

University Senate Annual Committee Report Academic Year 2016-2017

Section I

Name of Committee: Student Faculty Policy Committee

Submitted by: Keith Hollinger, PhD. Chair, College of Integrated Sciences and the Arts, Social Sciences, Lecturer

Date Submitted: 04-24-17

Roster:

- [Deepak Chhabra](#), Community Resources and Development, Downtown Phoenix campus
- [Dennis Russell](#), Journalism and Mass Communication, Downtown Phoenix campus
- [Chuck Elliott](#), Emeritus College, Tempe campus
- [Daniel McCarville](#), Computing, Informatics and Decisions Systems Engineering, Tempe campus
- [Jim Moore](#), Management, Tempe campus
- [Marco Janssen](#), Sustainability, Tempe campus
- [Heide McIlwraith](#), Science and Mathematics (Poly), Polytechnic campus
- [Kiril Hristovski](#), Polytechnic School, Polytechnic campus
- [Allison Mullady](#), Teacher Preparation, West campus, 2018

Overview Narrative:

The Student Faculty Policy Committee (SFPC) is an important component in the shared Governance Structure at Arizona State University. The SFPC serves both faculty and student interests by coordinating policy development that seeks to balance the needs of both students and faculty. Coordinating policy development with students, faculty, staff, and the administration is essential to preserving the integrity of our institution and the SFPC is one among many Senate Committees that serve this role in our community. This year the committee was able to contribute to the further development and cohesion of our community by addressing a number of issues with policy development, revision, and coordination and cooperation among a wide range of actors.

According to the [ASU-SFPC website](#), the purpose of the SFPC is:

To serve in a policy-forming and advising capacity in matters governing student conduct, consistent with the Rules for Maintenance of Public Order and the Student Code of Conduct, in matters concerning student organizations, and in other matters related to students, including:

- undergraduate and graduate admission and readmission policies and procedures
- registration, graduation requirements, grading policies, scheduling, withdrawal policies, course load maximums, and program of study filing requirements

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- student activities related to academic development, including: advisement, counseling, and academic organizations
- policy development with respect to student-faculty-administration relationships
- review of organized extra-classroom activities to assess their continued effective relation to university academic goals
- policy development with respect to academic integrity
- review of undergraduate education, including teaching in a research institution.

The committee has served its intended role as evidenced by the closed RFC's indicated in Section II.

Section II

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

1. RFC-26 Development of clearinghouse for academic dishonesty cases SFPC 11/1/2014
 - a. Outcome: Implementation. Daniel McCarville represented the Senate in the final stages of implementing a system that would track students who receive academic dishonesty violations from different ASU colleges/schools.
2. RFC-91 Students for Sensible Drug Policy-Good Samaritan policy
 - a. Outcome: 3-1-2017 Chair Keith Hollinger referred this to Jim Rund. Jim confirmed receipt and said they would work on this with the students.
3. RFC-76 Request to leave ASR system open throughout each semester:
 - a. Outcome: Fred Corey, in response to an inquiry from Kathy Puckett: The current ASR system is flawed, but we were unable to find a system that meets our needs, so we will be working with Civitas and other partners to design a new system. We need an academic status report that works all semester long, is easy to use, communicates with PeopleSoft, and allows for kudos as well as warnings. By the way, for the upcoming fall semester, we are opening the current system during the second week, and we are asking all first-year composition teachers as well as ASU 101 teachers to report attendance problems. Skipping classes during the first week of school is an early indicator of behavior unconducive to academic success. Our quest for a better overall system continues.
 - b. 1-27-2017: Chair Keith Hollinger requested this RFC closed. Future work could be required if/when the ASR can be open all the time for real time feedback.
4. RFC-70 Polytechnic campus request for electronic suggestion box for students to indicate course preferences.
 - a. Outcome: 7-18-2016, transmittal response from Fred Corey to Kathy Puckett, We decided against wait listing students for courses because, as you note, the academic units must offer enough seats for all students who need a course to stay on track to graduation. We cannot waitlist students in required courses. To be honest, I do not recall speaking in favor of creating waiting lists for elective courses. I can see many unintended consequences. For example: a.) A course that is an elective for one student may be required for another; b.) Students may put themselves on a waiting list for a course at a day/time when they are already enrolled in another course, and that other course may be required; c.) Students have complicated work/school/life schedules and they want to know their class schedules in advance; d.) The

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academic units will have a difficult time knowing who is really taking what courses, if there are long waitlists.

I do not know that I agree with the assertion that we do not know of interest levels under the current system. We know, for example, that courses offered TTH between 9 and 3 are more popular than all other time slots. I think every department chair and school director could tell you which courses are popular and which are not. We can pull enrollment records to show that information. I am very reluctant on waiting lists for courses. We should offer our students the best schedules possible and let them use the 24/7 registration process to make alterations as they see fit

5. RFC-69 the College of Health Solutions asked, are student theses considered published once posted as electronic theses and dissertations.
 - a. Outcome: the SFPC members transferred this open access issue to the Open Access Task Force. To date, neither the SFPC nor the OATF took action on this item; this RFC is closed.

6. RFC-59-Use of Animals in Instructional Settings
 - a. This RFC carried over from the previous year as the committee considered feedback from faculty, students, and administrators. The committee found that in some cases dissections are necessary for the pedagogical integrity of student preparation for responsibilities in graduate and professional careers. However, the committee also discovered that no student, including Biology majors, is required to take a class including dissections in order to graduate.

7. RFC-92 UG Students request more in-depth course description in catalog
 - a. The committee discussed the issue in depth and agreed that the best course of action is for faculty to be more responsive in uploading Syllabi to the course catalog each semester. The committee asked Fred Corey to raise the issue with the Deans.

8. RFC-117 problems with service animals in instructional and laboratory settings
 - a. Outcome: This issue was raised with the Office of the Provost and Stephanie Lindquist undertook an informational campaign to clarify faculty confusion on the presence of service animals at ASU. Deputy Provost Lindquist announced at a Senate meeting #5 on January 30, 2017 the faculty should not unilaterally ban service animals from labs. If faculty members do have concerns about a service animal in their lab, they should contact the Disability Resource Office to discuss. Faculty members may ban comfort animals from laboratory settings without consulting disability resources.

9. RFC-25-Required student wait time if the instructor is late to class.
 - a. Outcome: This prior year approved motion was inserted in ACD 304-10

10. RFC-116 Request for ASU to proctor online math placement tests.
 - a. Outcome: Fred Corey stated this was currently being implemented and that online math placement tests would be proctored.

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.

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1. RFC-55 Consider a policy on makeup assignments when active duty military miss classes for in the line-of-duty activities 5/27/2015
 - a. Status: In the implementation phase. The SFPC is working with Steve Borden, the registrar office and Deb Clarke to finalize language that should allow active duty military to make up missed classwork when they have an absence because of a line-of-duty activity.

2. RFC-123 Summer school teaching schedule proposal: Change the on-campus summer class schedule, sessions A, B, and C, from five day Monday through Friday schedules to four day Monday through Thursday schedules. The lectures for A and B sessions will change from 1:20 to 1:40; the lectures for C session will change from 1:00 to 1:15.
 - a. Status: Daniel McCarville will continue the committees work on this RFC over the summer and into the 2016-17 academic year.

3. RFC-35 Social media use - best practices document for the faculty SFPC 1/9/2015
 - a. Status: Awaiting Provost Response

Section IV

Recommendations to the Senate or Final Comments

The committee had a very productive year and was able to achieve significant progress in support of our students and faculty. The committee should follow-up with the Vice-Provost for Undergraduate Education to determine the status of the Academic Status Report overhaul. Fred Corey's response indicates the administrative vision for the ASR is in-line with that of the committee. In fact, the goals being sought reach beyond the request of the faculty and, when implemented, will provide faculty with a more effective and efficient tool for supporting undergraduate retention and success.

At the beginning of the academic year, the committee decided to begin a tradition of having a co-chair working with the committee chair to promote a more responsive committee in the fall semester and to construct an institutional memory so fewer items fall through the cracks. Senate committee chairs will mentor their successors, which will strengthen the Senate's ability to execute its shared governance opportunity.

It is apparent that the formalized RFC structure has significantly improved Senate responsiveness. The ability to track the progress of the various issues brought to the committee has made the entire process far more efficient. By promoting institutional memory across summers, the Co-chair process will further enhance this progress.

With that said, the committee strongly encourages the Senate leadership to appoint Daniel McCarville as the Chair of the SFPC in August so he can begin the work of the committee. His dedication to students and work on the committee has been exemplary.

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