

2015-2016 Year-End Committee Report Form

Committee:

Chair:

Chair-Elect for 2016-2017:

Number of Meeting held:

(Please include phone/zip/email if available)

Items of Business Completed 2015/2016

1.

2.

3.

Unfinished Business Items from 2015/2016

1.

2.

3.

New Business Items for 2016/2017

1.

2.

3.

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

ISA Committee Minutes for August 24th, 2015

Present: Brooks, Branz, Bruck, Amante, Kelley, Rees, Abdukheir, Gay, Sen, Campsey, Sullivan-Green, Medina, Khan, Kaufman, Wilson, Walters

Scribe: Amante

1. **Introductions** – everyone around the table introduced themselves and their experience along their term in ISA
2. **Procedure for taking minutes** – everyone agreed to sign up for one meeting from the schedule
3. **Schedule for 2015-16** – everyone was given a handout from the agenda or they can find it in the meeting folder on Google Drive
4. **Committee Charge** – Michael reviewed the green sheet of paper that explained what ISA does and what they review. Reviewed the charges and how certain issues and topics for policies get sent to committees. Emphasized the importance of students and student life. Reviewed the flow chart of academic senate, how issues get reviewed by executive committee, how the policies get reviewed by committees and how they get sent to committees. Differences between policy and operating committees, exec. committee, senators, senate body, etc. Discussed and explained how policies get signed.
5. **Review pending business and new referrals** –
 - AS 1565 – policy on refund, drop, W policies for online classes
 - Final Exams, Study Day
 - Academic Integrity Policy Review
 - To allow students to appeal a grade
 - Course Section Cancellation
 - Mandatory Advising
 - Consolidation of Green Sheet policies and moving some material out of green sheets
6. **Meeting Adjourned in 2:50pm**

Instruction & Student Affairs

Agenda

August 31, 2015

2:00 PM, Clark 412

Call to Order: 2:01 p.m.

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

Absent: Rees, Branz, Medrano

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

*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)*

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

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

*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?*

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

*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).”

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

5. ADDITIONAL DISCUSSION: Reviewed Google Drive folder, discussed reviewing the Academic Integrity Policy (homework for next meeting) (Brooks recommended inviting Shannon Quihuiz to next meeting to discuss and review 2014-15 data), discussed appointment and absences of Eric Medrano (A.S. designee).

Adjourn: Moved by Walters, Seconded by Amante: 15-0-0 @ 3:26 p.m.

Meeting Dates and Minute-takers:

8/24	Amante
8/31	Kelley
9/21	Brooks
9/28	Walters
10/19	Sofish
10/26	Abdukheir
11/9	Campsey
11/16	Rees

1/25	Medina
2/1	Sen
2/15	Wilson
2/22	Gay
3/14	Khan
3/21	Branz
4/11	Sullivan-Green
4/18	Bruck

Instruction & Student Affairs

Agenda

September 21, 2015

2:00 PM, Clark 412

Call to Order: 2:09 p.m.

Present: Walters, Sofish, Kelley, Kaufman, Sullivan-Green, Medina, Sen, Khan, Wilson, Branz, Bruck, Medrano, Gay, Abdukheir, Amante, Brooks, Rees

Absent: Campsey

1. Introductions

2. Approval of minutes from 8/31.

Motion by Walters, Seconded by Abukhdeir: 13-0-2

3. Reviewed list of referrals.

Policy recommendation to change the membership of the ADRRC came up in the Senate. O&G will review membership and ISA will review the policy.

Bruck was charged with revising the DQ policy. Drafts of both the DQ and RP policies will be brought to ISA for review. The issue being addressed is that the current RD policy allows a student to take a 1-unit course. The proposed change will allow 3 different unit options at 3 different fee rates. RD is not a current referral so it will not be added to the list.

Added the Student Rights and Responsibilities Policy (S90-5) to the list.

4. AS 1581 had a first reading at the Senate on 9/14.

Senators currently teaching online courses expressed concern that the proposed revisions set a high bar for online students to establish intent to remain enrolled in an online class, which is not the case for a face-to-face class.

Who made the initial referral and what issue was it intended to address? Jaehne, on behalf of the Psychology department, which runs several online courses. There was a request for clarification on when it was appropriate for an instructor to drop a student from an online course.

If left to choice, some instructors may choose the option that requires the most effort on the part of the student. The goal is to create a parallel process for online courses. Does the student choose the option or does the instructor? The intent was to provide the student with options to demonstrate/establish a presence in the class.

Can't require a mandatory meeting at the start of an online course because some students are out of state or international. If any attendance is required, even one meeting, it becomes a hybrid course and not an online course.

A parallel process would be to notify the instructor of intent to remain in the course or log any amount of time online in the LMS. Online classes are different than face-to-face but we are trying to make the policy for establishing a presence in the class that is parallel.

The student may establish a committed presence through any of the options. If it is left up to the student, then all of the options should be okay. But what if the student doesn't submit an assignment until the 6th week? Either login to the LMS the first day of the course or inform the instructor of the intent to continue in the class by the X day (3rd, 7th, etc.)

Do we want to change the language to calendar days? A class that meets every-other day is now pushing back the day they are able to drop if the requirement is to notify the instructor no later than the 7th day. Can someone who is hoping to add the class get in and begin to do the work, hoping that someone will drop?

The student should notify the instructor of intent to remain in the class within 48 hours of the first class meeting or within 48 hours of the start date of the course. This information should be contained in an introductory email from the instructor at the start of the course.

Remove the language asking the student to justify the reason—it doesn't matter as long as they make contact within the timeframe.

- In person class—attending the first class meeting or informing the instructor of the intention to continue in the class within 48 hours after the first official class meeting
- Online Classes—Logging into the LMS the first day of the class or informing the instructor of the intention to continue in the class within 48 hours after the official class start date.

Should the language in the policy be “class” or “course”? Kaufman will work on making the language consistent. Will also change the name to “Establishing a Committed Presence in Classes”. Concern expressed that students may not understand what that means.

Motion by Kelley, Seconded by Amante

For: Walters, Sofish, Kelley, Kaufman, Sullivan-Green, Medina, Sen, Khan, Wilson, Medrano, Gay, Abdukheir, Amante, Brooks, Rees

Against: 0

Passed: 15 – 0 – 0

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

Other university policies were reviewed and most suggested that there be a study day during the final exam period. Only one policy expressly stated that date cannot be used for exams or assignments.

Most polices from other campuses stated that finals cannot be given before the scheduled final time without express permission. Some say that all classes will meet whether or not a final exam is given. What does that mean for an online course?

Title V only requires a culminating experience in a graduate program. A required culminating activity for all courses is a local requirement, not required by Title V. Could look through old minutes for the history of why this was decided.

Concern expressed that we are authorizing a policy that is not enforced or followed. Whether or not a course must have a final is part of what we are approving. What does final exam time or discussion of learning outcomes mean/require? Is there an exemption on file for some courses? There is a lack of documentation or historical knowledge in some areas to understand the history of the issue in certain courses.

Reminder memo will be sent by Kaufman to emphasize “**at scheduled time**”, which also means “not on study day”. May take up the final exam/culminating activity discussion at a later date.

6. Academic Integrity Policy

AI has to be voted on again by ISA . The revision was on the final Senate agenda for 14/15 but was not discussed. Comments were sent to Frazier.

Issues of due process, academic freedom, and concerns of retaliation were raised. Brooks provided examples of students who have been found not responsible or had their cases dismissed, but were unable to revisit their grades due to restrictions in the current policy. Reviewed some of the issues raised in previous discussions on this topic and how we have arrived where we are.

How many cases are reported? That information is recorded and reported to the Senate by OSCED at the end of each academic year. Should be on file with the Senate office but can also be requested from the Director of OSCED.

Proposal made to take the policy to the Senate as-is and address all of the comments at once.

Motion by Abdukheir, Seconded by Amante

For: Walters, Sofish, Kelley, Kaufman, Sullivan-Green, Medina, Sen, Khan, Wilson, Medrano, Gay, Abdukheir, Amante, Brooks, Rees

Against: 0

Passed: 15 – 0 – 0

7. Adjourn

Motion by Amante, Seconded by Walters: 15–0–0 @ 3:50 p.m.

Meeting Dates and Minute-takers:

8/24	Amante	1/25	Medina
8/31	Kelley	2/1	Sen
9/21	Brooks	2/15	Wilson
9/28	Walters	2/22	Gay
10/19	Sofish	3/14	Khan
10/26	Abdukheir	3/21	Branz
11/9	Campsey	4/11	Sullivan-Green
11/16	Rees	4/18	Bruck

Instruction & Student Affairs

Minutes- September 28

2:00 PM, Clark 412

Call to Order: 2:05 PM

Present: Kelley, Simpson, Medrano, Wilson, Khan, Sen, Campsey, Sullivan-Green, Kaufman, Walters, Abdukheir, Amante, Brooks

Absent: Sofish, Branz, Bruck, Gay, Rees

1. Introductions: Lisa Simpson representing College of Education
2. Approval of minutes from 9/21
3. Student Rights and Responsibilities etc.

This document is not current in many areas including student rights, no Title 9 reference, equal responsibilities, student conduct, Executive Orders etc. Many of these are already included in other policies. Others could be included in a memo to direct students to the various policies covering each area.

Recommend establishing a sub-committee to review in detail this document with the end to eliminate duplicates and make sure that those items remaining are covered some where.

Volunteers: Demerris, Marian, Eric, Rich and Mary.

4. Sense of the Committee-request for right to retake a class after getting a C or better.
Students are sometimes required to earn an A or B in a course to permit them to a professional program or degree program such as medical school. Students may be better off failing the class so they can take the course over again. Most of the committee agreed to give students a second chance on a space available basis. Check with Maureen about the general idea of doing this.

It was suggested to set up a petition process, also keep this process to the end of a student's career to make sure they are doing it not just to improve their GPA.

5. Mandatory Advising Policy-All of this applies to UG students.
Orientation sessions are all changing next summer to closer to the beginning of the semester, this is to help the students remember what they learned.
All undeclared students are sent to SSS for advising.
Do we want to take this on? Yes, but more information from Maureen and Marian are needed to answer some of our questions, like what is the ratio of undeclared students/# of advisors.

Adjourn 3:20

ISA Committee Minutes for October 19, 2015

Present: Brooks, Branz, Bruck, Amante, Rees, Abdukheir, Gay, Sen, Campsey, Sullivan-Green, Medina, Khan, Kaufman, Wilson, Walters, Sofish, Medrano. Wilson, Simpson

Scribe: Sofish

Call to Order: 2:02 PM

Approval of Minutes from 9/28/15

Change made in agenda item #5 on Mandatory Advising Policy. "All undeclared students are sent to SSS for advising. Replace SSS to AARS (Academic Advising & Retention Services)

Approved minutes with first and second motion

1. Pending issues/updates

Recap of discussion of F06-2 and F69-24 (shorten time period to drop classes) on Senate floor. Discussion took longer than an hour while the first reading of academic integrity did not have any commentary at all but may have discussions in the next senate meeting.

2. Revisions of S-90

Subcommittee met and looked at the academic freedom and privacy. Demerris added comments and recommendations for changes. She suggested that Preamble could remain but policy cannot remain as one document. Language in Preamble needs also to be changed. Subheadings are referenced in other existing documents such as EOs, coded memos. Maybe sections should be referenced in the catalog and provided links, or move everything to catalog. Original document in 1968 adopted preamble as statement in student rights and responsibilities. Members of the body suggested listing departments/offices that administers policies; reformatting policy, organize by division or departments; organize by creating subsets; add headings with links to the policy. Kaufman requested Branz to list down sections of policy so ISA members can see list of services impacted by policy.

--Rights of Disabled students- AEC

--Student Records/FERPA- Registrar

--Equal Opportunity

--Title IX

--Student conduct/Academic Integrity

--Grievances and grade disputes

--Education equity

--Academic freedom and professional responsibilities

--Greensheets including grading/office hours

- Housing licensing and agreement
- Student orgs

- Freedom of Speech and artistic expression
- AS Budgets, including open meetings, etc

Outdated policies and no longer relevant to existing EOs- disabled students, FERPA, Equal Opportunity, Student conduct/academic integrity. New policies such as Time, Place, etc are not incorporated in this policy.

Discussions on Preamble:

Fourth Paragraph- Corollary to any statement... revised to...The policy references to policies (check changes made by Kaufman). Other arguments/suggestions - practices in catalog but not all policies are in catalog; weigh balance between ease of updating and clarity. Is it acceptable to remove text and simply list of policies that affect students?

Kaufman assigned task force to make the list as a starting point and make edits.

Question for Peter Buzanski-planning, safety, and finance committee- was there an incident that made mention of the committee?

3. Clarify attendance vs. participation: F06-2 and F69-24

Kaufman: referral about student fairness grievances centered on the confusion or conflation of 'attendance' and participation. Brooks-participation guidelines are not included in greensheet. Examples were given for participation that is being graded and not merely on attendance. F69-24 updated in green sheet policy. Statements made by other members-use language in greensheet, can't force student to be in class all the time.

Revise language in paragraph from F69-24- Class Attendance policy

Suggestions: Sullivan-Green and Abukdeir: include a variety of activities or broad range of activities to assess participation. Brooks: No record of activities to be graded was kept by instructor. Group work: students who participated get the grade, and those who do not participate, don't get a grade- peer assessment of students not in class. Other arguments: Amante-group participation is clearer; student did not get credit because student missed classes.

Kaufman proposed to bring new language to the next meeting for vote.

4. Meeting Adjourned at 4:00

ISA Committee Minutes for October 26, 2015

Present: Branz, Bruck, Amante, Abukhdeir, Gay, Sen, Campsey, Sullivan-Green, Medina, Khan, Kaufman, Wilson, Walters, Sofish, Medrano, Simpson

Scribe: Abukhdeir

Call to Order: 2:00 PM

Approval of Minutes from 10/12/15

Approved minutes with first and second motion

1. Pending issues/updates. Recap of discussion of F69-24 (shorten time period to drop classes) on Senate floor. Discussion took approximately 45 minutes but ultimately passed.
2. Kaufman introduced revised version of attendance policy to committee. Khan asked if it defined participation. Sofish asked about the attendance policy, Branz changed part of the revised policy. Sen asked about changing wording in regards to participation specifics, Khan revised part of policy. Kaufman asked for a motion, Abukhdeir Motioned, Gay seconded. The policy was passed unanimously. Will be presented at next Monday's Senate meeting
3. Title IX Revision
Kaufman briefly brought up revisions of Title IX written by Brooks. Kaufman also showed a guide of which offices are responsible for which policies/EOs/laws.
4. F14-01 and Priority Registration
Kaufman talked about how EOP students get priority registration the first semester they start. Sofish brought up how the business department wants priority for graduating seniors and if it should be done, in which Abukhdeir backed up. Branz answered the question for Sofish. Kaufman asked if F14-01 needed to be changed. Branz asked EOP priority applies to late orientation as well.
5. Kaufman introduced a referral about investigation and changing the requirements for receiving honors. Branz talked about changing Humanities to Humanities honor and talked about humanities wanting to change certain classes to cover more Areas. Kaufman wants to write a draft of the honor program and bring it in.
6. Kaufman briefly talked about the waitlist referral to have the waitlist continue beyond first day of class.
7. Meeting Adjourned at 3:12

I & SA Committee Minutes for November 9, 2015

Present:

Abdukheir, Brooks, Bruck, Campsey, Gay, Kaufman (Chair), Khan, Medrano, Rees, Sen, Simpson, Sullivan-Green, and Wilson.

Absent:

Amante, Branz, Medina, Sofish, and Walters.

Scribe:

Campsey

Call to Order:

2:01pm

Approval of the Minutes from October 26, 2015:

The Chair will modify the minutes to reflect the fact that the Registrar's "wait list" is automatically removed when classes begin. Further, the priority of adding students after graduating seniors have been added is based on the appropriate department's policy.

Pending issues and updates:

Chair Kaufman made several announcements regarding (1) Student Rights Policy – Brook's Task Force continues its review, (2) Mandatory Advising – Chair is consulting with VPSA and the Provost, (3) Retaking classes after "C" or better – Chair is in continuing discussions with AAVP for Student Success.

Attendance Policy (AS 1589) Discussion:

Dr. Shannon Miller – Department of English Chair was a guest of the Committee. She was invited to speak in opposition to the portion of AS 1589 which prohibits the use of attendance as a component in the assignment of student grades. A summary of her arguments for utilizing required attendance as a grading component include that it would:

- assist inexperienced students who might consider the lack of an attendance policy as permission or license not to attend
- be a mechanism to assure students that attendance is necessary for successful learning outcomes
- send a clear message to students who are unsure of the importance of class attendance
- assure the most academically vulnerable students of the necessity to attend class

Further, Dr. Miller argued that a professor or instructor should have the liberty to decide what portions of his or her course should be gradable. Prohibitions to the contrary, in her opinion would infringe on the instructor's academic freedom.

While the Committee as a whole was sympathetic to her concerns, it offered the following counter arguments.

- required attendance would negate the adult status of university students

- students should be at liberty to decide what learning process best fits their individual needs
- instructors can best present the necessity for class attendance on the course syllabus and also on the first day of class, when student attendance is required in order to assure continuance in the course
- students are responsible for their own learning outcomes
- instructors can promote proactive attendance by using participation as a grading criteria as long as its measurement is clearly outlined in the syllabus

At the end of the spirited exchange between Dr. Miller and the Committee both sides appreciated the views of the other, but neither was fully convinced their original position was altered by the discussion. Since the Committee will meet again before the second reading of AS 1589 will be considered by the Senate, the Chair proposed that the Committee should determine at our next meeting if it should be:

- unaltered from its current state
- adjusted to allow attendance, per se, as a grading criteria
- altered after suggestions and feedback from colleagues from the Committee member's Departments and Colleges

Greensheet Policy Referral

A request was forwarded to the Committee proposing that the Academic Senate's Greensheet Policy be placed on-line with a link to existing SJSU policies. The brief discussion centered on the difficulty of keeping links up to date. No final decision was reached on the referral.

Adjournment

3:58pm

**Instruction and Student Affairs Committee
Minutes for November 16, 2015**

Present:

Abukhdeir, Amante, Branz, Brooks, Bruck, Campsey, Gay, Kaufman (Chair), Khan, Medina, Medrano, Rees, Sen, Simpson, Sofish, Walters, Wilson

Absent:

Sullivan-Green

Scribe:

Rees

Call to Order:

2:08pm, Clark 412

Minutes from November 9, 2015 Meeting Approved

Abstained: Walters, Sofish

Feedback from Attendance Policy (AS 1589) Discussion

Khan shared 37 responses from faculty; majority in favor of attendance being part of the grading system. Documents with comments from faculty in favor and opposed were passed around for the committee to review. Khan raised the question as to whether reviewing the policy could be revisited by the committee.

Sen shared feedback she received from faculty stating the majority didn't have an opinion on way or the other; some found having it included as paternalistic and patriarchal. Kaufman stated "attendance" should measure something and not be a matter of a student just sitting in their seats. Simpson stated faculty she spoke with are looking at participation and didn't recommend a change in the policy. Brooks raised the question regarding verification of illness and the process. Abu stated attendance is the student's responsibility and feeling there isn't a need to revisit the possibility of changing the current policy.

Kaufman asked if there was a motion to move to vote to have the policy as is forwarded to the Senate for a 2nd reading. Motion to move to a vote was made by Branz and seconded by Gay .

Motion Approved

Vote: 13 -1

In Favor: Abukhdeir, Brooks, Campsey, Gay, Kaufman, Medina, Medrano, Sen, Simpson, Rees, Sofish, Walters, Wilson

Opposed: Khan

Non- Voting: Branz, Bruck

Absent: Sullivan Green, Amante (arrived to the meeting after the vote)

Status of Student Rights and Responsibilities

Kaufman met with Bruck and Brooks. A draft is in progress which Brooks and Bruck will continue working on. The final draft will be reviewed and prepared to be voted on in January.

Discussion of Greensheet Modifications

Discussion regarding the greensheet, consent to record, religious accommodations and credit hours. Branz suggested listing the current policies which can be expanded by amendment with senate approval. Academic integrity is addressed in the greensheet but not religious accommodations. Suggestion to include language regarding course requirements in the greensheet and then have references to University wide policies (i.e. Academic Integrity, ADA).

Kaufman suggested I&SA could review the document yearly for any substantive changes that need to be made. Sofish questioned whether review should be under I&SA's purview and Sen whether I&SA would be aware of all the necessary changes. There was discussion as to whether review should be conducted by Academic Affairs and the Provost's Office, origins of the Greensheet (original policy from I&SA), and how the review process would work.

The discussion moved to focusing on making revisions to the current policy rather than creating a new policy. It was suggested that links to webpages be added to the greensheets in order to reduce repetition. A description of the information the link is to would be included in the greensheet. Students shared that they skim the greensheet focusing on key dates, assignments and how they'll be graded.

Kaufman stated that we will revisit this in the spring.

Assignments for Spring Meeting

Committees were created to begin discussing the following referrals:

1. Waitlist - Sofish (Chair), Gray, Branz, Medina
2. Honors Task Force – Branz, Khan, Medrano, Simpson
3. Allowing Student to Repeal with a C or Better Grade – Branz and the Advisory Council
 - Branz stated that this violated the Executive Order 1037. Kaufman will follow up with the faculty member who submitted the referral and Branz will send a copy of EO 1037 to Kaufman.

Adjournment

3:25pm

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

Present: Brooks, Branz, Bruck, Abdukheir, Gay, Sen, Campsey, Sullivan-Green, Khan, Kaufman, Wilson, Sofish, Medrano, Simpson, Nash, Medina

Scribe: Sen

Call to Order: 2:04 PM

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. Branz/Sofish clarifying this.

The section on Honors at Entrance requires the most work. Questions for the committee are recorded on the edited document itself. Committee members discussed the document.

Is the 12 unit grade units a detriment? Sofish will do some exploring.

Criteria for Dean's Scholar should be reviewed. Need some statistics to make any decision regards to the cut-off GPA.

The committee members should read this document and consider the specific questions that are on the document.

Task force – explore including Humanities honors in the document.

Kaufman will bring the greensheet modification to the next meeting. S90-5 will be revisited at the next meeting.

4. Meeting Adjourned at 4 pm

Minutes for Instruction and Student Affairs Committee
February 15, 2016
Admin 167

Present: Kaufman (Chair), Wilson (Minutes), Brooks, Branz, Bruck, Abukhdeir, Gay, Sen, Campsey, Sullivan-Green, Khan, Sofish, Medrano, Simpson, Medina, Amante, Rees, Walters

Call to Order at 1407

Approval of Minutes: 11 Yes, 3 Abstain, 0 No

Discussion of Green Sheet Policy

- Problem
 - Greensheet template is changed almost every semester but not widely circulated
 - New template changes last December for Spring 2016
 - New template lacked newest updates to policy
- Solution
 - Webpage with all University policies that should appear on Greensheets
 - Updatable
 - Faculty would only need to update course information
 - Students could easily access information in one place

Sample Syllabus

- Kaufman edited existing greensheet by highlighting all wording that should appear on university web page--includes information like attendance/participation policy, final exam policy, etc.

Existing Policy

- Kaufman added definition of Greensheet to introduction of policy
- All official policy language currently on greensheets will appear on University web page
 - Changes will only need to be made to links and not university-level policy changes
 - GUP will host links
 - Language added to policy that states that I&SA will approve any changes to current Greensheet policy
 - Any changes will be reviewed by I&SA in November for Spring semester and in April for Fall semester
 - GUP will send out email to University of any future changes in a timely manner
- Do future changes need to go through Academic Senate?
 - Kaufman checked with Ken Peter
 - Normal procedure for many legislative bodies is to have a committee and not whole body approve changes

- Clearer than current policy since who is making the changes in the accessible template is unclear

Discussion on how to Use Google Docs

Comments/Questions/Suggestions on Kaufman's edits to Greensheet Policy

- Any ramifications of not using appropriate greensheets?
 - Greensheets are only accessed when a new class is proposed or a major change in a class is proposed
 - 75% of curricular requests for graduate courses were denied for non-compliance with greensheet policy. However, once greensheets were compliant, these requests were granted--Bruck
 - CoB does not seem to know about the greensheet policy
 - Different colleges, departments, and faculty using different versions of greensheet template
 - If student files a grievance against the faculty member, faculty will lose grievance if not compliant with appropriate greensheet statements and policies
 - Lecturers are particularly non-compliant because departments share non-compliant greensheets
 - Problematic statements creep into departments and colleges greensheets because of greensheet sharing

Paragraph A, 3rd bullet point--

The greensheet includes statements about learning goals, grading, expectations, content and other course-related information. While the greensheet may be changed as the semester develops, any changes shall be communicated to the students in writing. In general, changes to the greensheet should be made by the add deadline; if changes must be made later in the semester, due consideration shall be given to the impact on students.

Discussion on above paragraph

- Provides information about expectations, grading, and other course related information
- Any changes must be communicated to the students
- Reads that faculty could change any information
- Discussion on changing schedule with fair notice
- Problems
 - Questions of academic freedom for faculty
 - Changes to grading basis
 - cancelled field trips that were part of grading
 - changes to reading for final
 - usual practice
 - Changes should not disadvantage students

- Solutions
 - Times of changes should be specified with due notice
 - Vague topics listed for exams
 - Resending updated greensheets to students

- Discussion on Fair Notice and Timing
 - Changing grading schemes and contents of final should have some limitations
 - Fair notice is vague
 - 2-3 weeks after school starts
 - Add deadline
 - Census Date

- Problems
 - Did not cover unit, so no quiz
 - Software crashes
 - Internships disappear
 - Change of content of exam because faculty needs assessment data
 - Having a test not count because of universal poor performance
 - Allowing students an extra chance on a paper
 - If change in grading scheme late in semester, offer to grade under both sets of criteria. Student gets highest grade.

- Discussion that committee is being too draconian
 - Trust faculty
 - Provide reasonable expectations for classes
 - Provide suggestions and guidelines
 - When making changes, faculty should take into consideration the impact on students
 - Make deadline changes in line with university deadlines

- Consensus on the following
 - All changes to the greensheet should be made by the add deadline
 - Consideration should be given to the impact on students
 - All updates to greensheets need to be in writing

Discussion on what a Greensheet implies

- An agreement on what the course will provide

- A contract between faculty and students
- Expectations of classroom experience
- Statement of expectations of classroom experience and learning outcomes--
Consensus
- Appendix
 - General consensus to delete

Kaufman will bring finished policy to next meeting with whereas and resolves next week.

Waitlist

- Waitlist survey of department chairs
 - Kaufman received replies from 17 chairs
 - Does department have a policy on using the wait list
 - 14 no, 3 yes
 - Would you like to see the waitlist available beyond the first day of class
 - 11 yes, 6 no
- If waitlist extended beyond the first day of class, what would you like to see
 - Uniform rules across campus--3
 - Uniform across departments in a college--6
 - Allow faculty to do what they want--8
- Discussed suggestions and problems from department chairs
 - shopping
 - swapping
 - crash and get in
 - students who show up for class
 - students will expect the waitlist to be used once class starts
- Committee suggested that Kaufman share the survey with the Executive Committee
- Questions on why this was a referral
 - SAS referred
 - Problems with departments being blatantly unfair when accepting adds
 - Every section of every course should have the same add policy
 - Departments should have the authority to decide

Next Week's Meeting

- Rights and Responsibilities
- Finish Greensheets

Adjourned 1555

Instruction & Student Affairs Committee
February 22, 2016
Meeting Minutes

In Attendance: Demerris Brooks, David Bruck, Mathew Rees, Soma Sen, Bill Campsey, Sheryl Walters, Cynthia Medina, Stephen Branz, Michael Kaufman, Laura Sullivan-Green, Marian Solfish, Eric Medrano, Sharmin Khan, Mary Lynn Wilson, Lisa Simpson, Romando Nash, Looloo Amante, Ishmael Abukhdeir, Zhane Gay

Review of minutes from last week (2.15.16)

Move to approve: Bill Campsey

Second: Sheryl Walters

Motion passed (one abstention – Romando Nash)

Referral: Request to expand priority registration to individuals on govt sponsored international programs – approximately 30 students per year. These are students who are non-matriculated students who attend SJSU for one year. If they are non-matriculated they can not get priority. Michael will respond to referral – committee is not in favor because it is not allowed per other policies.

- F-14-1 last policy on priority registration.
- Are there any situations in which a non-matriculated student could have priority over a matriculated student? Need to be a degree seeking student....
- Suggestion that special session courses be created for these students.

Question about EOP students and priority registration. May need to amend policy as these students are supposed to be getting priority registration. Michael will look into the confusion on this.

- Marian reported 2248 Honors at Entrance students = 3.6 and above high school GPA. More than half of incoming freshman class. May want to raise the GPA criteria as this high number is impacting who else can get priority registration.
 - Are any of these students remedial? Honors Task force has recommended that students can not be honors at entrance if they are a remedial student even if they meet requirement of GPA.
- Priority registration = no more than 10% of FTE students get priority... honors at entrance would take up this entire 10%
- Priority groups right now: Veterans, athletics, AS Board members, disability, EOP, Guardian Scholars, note takers ... (Student Success Center)
- Could reduce the number of Honors at Entrance by raising GPA to 3.7

Greensheet Policy reviewed. Michael updated with recommended changes from last session.

Revisions made for grammar and clarification

- Curriculum impact statement – needed / not needed? - remove
- Remove one “professional responsibility” statement to eliminate redundancy? – decide to keep based on show of hands
- Review of Greensheet policy – revisions made for grammar and clarification

- 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 policy
 - Apply for certificate for Humanities Honors
 - View as equivalent to departmental honors and follow departmental honors guidelines
- May need to change wording to “departmental or GE honors”

Meeting adjourned at 3:42

Instruction & Student Affairs Committee
Meeting Minutes
March 14, 2016
Clark Hall 412
2:00 – 4:00 PM

I. Call to order: 2:00

Present: Abukhdeir, Branz, Brooks, Bruck, Kaufman, Khan (scribe), Medina, Sen, Simpson, Sullivan-Green, Walters, Wilson.

II. Approval of minutes:

The minutes of 2/22 were approved as written (9-0)

III. Greensheet policy:

- A. Discussion and committee responses on questions from Senate floor on new greensheet policy:
- a. Question: Encourage campus community to move away from printed greensheet?
Response: This doesn't need to be part of stated policy.
 - b. Question: Aspiration--maintain brevity and conciseness?
Response: If it's merely aspirational, it needn't be part of a policy.
 - c. Question: Make explicit in the policy that nothing prevents a faculty member from including more?
Response: This is already included in the policy.
 - d. Question: Remove GE learning objectives and place them in a central site?
Response: Not feasible; besides, WASC would not approve.
 - e. Question: Phase out the term "greensheets"?
Response: Committee was unanimously in favor of calling it "Syllabus policy."
 - f. Question: Include a list of university-wide policies rather than just a link?
Response: Committee decided to add a statement prior to the link that the link contains relevant university-wide policy information regarding such topics as academic integrity, accommodations and so on.
Committee voted on the suggested statement; passed unanimously.
- B. Branz brought up the question: Should greensheets be archived? Should that be in the policy?
Bruck: nice to have greensheets if a student returns after a hiatus of 20 years.
Branz: what's the CSU rules about archiving documents?
Wilson: binders of old syllabi in History Department.
Branz: 10 years is enough in case of issues and grievances.
Kaufman: add a statement to the policy that departments shall maintain an archive of all syllabi for all sections for no less than 10 years.

IV. Student Rights and Responsibilities (SRR) proposal--amending S90-5:

Brooks: SRR catalog list—a lot of the links are broken. Took list that currently exists, selected those that are most relevant, and proposed a second list.
Kaufman: requested that a committee member volunteer to draft a short policy that says SRR be kept in a central repository, for ease of access and for periodical updates.
Branz volunteered to do this.

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:

Branz: when a policy needs 3 or more amendments, it 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 flow-chart 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 do formatted with either bullet points or headings for easy reading.

VII. Adjournment—the meeting adjourned at 3:45 pm

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

I. Call to order: 2:00

Present: Abukhdeir, Branz (scribe), Brooks, Bruck, Campsey, Gay, Kaufman (Chair), Khan, Medina, Medrano, Nash, Rees, Simpson, Sofish, Walters, Wilson

Absent: Amante, Sen, Sullivan-Green

II. Approval of minutes:

The minutes of March 14th were approved as written (11-0-3). Chair Michael Kaufman announced that he will be absent for the April 11th meeting. David Bruck agreed to chair that meeting.

III. Student Rights and Responsibilities policy proposal (replacing S90-5):

Revisions made by the committee of the whole. See attached AS1608 for final version for First Reading at Senate meeting April 4th.

IV. Probation and DQ policy proposal (replacing S10-6):

“Track Changes” Comments on [draft](#) (each discussed and considered). Substantive and potentially controversial changes were discussed and considered in turn. Distinctions were drawn between **Academic Probation & DQ** (at the University Level, shown on transcript) and **Administrative Academic Probation & DQ** (usually at the department or college level); and between **Undergraduate** and **Graduate** versions of both. The length and complexity of this policy led to a recommendation to have a table of contents and to have more sub-headings to improve readability (and “understandability”). Steve and David will also consult with the Associate Deans and return with a revised draft for the next I&SA meeting.

V. Update on GPA cutoffs for Honors on Entrance & policy proposal (replacing F96-5):

Complete data not yet available yet from registrar’s office.

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

VI. Adjournment—the meeting adjourned ~ 3:50 pm

Instruction and Student Affairs Committee
Minutes for April 11, 2016

Present: Simpson, Khan, Sen, Amante, Campsey, Rees, Branz, Bruck, Sullivan-Green, Gay, Medrano

Absent: Kaufman (Chair), Abukhdeir, Medina, Sofish, Walters, Wilson, Brooks, Nash

Minutes by: Sullivan-Green

Call to order at 2:15.

1. Schedule discussed. Goal is to get the second reading of the Student Rights and Responsibilities policy (AS 1608) completed before Senate meetings.
2. Information Item: Syllabus Policy AS 1602 passed successfully on 4/4/16.
3. Student Rights and Responsibilities (AS 1608)
 - a. Unsure. Change Lines 48-50 to "Students also have the right to challenge the ideas of others without fear of retaliation, to work for change believed necessary for the improvement of the institution and to challenge any attempt to deprive them of their rights."
 - b. Will remove "green sheet" and replace with syllabus.
 - c. We will not add brief explanations, as the link names are self-explanatory and one click will provide requested clarification.
 - d. Will add language to state that the list is examples of policies that should be linked, but the list is not exhaustive. Also note that minor changes, like name changes and office reorganizations, can be modified by the Senate Chair per policy S16-7, so this is irrelevant.
4. Probation and DQ Policy (S10-6 and draft policy) updates and explanations noted:
 - a. Modified section organization so that the Graduate and Undergraduate sections are consistent, hence A1 and A2 in Graduate section.
 - b. Added definition of major in footnote on page 4.
 - c. Added "Distinction between SJSU Cum GPA... (from Assoc. Dean of Education) in Graduate section A1.
 - d. Added content to A2 by David Bruck.

Meeting adjourned at 3:55.

Minutes
Instruction & Student Affairs
April 18, 2016

Present: David Bruck (nonvoting and scribe), Demerris Brooks, Soma Sen, Marian Sofish, Bill Campsey, Steve Branz (nonvoting), Sheryl Walters, Michael Kaufman, Laura Sullivan-Green, Ismail Abukhdeir, Cynthia Medina, Eric Medrano, Sharmin Khan, Mary Lynn Wilson, Lisa Simpson, Romando Nash, Looloo Amante.

1. Call to order at 2:12 pm.
2. Minutes from 3/21/16 were approved 13-0-2 with only revision being absence of Demerris Brooks and Remando Nash.
3. Minutes of 4/11/16 were approved without revision by vote of 7-0-9.
4. Student Rights and Responsibilities Policy
 - “Within legal means” removed. Unanimous approval for change.
 - “Greensheet” replaced with “syllabus.” Unanimous approval.
 - Having explanations added to links rejected by committee.
5. Syllabus Policy likely to be signed by president in next few weeks. So what goes into the policy? Have we covered all we wish to have in? Guidance asked for for gap before revision required by policy. So people can come to ISA to ask to be included before that time. Accessible template well laid out in policy. Michael Kaufman will tag along with Steve Branz Tuesday at 10 AM with Elizabeth Tu to hear of any changes needed.
6. Probation and DQ Policy
 - Highlights still there showing points of contention or differences from past. Discuss in order. Page 4: Transcript Notation in UG section. Negative service indicators instead of transcript notation. When does an advisor in another dept need to know if student is on probation or DQed? Early Start example but rare circumstance. Marian Sofish doesn’t like it for Early Start (punative). Colleges of Science and Engineering do their own query and own DQ. All UGs thrown into undeclared if DQed by admin-academic means. But wouldn’t we want to know? Note that this is not academic DQ (still above 2.0) and undeclared status visible. Graduate level different. No dispute from committee.
 - Page 9: Finishing degree or credential on probation. No dispute from committee.
 - Page 9: DQ status in every term. Marian questioned the Winter DQ. Vote: 14-0-1 in favor of wording as shown.
 - Page 9: Special Consideration reinstatement. New form.

- Page 10: Program of Study: add minimum of B in each class.
- Page 12: Administrative academic probation not on transcript.
- Page 13: DQ from major in every term.
- Conditional acceptance a quasi-probationary state.
- Teaching credential : dispositional fitness needs to be added as means to DQ someone.
“Students who fail to achieve this level of scholastic success or are deemed dispositionally unsuitable for a teaching career...”
- Page 15: Administrative academic DQed students are DQed from program, not university, but must find another program.
- Overall vote to bring to Senate: 14-0-1.
- Honor’s Taskforce: staying over to talk with Michael.