

MINUTES OF THE STUDENT AFFAIRS COMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
5240 N. Jackson Avenue, M/S UC43
Fresno, California 93740-8023
Office of the Academic Senate
Ext. 8-2743

November 7, 2007

Members Present: C. Edmondson (Chair), C. Coon, A. Faila,
K. Fugelsang, G. Gechter, D. Helsel, M. Lowe,
F. Padilla, K. Goddard (student).

Members Absent: L. Johnson (student)(excused).

Visitors: M. Botwin, C. Snee.

The meeting was called to order by Chair Edmondson, at 10:05 a.m., in the University Center, Room # 203.

1. Minutes. MSC to approve the Minutes of 10/3/2007.
2. Agenda. MSC to approve the Agenda as amended:
 4. Sexual Harassment Policy – Update from Mike Botwin (Chair, Academic Senate).
 5. Policy on Course Syllabi and Grading (APM 241).
 6. Policy on Accessible Instructional Materials.
 7. Background Check Policy
3. Communications and Announcements.

Update on APM 242 – Policy on the Assignment of Grades.
Committee approved memo via e-mail vote, memo was forwarded to the Executive Committee.
4. Sexual Harassment Policy – Update from Mike Botwin (Chair, Academic Senate).

Dr. Botwin reviewed the history of the policy and clarified the committee's charge with regards to the policy. The Academic Senate charged the Student Affairs Committee with implementation of a recommendation that the policy be posted on

the Student Affairs website with other policies about student conduct.

During the discussion of the item, it became apparent that the committee had received an outdated version of the policy when they received their charge from the Academic Senate. Further discussion resulted in clarification of previous questions about the policy. Finally, the committee discussed ideas about educating faculty about how to respond to student complaints.

Chair Edmondson will draft a memo to the Executive Committee regarding the committee's response to the charge.

5. Policy on Course Syllabi and Grading (APM 241).

Dr. Botwin reviewed the history of the policy. He reported that the policy was the first of several policies that would be reviewed by the Academic Senate in the coming months as a result of recommendations and requirements from the Assistive Technology Initiative. Work on this policy began in Fall of 2006 and consisted of consultations with Carol Snee, of Services for Students with Disabilities, and a review and revision by the Academic Policy and Planning Committee. The policy that the Student Affairs Subcommittee is charged with reviewing is an interim policy because there was a deadline for having a policy of August 2007. There was discussion about whether the Student Affairs Subcommittee was given the interim policy vs. the previous policy. There was also discussion about whether the interim policy was posted on the Academic Senate website.

As the committee continued to discuss the policy, Carol Snee reported that she has worked closely with Mike Botwin in reviewing policies and recommending policy changes to bring the university into compliance with the Assistive Technology Initiative. She also reported that she felt confident that the Policy on Course Syllabi and Grading addressed the needs of students with disabilities. There was some discussion by the committee about whether a copy of the syllabus should be made available only on the web, or if a print copy should also be required. Carol Snee reported that she also described how Services for Students with Disabilities could support faculty in making print and electronic copies of the syllabi accessible.

MSC to continue discussion of APM 241 and to discuss subsequent agenda items during the next meeting on 11/28/2007.

MSC to adjourn at 11:03 a.m.

The next scheduled meeting of the Student Affairs Committee is Wednesday, November 28th, 2007 at 10:00 am in the University Center, Room # 203.

Agenda.

1. Approval of Minutes of 11/7/2007.
2. Approval of Agenda.
3. Communications and Announcements.
4. Review Memo to Executive Committee Regarding the Sexual Harassment Policy.
5. Policy on Course Syllabi and Grading (APM 241)-Continued.
6. Background Check Policy- Initial Discussion.
7. Policy on Accessible Materials- Initial Discussion.