#)

Sofish reviewed the process of wait listing for the sake of the committee members. Waitlist is purged at 11:59 pm the night before the class starts. Couple of incidents from last semester – faculty gave add codes to an international student and a student on financial aid. First priority goes to graduation seniors and after that it is the discretion of the faculty to provide add codes. University asking for a policy that would extend the time frame

Sofish reported on her review of the best business practices from 4 different CSUs

Domingos Hills – extends it for two days after class starts

SFSU – saves it on the faculty portal

Fresno – open through first week of classes

Northridge – open through first week.

Abdukheir brought up the issue of what happens if a class is cancelled. Onus is on the department and it is the department’s responsibility to find a class for the student.

Registrar’s office does not deal with this situation. This committee discussed this issue regarding the protocol around cancelling classes. May not be consistent across all departments.



Memo regarding this came from AVP as a result of recommendations from this committee. There are steps that the departments needs to follow. This is probably a priority issue rather than a waitlist issue.

The committee discussed issues around prioritization.

Branz – a lot of cases such as this under impaction that delays graduation.

Q: can we ensure that a student is not enrolled in more than one section?

Sofish will look into how this is reinforced in the other Universities. Branz mentioned problems with People Soft enforcement. People who fail the class cannot get on the waitlist. Repeaters can only register when the classes start. Kaufmann mentioned that this committee received a referral regarding this issue of repeaters.

Kaufman's suggestion – a system where we save the waitlist where the graduating seniors float to the top and the repeaters move to the bottom. We need a policy for that.

Saving the waitlist requires more discussion with Academic Affairs.

Branz's suggestion to add to the policy - Departments decide on the priorities and this should be published. This is a list of reasonable criteria by which they can prioritized.

Kaufman – committee members could ask their own departments – for and against waitlist.

Suggestion from Sofish - Survey the department chairs. Kaufman will send a survey.

Branz suggested to survey -- What criteria are currently applied at the departmental level for prioritization?

b. Honors task force [referral](#) and [summary](#)

The task force met a few times and reviewed F-96-5. The committee reviewed the edits.

Branz presented the changes the task force made (document – Honors policy)

No changes in the legislative histories. Possible potential conflict with priority registration.

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## **Instruction & Student Affairs Committee**

- Syllabus available by first day of class
- Agreed to language regarding greensheet changes and notification of students
- “Fair notice” Does this need to be defined? Defined under section A already.
- 2a – clarifications made for grammar - “accommodations” – “following spring” – “following fall”
- Move to vote on resolved university policy to rescind F06-2 and S12-3 and replace with new policy: Ishmael
- Second: Shane Gay
- Vote taken: Passed 16 to 0 -- February 22, 2016

### **Student Rights and Responsibilities**

- Still deciding where to house the policies (meeting 10.19.15)
- Task force to look into this?
- Hold this over to get further clarification (Michael, David, Demerris)

### **DQ Policy**

- Academic disqualification and reinstatement review committee – S10-6
- Errors in policy – many things being done “unofficially” – need to clean this up (Stephen and David)
- Take a look at disqualification policies before next meeting

### **Honors Task Force**

- Met with Cynthia R. last week
- Humanities Honors – leave as it is rather than adding to (72 (ddi) 0.2 (ng t) 0.2 (o (72 k (ng t) 0.2 (o (7



Instruction & Student Affairs Committee

V. Update on GPA cutoffs for Honors on Entrance

No data available yet from registrar's office.

If 3.6 GPA, then almost 50% of Frosh would qualify as Honors at Entrance.

VI. Academic Standards: Probation and DQ Policy-- S10-6:

Brantz when a policy needs 3 or more amendments calls for a revised policy. A lot of things are being done unofficially by departments. Walked the committee through each item of the 9 page policy. Demonstrated flowchart of probation and disqualification at SJSU.

Policy needs to be revised, cleaned up, consolidated, and information on what departments are allowed or not allowed to be formatted with either bullet points or headings for easy reading.

VII. Adjournment <sup>2</sup> the meeting adjourned at 3:45 pm

Instruction & Student Affairs Committee  
Meeting Minutes  
March 21, 2016  
Clark Hall 412  
2:00-4:00 PM

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- I. Call to order: 2:00  
Present: A



