

San Francisco State University
Academic Policies Committee
Annual Report 2016-17
Submitted to the Academic Senate Committee on Committees 6/5/2017

I. Executive Summary for the Academic Year:

- *APC focused on issues that directly impact student success. We passed two resolutions, one in support of standard time blocks, and one in support of revisions to the online education policy. We spent the entire year working on a standard time block policy. We began our work alone, then joined with EPC in February to finalize our work. We passed revisions of the course repeat policy, and academic calendar policy, as well as two new policies (standard time blocks and probation and disqualification).*
- *As EPC, we approved two discontinuances (MS Computer Science and BA CAD concentrations, Certificate in Internal Auditing), changes to the Baccalaureate Requirements Policy (procedures to change appendices), and Internship policy and Standard time blocks.*
- *We had a relatively stable committee with members who were engaged and active, which allowed us to achieve a large amount of work.*

II. Committee Information and Review of Activities for the Academic Year:

A. Roster

Members present for entire year

- *Nancy Gerber (Chair, CoSE)*
- *Jackson Wilson (HSS)*
- *Theodore Albinak (LCA)*
- *Gilda Bloom (GCoE)*
- *Pam Howard (LIB)*
- *Saul Steier (LCA)*
- *Aimee Williams (Staff)*
- *Jennifer Summit (Interim Provost)*

Members present for one semester

- *Thomas Holton (CoSE, Fall)*
- *Nhung Le (ETHS, Fall)*
- *Wei Ming Dariotis (ETHS, Spring)*
- *Kyra Heck (AS, Spring)*

B. Regular Meeting Schedule and Committee Meetings:

- *As a standing committee, APC met every two weeks from 2-4 p.m. in ADM 552. When meeting as EPC, we convened in ADM 550.*
- *The meeting dates and committee attendance were as follows:*
- *Aug. 30: Theodore Albinak, Gilda Bloom, Nancy Gerber, Thomas Holton, Pam Howard, Nhung Le, Jackson Wilson, Jennifer Summit*

- Sept. 13: Theodore Albiniak, Gilda Bloom, Nancy Gerber, Thomas Holton, Pam Howard, Nhung Le, Jackson Wilson, Jennifer Summit, Aimee Williams
- Sept. 27: Theodore Albiniak, Gilda Bloom, Nancy Gerber, Thomas Holton, Pam Howard, Nhung Le, Jackson Wilson, Jennifer Summit, Aimée Williams
- Oct. 11: Theodore Albiniak, Gilda Bloom, Nancy Gerber, Thomas Holton, Pam Howard, Nhung Le, Jackson Wilson, Saul Steier, Aimee Williams
- Oct. 25: Oct. 11: Theodore Albiniak, Gilda Bloom, Nancy Gerber, Thomas Holton, Pam Howard, Nhung Le, Jackson Wilson, Saul Steier, Aimee Williams
- Nov. 8: Gilda Bloom, Nancy Gerber, Pam Howard, Nhung Le, Jackson Wilson, Jennifer Summit, Thomas Holton,
- Nov. 29: Gilda Bloom, Nancy Gerber, Jackson Wilson, Saul Steier, Teddy Albiniak, Pam Howard, Tom Holton, Jane DeWitt (substituting for Jennifer Summit)
- Jan. 31: Gilda Bloom, Nancy Gerber, Jackson Wilson, Saul Steier, Teddy Albiniak, Pam Howard, Tom Holton
- Feb. 14: Nancy Gerber, Jackson Wilson, Theodore Albiniak, Aimee Williams, Kyra Heck, Jennifer Summit
- Feb. 28: Nancy Gerber, Jackson Wilson, Theodore Albiniak, Aimee Williams, Kyra Heck
- Mar. 4: Attendance not taken
- Mar. 28: Nancy Gerber, Theodore Albiniak, Aimee Williams, Kyra Heck, Gilda Bloom, Saul Steier, Jackson Wilson. Pam Howard
- Apr 11: Nancy Gerber, Theodore Albiniak, Aimee Williams, Kyra Heck, Gilda Bloom, Saul Steier, Jackson Wilson, Pam Howard
- Apr 25: Nancy Gerber, Theodore Albiniak, Aimee Williams, Kyra Heck, Gilda Bloom, Saul Steier, Jackson Wilson, Pam Howard, Wei Ming Dariotis

C. Action Items

Passed by Senate

APC

- *Resolution in support Standardized Time Blocks policy*
- *Resolution in support of revisions to online education policy*
- *Revision to course repeat policy – implementation of grade forgiveness for repeated courses and no repeat limit on Ws in an individual course. In alignment with EO 1037*
- *Revision of Academic Calendar policy – addition of language emphasizing courses must meet during finals period.*
- *Probation and Disqualification policy – new policy in alignment with EO 1038*

EPC

- *Standardized time blocks policy (APC fall, EPC spring)*
- *Discontinuances (MS in Computer Science, 3 concentrations; Certificate in Internal Auditing; BA in CAD, conc. in policy, advocacy and systems)*
- *Policy on Internships – new policy in alignment with EO 1064*

- *Baccalaureate Requirements policy – changes to procedures for modifying appendices.*

III. Committee Recommendations for the upcoming Academic Year:

A. Charge

APC Charge and Membership

Membership:

- a. A minimum of seven members of the Academic Senate
- b. Two students, one graduate and one undergraduate, appointed by the Associated Students
- c. The Vice President for Academic Affairs

Charge:

The Academic Policies Committee (APC) shall study and evaluate existing educational policies and plans and may initiate recommendations for changes in them. No modifications in such plans or policies shall be implemented without the approval of this Committee.

Among the specific functions of the Academic Policies Committee are the following:

- The review of and suggested modifications in the academic master plan based on the continuing analysis of the educational objectives of the University and the needs of its students;
- The determination of the general scope and relative size or priority of programs;
- The establishment of criteria for adoption or modification of degree programs;
- The review of grading practices and standards;
- The review of admissions policies;
- The review of each year's academic calendar; and
- The development of criteria governing experiential learning, both prior (e.g., CEEL, credit by examination, advanced placement) and sponsored (e.g., internships, supervised field experiences), and of procedures for implementing such criteria.

EPC Charge and Membership

a. The Academic Policies Committee (APC) and Curriculum Review and Approval Committee (CRAC) shall meet jointly as the Educational Policies Council (EPC) on an as-needed basis to discuss: 1) policies and procedures being established by APC; 2) implementation and review procedures being followed by CRAC; and 3) actions of the Academic Senate, the President or the Office of the Vice President for Academic Affairs/Provost. The chairs of APC and CRAC shall consult regularly about issues facing both committees. The chair of APC shall convene and serve as chair of EPC.

b. Examples of issues that might come before EPC include but are not limited to requests by programs for exceptions to GE policy and proposals for program discontinuance. The process for review of proposed discontinuance of undergraduate and graduate degrees, concentrations, minors, and certificates is fully outlined in AS Policy #S93-177 Academic Program Discontinuance.

c. Many committees have business that may eventually come before APC, CRAC or EPC (for example, General Education Council, Graduate Council, Interdisciplinary Council, Liberal Studies Council, Library Advisory Committee). Given the nature of the issues dealt with by the General Education Council and the Graduate Council, it remains important that EPC send formal liaisons to these two committees. Other Committee chairs considering issues that are likely to be brought to EPC, APC, or CRAC shall forward copies of meeting agendas and minutes to the appropriate chair(s) on a regular basis and/or shall consult with the chair(s) whenever relevant issues arise. Chairs may request a liaison to attend the meetings, when needed, or ask to meet with the entire committee.

Recommend that EPC review its charge. Entities that no longer exists (e.g. GEC, Liberal Studies Council) should be deleted or updated.

B. Re: Committee Membership:

- *none*

C. To the Senate:

- *None*

D. To next year's Committee: Possible items for the 2017-18 APC

- Expand the standard time block policy to include winter and summer sessions.
- Request a report from Academic Resources on any feedback or actions by departments related to the standard time block implementation. Identify any hints at unintended and intended consequences of those standard time blocks (allocation of space, impact on undergrads, shift to M/W evening classes, etc.).
- Evaluate the impact of the probation and disqualification and course repeat policies on student retention and GPA.
- Policy on the creation of new departments
- Review policies that haven't been revised in at least 10 years.
- Academic Calendar policy – Fall start of classes on Monday, required review or reading day before start of finals, length of Thanksgiving break, timing of spring break, recommendations on the timing of commencement.
- Revision to online education policy with regards to large online classes.
- Conflict of interest policy?
- Mechanisms for online and hybrid final exams.
- Undergraduate Culminating Experience artifacts storage, access and copyright issues.
- Intellectual property rights policy (may need to wait for CSU action)
- As indicated by the charge, the committee should look at admission policies and how the university prioritizes programs (allocation of resources to courses and hiring).

IV. Endorsement by the Committee

- *State that the report has been endorsed by the Committee and its members.*