

University Senate Annual Committee Report Academic Year 2015-2016

Section I

Name of Committee: Student Faculty Policy Committee

Submitted by: Keith H. Hollinger, PhD; CLS-Social Sciences-Poly; Lecturer

Date Submitted: May 11, 2013

Roster:

Chair:

- [Keith Hollinger](#), Letters and Sciences, Polytechnic campus

Members:

- [William Youngdahl](#), Global Management, West campus, 2017
- [Philip J. Mizzi](#), Economics, West campus, 2016
- [Dennis Russell](#), Journalism and Mass Communication, Downtown Phoenix campus, 2017
- [Danielle Wallace](#), Criminology and Criminal Justice, Downtown Phoenix campus, 2016
- [Roger Hutt](#), Morrison School of Agribusiness, Polytechnic campus, 2016
- [Daniel McCarville](#), CIDSE, Tempe campus, 2016
- [Jenny Brian](#), Barrett Honors College, Tempe campus, 2016
- [Catalin Rotaru](#), Music, Tempe campus, 2016
- [Sybil Thornton](#), History, Tempe campus 2017
- [Chuck Elliott](#), Emeritus College, Tempe campus 2017

Overview Narrative:

The SFPC had a very active year in AY2015-2016. The committee received 21 Requests for Consultation over the past twelve months. Section two details the RFCs and the outcomes of those that have been addressed. Section three provides details of the open motions that will help the committee resume activities very quickly and efficiently.

As chair of the SFPC, I would like to thank all the committee members for an excellent year. We addressed a significant number of RFCs for a senate committee and took three motions through to successful passage in the senate. We provided feedback and/or best practices on eight issues. We had to decline one issue because student debt is not under the purview of the committee.

Some of our colleagues on the committee went above and beyond the call of duty and played instrumental roles in the progress of the committee, yet nearly everyone was able to play an important role in the development of at least one of our policy recommendations or responses.

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The committee was able to respond to a number of issues that are important for our students. The passage of the revisions to ACD304-02 and the passage of ACD 304-(11) were important steps in supporting our students who engage in university sanctioned activities and our active duty/reserve and veteran military personnel and first responders. In particular, ACD 304-(11) passed with overwhelming support in the senate. The committee did a great job putting these motions together.

Some of our issues are continuing over the summer. For example, Daniel McCarville will be working with Vice Provost Fred Corey to work out a plan for implementing Senate Motion 2015-46 establishing an Academic Integrity violation clearinghouse. This may require the proposal of a new motion to address challenges involved with the language of the existing motion.

Our inability to pass SM 2016-39 was our only major setback this semester. The vote was exceptionally close and the feedback following the vote indicated that faculty supported it but did not want to approve anything until their questions could be answered. The new committee will need to decide whether, or not, they will pursue the issue. Overall, this was an excellent group of colleagues to work with and we had an excellent and productive year.

Section II

Request for Consultations and/or topics reviewed by the committee and outcomes:

1. Request that the Senate look into the policies and/or practices of faculty members giving the final exams early, or prior to the official final exam period. The Provost office has received complaints that students are being overwhelmed by final exams given in the week prior to the final exam, when they are trying to finish year-end projects.
 - a. Outcome: the committee reviewed this matter and recommended that the Provost office distribute email correspondence to all Dean's directors and chairs reminding them that there is policy in place that does not allow faculty members to execute final exams during the week prior to the final exam period. This communication was distributed to the Dean's in January 2016. RFC closed.

2. SCIDSE faculty member proposal: Student transcripts shall flag all courses where the Disability Resource Center (DRC) provided extra time for the completion of exams, quizzes, or assignments. Employers should be aware that a graduate who used the DRC will require more time to complete their assignments than other employees. By not providing this information, we are being dishonest to the employers of our graduates. Students can certainly explain to their employers, if they choose, the purpose for the extra time need to complete their work. RFC closed.
 - a. Outcome: Student faculty policy chair Keith Hollinger consulted with the ASU office of General Counsel. The office of General Counsel stated that this would clearly violate the Americans with Disability Act. This is what the Student-Faculty Policy Committee

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believed and notified the General Counsel's office prior to closing this request for consultation. The individual was educated and informed of this important subject.

3. Request: Other than the implementation of ACD 402 and 401 what is ASU doing to change the culture here at the University: Via e-mail: Is it possible for ASU faculty to make a public and bold statement of support for our students, that sexual harassment and improper behavior will not be tolerated, to highlight the avenues for reporting as a survivor or as a witness, and reiterating the zero-tolerance policy for retaliation for reporting incidents. Having the policies is, in my opinion, not sufficient. Policies alone were not sufficient to protect students at Berkeley, nor were they sufficient even after a six-month investigation. ASU students need to know that our policies will be enforced, and that faculty care about their well-being. One way to do that is a statement from voices with authority. RFC closed.
 - a. Outcome: The University Academic Council on November 9, 2015 at a discussion with Vice-Provost Deb Clarke and Barry Ritchie in regards to this policy and what ASU is doing, other than the reformulation of ACD 402 and 401. Barry and Deb indicated that the University is taking this very seriously, that we do have a strong policy, we investigate all issues, we have a solid reporting mechanism and they believed that there was not much more that could be done at this point. Brenda Hosley sent the concerned individual a note indicating this fact 11-16-2015

4. Re-review the defeated motion lowering the number of ASU hours needed to graduate with honors. Look specifically at impacted units. RFC closed.
 - a. Outcome: This item was discussed with Vice-Provost Fred Corey at the University Senate Student Faculty Policy meeting on October 23, 2015. Individuals from Nursing to the College of Letters and Sciences indicated the impact it is having on students in their programs. Vice-Provost Corey indicated that no change was intended, however, students who believe that they should be considered for graduation with honors should submit a petition to the standards committee for possible consideration.

5. Request Senate look into memo that standard class times had been changed on the Downtown campus
 - a. Outcome: The University Academic Council had several conversations with Vice-Provost Fred Corey. Provost Corey indicated that last fall there were 900 classes that could not be scheduled using the existing class time schedule. The UAC expressed concern that there was no faculty input prior to this change. The UAC provided feedback to Provost Corey and expressed the need to secure faculty input prior to these types of substantial changes. Additional notes on the subject can be found in the UAC blackboard page, UAC notes for November 9, 2015. RFC closed.

6. Review the issue of student debt. RFC closed.

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- a. Outcome: Per committee agreement in September 2015 this RFC was closed because of concern that no effective change could be made from the Senate level.
7. Need to make the option of the double major clearer to students. RFC closed.
 - a. Outcome: Per Fred Corey, online indicators for major maps have changed so that students will better see the option of a double major
 8. The Student Faculty Policy Committee requests that the office of the Provost investigates the possibility of leaving the Academic Status Reporting ASR system open throughout each semester.
 - a. Implementation: Keith Hollinger developed a memo that was sent to Vice-Provost Fred Corey, October 28, 2015, Memo sent on 11-18-2015 and can be found in C Barbee's Master transmittal outlook folder and/or on the SFPC BB site. Provost Corey e-mailed an agreement to this recommendation and indicated that he would pursue its advancement here at the university.
 9. Request that the Senate look into the issue of course availability for students and ways in which we can make classes that students are interested in and more readily available. Consider a possible electronic suggestion box for students to let ASU know courses they want to take.
 - a. Implementation: Per Fred Corey, they do not want to have wait lists for specific course times since students will get the idea that they may have a chance in a given class and never signup for other times. Colleges can also run queries to determine how many students are required to take a particular class...this provides units with data for hiring. Fred did agree that a waiting list for electives would/could be beneficial to units since there is currently no way of knowing the interest level in these courses. He indicated that he would work on this.
 10. Review ACD manual for policy on Vets missing classes. If no policy, consider writing one for Senate and Admin review.
 - a. Senate motion 2016 – 40 was approved by the Senate on March 28, 2016.
 - b. On April 20, 2016 the Provost stated this motion was not approved because of conflicts with SSM 201-18.
 11. Sun Devil athletic advisory board requested review of ACD 304-02, student athletes missing assignments for ICA travel.
 - a. Senate motion 2016 – 30 was approved by the Senate on March 28, 2016.
 - b. As of May 16, 2016, the Provost has not made a formal response on this motion.
 12. Need to explore the development of a clearinghouse location for all academic dishonesty cases, currently a student can be found guilty in one college and if it occurs again in another college, there is no way for the college/school to know about the previous incident

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- a. Implementation: Senate Motion 2015-46 on November 9, 2015 additional discussion on this topic occurred with vice Provost Fred Corey. Fred indicated that universal standards for handling academic integrity violations are not in place at all college/school's here at ASU. He indicated any new program would need the approval of the office of General Counsel. He further elaborated that discussion needs to occur about who would collect data. As of May 16, 2016 Fred Corey was proposing that this academic integrity issue be moved in a slightly different direction. He indicated the current version of Senate motion 2015 – 46 (that was previously approved) would be declined. Senator Daniel McCarville is working with the Provost Office and Fred Corey to develop a new motion to be presented in the fall semester of 2016. To date, the Senate office has not received a disapproval notice for Senate motion 2015 – 46.
13. There is a concern as to whether academic units have the proper protocols and procedures in place to review existing courses for quality control purposes. A faculty member encountered a higher division course that appeared to be severely lacking and was concerned of the potential for a more systemic problem.
- a. In committee: In the February 19, 2016 Student-Faculty Policy Committee meeting the members were uncertain as to whether this was under their purview. Chuck Barbee reviewed existing procedures and discussed with the SFPC chair the current practices, requirements and resources. The chair shared this information with the individual and advised them that if they had local unit concerns, related to course reviews, that they should work within their unit to resolve those issues.
14. Policy question regarding how long do students have to wait if their instructor is late to class. Formal question is located in Consultation Request Folder 14-15
- a. Implementation: Senate Motion 2015-47, the Senate does not yet have confirmation that this Provost approved recommendation has been formally implemented.

Section III

Request for Consultations and/or topics that were not started or remain unfinished and need to be carried over to the next academic year.

1. The Vice President of Services for the Undergraduate Student Government (West) questioned the possibility of making the course description, when registering for a class, more in depth?
2. The president of the ASU chapter of Students for Sensible Drug Policy (SSDP) has requested that the University Senate consider partnering with them to request that a Good Samaritan policy be implemented across all campuses.
 - a. In committee: SSDP was invited to speak at the Senate #7 open forum.

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3. USG raised questions about iCourse fees. USG is developing a resolution, which "requests a task force, including student and faculty representation alongside administrative staff, be created to review the current use of iCourse fees and create a policy for which classes qualify for an iCourse fee."
 - a. In committee: Members of the undergraduate student Government Association met with the Student-Faculty Policy Committee on February 19, 2016.
4. GPSA president, Pauline Veneiris, presented their topics of concern to the Student-Faculty Policy Committee on February 19, 2016. The committee indicated its support for their reviewing all of these matters and provided numerous suggestions on how the students might approach each topic. The committee is however, not in a position to take action on these items, but does support the GPSA and will help facilitate as much as possible. Student-Faculty Policy Committee chair Keith Hollinger reported to the Senate these GPSA issues, and the GPSA concerns document was distributed to all Senators with a request for feedback to be sent to the GPSA president.
5. A student has requested the rationale for the use of animals in our instructional settings. The requesting student is the president of VegAware, an ASU Student Organization that promotes vegetarianism and animal rights. Complete e-mail in RFC Master folder
 - a. Student-Faculty Policy Committee member Jennifer Brian worked on this subject in 2015-16
6. Provost would like to request feedback on a proposed change to the # of icourses that an on campus student is allowed to take.
 - a. In committee: Senate motion 2016 – 39 was not approved by the Senate and Senate meeting number seven on March 28, 2016. This item will be returned to the committee to determine whether they will continue to work on the subject.
7. The Student Faculty Policy Committee requests that the office of the Provost investigates the possibility of leaving the Academic Status Reporting ASR system open throughout each semester. See section II notes and follow-up with Fred Corey on progress.
8. Request that the Senate look into the issue of course availability for students and ways in which we can make classes that students are interested in and more readily available. Consider a possible electronic suggestion box for students to let ASU know courses they want to take. See section II notes and follow-up with Fred Corey on progress.
9. Review ACD manual for policy on Vets missing classes. If no policy, consider writing one for Senate and Admin review. Senate motion was not approved by the Provost, see Provost Transmittal notes in the Senate office and redevelop for 2016-17.

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10. Sun Devil athletic advisory board requested review of ACD 304-02, student athletes missing assignments for ICA travel. Follow-up on the possible approval and implementation of this motion.
11. Need to explore the development of a clearinghouse location for all academic dishonesty cases, currently a student can be found guilty in one college and if it occurs again in another college, there is no way for the college/school to know about the previous incident. Implementation is ongoing with Senator Daniel McCarville as the key point of contact.

Section IV

Recommendations to the Senate or Final Comments

The Student Faculty Policy Committee recommends to the senate that representatives from the undergraduate Student Assembly, and the Graduate and professional student assembly attend the regular committee meetings. Working more closely with the student governance organizations will enable a more equitable process and will streamline some of the decision-making process.

The SFPC has a number of items that are being carried forward to the next semester. The RFC that was raised at the beginning of the AY 2015-16 regarding alternative dissections has been a challenging issue. The perspectives are diverse and sensitive and the committee wants to be certain that we understand the issue completely before closing it. Committee member Jennifer Bryan has been diligent in her investigation of the issue and is preparing a report that will be finalized and distributed in the fall semester of 2016.

The open RFC involving iCourse fees remains open because the USG is developing a resolution, which "requests a task force, including student and faculty representation alongside administrative staff, be created to review the current use of iCourse Fees and create a policy for which classes qualify for an iCourse Fee." The committee encouraged the students to staff the Task Force in the spring 2016 semester so that they could start working early in fall 2016. The committee should follow up with the new USG administration in fall. If they are developing the task force, the committee will need to identify a volunteer to serve as a faculty representative. There has been no indication from the USG that the task force is under development. Since our initial discussion with the USG representatives.

The course description RFC remains open until the committee is able to convene in fall to determine the appropriate response to the request. The committee was unable to identify any university-wide guidelines for the content of the course catalog description. The committee may want to consider recommending some form of best-practice language and request that the University Provost incorporate this language into the Glossary and Definitions page found at (<https://provost.asu.edu/curriculum-development/changemaker/definitions>) While the course descriptions are the responsibility of individual units and colleges, it may be helpful to provide some standard guidelines for curriculum development committees to consider in the development of new course and the review process for existing courses. It may not be feasible to require units across the institution to change the course catalogue descriptions prior to the course review.

Late in the 2015/16 academic year, the president of the ASU chapter of Students for Sensible Drug Policy (SSDP) requested that the University Senate consider partnering with them to seek a Good Samaritan policy at ASU. This Good Samaritan policy would protect victims of drug and alcohol

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overdose, as well as the student who calls for help in an overdose emergency from legal and university sanctions. The committee felt that before making a decision on this RFC, we should seek the input of the Dean of Students, The Vice Provost for Undergraduate Education, and the ASU chief of Police. This item should be on the agenda for the first meeting of AY2016/17. It will require scheduling the meeting early to ensure all the stakeholders will be able to attend.

The concern over the course review protocols and procedures is still being explored. The committee has not determined if this is a student faculty Policy issue, or a curriculum committee issue. We expect to resolve this issue early in the AY2016/17 Fall semester.

The SFPC determined that it would be best to address the university-wide policy for notifying students of curriculum changes and/or amendments to the program that would alter a student's schedule (e.g. length of degree, graduation date, etc.), and a potential policy to enforce adherence to the graduate student's handbook for their incoming year, after the transition to the new Graduate Dean. The committee should try to schedule the Graduate Dean and the president of the GPSA to attend an early meeting in the AY2016/17 Fall semester.

Finally, the unsuccessful bid to pass SM2016-39 to limit iCourses for freshman was a significant disappointment for the committee. The vote was very close, and the feedback was very supportive, the issue was our inability to answer very specific logistical questions about implementation. The committee will need to decide whether or not it will pursue a revised motion in its first meeting. If the committee decides to seek a revised motion, it will be helpful to have Vice Provost Fred Corey present to address concerns about the implementation of the policy. Additionally, the committee should seek the participation of the senators who opposed the motion as part of the revision process. Finally, the committee needs to follow up with the UAC chair to verify that the issue is not being addressed elsewhere.

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