MINUTES OF THE ACADEMIC POLICY & PLANNING COMMITTEE OF THE ACADEMIC SENATE CALIFORNIA STATE UNIVERSITY, FRESNO

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October 28, 2021

Members Attending: James Mullooly (Chair), Nichole Walsh, Ahmad Borazan, Aaron Stillmaker, Oscar Vega, Ahmad Borazan, Dave Goorahoo, Bernadette Muscat (ex officio), ASI President Jackson.

Excused: Kathi Rindahl

A meeting of the Academic Policy & Planning Committee was called to order by Chair Mullooly on Thursday, at 2:04 PM., in ZOOM

1. Approval of the Agenda.

MSC

2. Approval of Minutes for: 10/21/21

MSC

3. Communications and Announcements:

-APM 676 (International Agreements) has received a first reading on the Senate floor earlier, did not get addressed at the last Senate meeting (10/25/21) (Jim).

-APM 215 (GE) Update. AP&P returned GE’s draft to them as a redline copy with all changes since 2013 noted (Jim).

-NEW BUISNESS: APM 241 – Library Faculty would like “Library Resources” to be added to the syllabus template. **(WHO??)**

-APM 241 Faculty Contact Hours. What authority do faculty have to request students attend activates outside of scheduled classes? (Oscar).

4. APM 113 (Academic Organization)

 Reviewing the entire APM for conflicting policy implicated in Library faculty being

 department chairs. Review of Chair’s findings of conflicting accounts of

“Department Chair” in the APM.

AP&P agreed that Chair will contact the Library Dean and Faculty for further information.

5. AMP 206 (Technology-mediated Courses)

It was suggested that Chair draft a “probationary” model of the course approval process for committee to consider at a future meeting.

Adjourn: 3:19

**AP&P Agenda for 11/4/21**

**Start time: 2:0**

1. Approval of the Agenda

2. Approval of Minutes for 10/28/21

3. Communications and Announcements:

-APM 624 Update. Is still in “out there”

[This is still with SSD and HR, hold until next week 10/21]

-Bernadette, Any news on “UG and SSD are looking over APM624 considering APM237 as AP&P”.

-AMP 624 (Interim Policy on Accessibility, 2014) compared to APM 237 (Policy on faculty responsibility for accessible instructional materials, 2018) might be redundant.

            -1. AP&P will ask SSD about these first (Bernadette & Jennie Johnson),

            -2. Then consider sending it to ASG for review.

-NEW BUISNESS: APM – Library would like “Library Resources” to be added to the syllabus template.

--APM 241 Faculty Contact Hours. What authority do faculty have to request students attend activates outside of scheduled classes? (Oscar).

Faculty Contact Hours (APM241(Syllabus) ??) [This is a WASC and CSU system wide expectation (e.g., per class, student are expected to study for approximately X hours per week). Class Field Trips would illustrate this. ] [TD: Get Aaron’s chat contents; find catalog and other maybe WASC source; find authority source, potentially add to APM, maybe 241 and Syllabus template] There is number on the CGE site (units to hours of homework, “120 hours”). <http://www.fresnostate.edu/catalog/academic-regulations/policies.html> {FROM Ed CODE 1 credit = 15 hrs of instruction, then X (e.g., 45 hours of study)

Q: Are their Graduate Level Guidelines? In Ed Code?}

4. EXECUTIVE SESSION

* Rhett Billen - (2023) (Jordan College of Agricultural Sciences & Technology)
* Sankha Banerjee - (2021) (Lyles College of Engineering)
* Martha Vungkhanching - (2023) (College of Health & Human Services)
* R. Cliff Yu, Ph.D.
* Assistant Professor of Viticulture
* Department of Viticulture and Enology

5. NEW BUISNESS AMP 505 (Conflict of Interest)

6. APM 225 (Teacher Education Policy)

            -First Reading

Adjourn

**AWAITING RESPONSE/WORK**

-APM 113 (Academic Organization)

AP&P agreed that Chair will contact the Library Dean and Faculty for further information regarding Department Chairs in the Library.

-AMP 206 (Technology-mediated Courses)

            Chair Drafting Probational procedure

**OUTSTANDING**

7. APM 203 (Special Majors)

**-APM 232 (Absence policy)**

Two items:

1. (from Registrar) New law protecting military related absences (already added).

CHECK ON THIS

B. (from UG Committee) Concern about the wide interpretations of “excused absence”. Possible solution: Create an absence guide sheet. Work from p-12 Ed Code or add a section on “prolonged absences”? Is the challenge disambiguating a random absence from a longer one? Or possibly improve the definition of excused absences and provide a guide sheet with examples of “serious and completing” excuses.

Chair agreed to draft a guide sheet. It might get placed in the “how to make a syllabus” link, next to the syllabus template link. (i.e., APM 241)

**-Post Covid Engagement changes:**

1. APMs 231, 232, 237, 241 and Syllabus Template, Bereavement concerns
	1. APM 231 (Add/Drop) sent to AIT on 3/4/21
	2. Hold work on **232 (Adding and Dropping) and 241 (Syllabi) until 231 (Add/Drop) returns form AIT (sent 3/1/21).**
	3. APM 231 (Add/Drop) Need to define “absence” in a hybrid or “HyFlex” class.
	4. AMP 237 (Assessable Materials) and 241 (Syllabus) (From Online/Blended Subcommittee) – consider adding the 237 link directly onto the syllabus template. Agreed we would rewrite 241 to align it properly with the syllabus template. Thus we will address absence, no shows, “engagement” vs “attendance” and bereavement with these issues.
	5. APM 241 (Syllabus) properly align it to the syllabus template
	6. APM 241 (Syllabus) Consider adding clear definition for Administrative Drops and “No shows” that govern all modalities of instruction (e.g., hybrid). Could add “in first 10 days, students must participate in one of the following ways (e.g., …)”. {potentially consider adding reference the bereavement clause here. }
	7. Need to address new bereavement concerns
	8. Need to make sure the syllabus template it updates with all of this.

[APMs 231, 231, 237, 241 and Syllabus Template, Bereavement memo]

 Q: Is there any real data about student abuse of these rights?

**-Plus/minus grading**

**-Sustainability Policy?**

 Awaiting the Sustainability Comm I believe [not sure]

**-AMP624 (Accessibility)** compare to APM 237 to check for redundancy. Is this something we could send to a subcommittee?

Check up on (possible slipped through cracks before FL21):

-Internship Committee Charge, First Reading

-Service-Learning Policy, tabled

-Program review Draft