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

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March 24, 2022

Members Attending: James Mullooly (Chair), Ahmad Borazan, Aaron Stillmaker, Oscar Vega,

Kathi Rindahl, Ahmad Borazan, Nichole Walsh, ASI President Jackson, Dave Goorahoo

Bernadette Muscat (ex officio).

Excused:

A meeting of the Academic Policy & Planning Committee was called to order by Chair Mullooly on Thursday, at 2:00 PM., in ZOOM

1. Approval of the Agenda.

MSC

2. Approval of Minutes for 3/17/22

MSC

3. Communications and Announcements:

-The Testing Center is open on a first come first serve basis

-Update from the executive Committee regarding APM 206

4. AMP 206 (Technology-mediated Courses)

MCS Interim Draft removing course approval requirement

Adjourn 3:26

**AP&P Agenda for 3/24/22**

**Start time: 2:00**

**Missing:**

1. Approval of the Agenda

2. Approval of Minutes for 3/17/22

3. Communications and Announcements:

 -Update from the executive Committee regarding APM 206

 -Communicated with the University Graduate Committee re: APM 220 (Prog Rev)

 -Remaining meetings this semester

4. APM 206 (Technology-mediated Courses)

5. APM 220 (Program Review) Draft

 -Second Reading

 -<https://www.fresnostate.edu/academics/documents/reviewpoliciesandprocedures.pdfS>

-Consider sending a memo to Prog Review to consider the manual, does it need

updating?

-Do we need to clarify this is the domain of the Dean of UG as we did with the syllabus

template?

6. APM 203 (Special Majors)

7. APM 237 (Accessible Instructional Materials)

SP22 Meeting Times

1/20 First Day of Instruction

1/27 First AP&P Meeting

2/3 2nd

2/10 3rd

2/17 canceled (chair sick)

2/24 4th

3/3 5th Guests from Online/Blended Committee

3/10 6th (no minutes approved)

3/17 7th (3/3 and 3/10 approved)

3/24 8th

3/31 - Holiday - Cesar Chavez Day

4/7 – 9th

4/14 – Spring Break

4/21 10th EXEC Session: Subcommittee Appointments &Annual Report

4/28 {Possible} No Meeting – Chair at Conference

5/5 Last possible AP&P Meeting

5/12 Consultation Days

**AP&P docket of remaining/ongoing efforts**

**THE L. Yeager stuff is done – the other items will await post covid.**

**-APM 232 (Absence policy) [This slipped through the cracks since September 2021]**

Two items:

1. **DONE:** Jan 2022 (from Registrar) New law protecting military related absences (already added).

CHECK ON THIS

**TODO: MEMO TO UG** 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)

**MEMO TO UG: [maybe interpretations of bereavement too narrow or board could be solved by your committee adding some descriptive language hyperlinked to the Syllabus template. i.e, what normally counts as absent, etc. ]**

**AWAITING RESPONSE/WORK**

-APM 113 (Academic Organization)

AP&P awaiting the Personnel Committees Review of the APM regarding Library Chairs.

-APM 624 Update. This is still out with SSD and HR

-Is APM624 obsolete, considering APM237 addresses the same issue?

-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.

**SDM**

-APM 241 Faculty Contact Hours. What authority do faculty have to request students attend activates outside of scheduled classes? (Oscar). i.e., can Faculty compel students to attend times outside of the classroom.

TD: Chair will see what could be added to 241 from ED Code or otherwise. Speak to the hours per class “expectation”.

Also look at student complaint policy to see room for improvement

**-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. **DONE:** 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. **DONE:** APM 241 (Syllabus) properly align it to the syllabus template [DONE FL21]
	6. **SDM:** 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. }

**MEMO TO UG: [maybe interpretations of bereavement too narrow or board could be solved by your committee adding some descriptive language hyperlinked to the Syllabus template. i.e, what normally counts as absent, etc. ]**

* 1. **SDM:** Need to address new bereavement concerns
	2. **DONE:** 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?

AWAIT POST COVID:

**-Plus/minus grading**

**SDM**

**-Sustainability Policy?**

 Awaiting the Sustainability Comm I believe [not sure]

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

-Internship Committee Charge, First Reading

-Service-Learning Policy, tabled

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