

## **Annual Committee Report** **Academic Year 2017-2018**

### **Section I**

**Name of Committee:** Student Faculty Policy Committee

**Submitted by:** Dan McCarville, Computing, Informatics and Decision Systems Engineering, Fulton Schools of Engineering, Professor of Practice

**Date Submitted:** April 19, 2018

**Roster:**

- Andrew Chizmeshya, Molecular Sciences
- Cathy Lalley, Nursing
- Deepak Chhabra, Community Resources and Development
- Ed Maguire, Criminology and Criminal Justice
- Helene Ossipov, International Letters and Cultures
- Jameson Wetmore, Future of Innovation in Society,
- Jim Moore, Management
- LaDawn Haglund, Social Transformation
- Manjira Datta, Economics
- Marco Janssen, Sustainability
- Roxanne Doty, Politics and Global Studies
- Stefania Tracogna, Mathematical and Statistical Science
- Melissa Button, Art

**Overview Narrative:**

The purpose of the SPFC 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
- 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.

**Office of the University Senate**

The Student Faculty Policy Committee (SFPC) reviews a variety of Request for Consultation (RFC) submissions from our committee members, senators, ASU faculty, ASU staff, and ASU students. RFCs very often require research and investigative work by committee members to develop a thorough understanding of the particular issue. Common outcomes from the SFPC are either a recommendation directly to the Provost's Office or other administrative organizations, a new policy proposal that is presented to the Senate for a vote, or a decline and closure of the RFC. The SFPC continues to work with the University Provost's Office and other administrative organizations to assure effective implementation of the new policies and recommendations, often requiring months of additional effort by committee members. A recent SFPC policy proposal passed by the Senate required implementing a new database, and lead to a new committee to continuously improve a key ASU process.

## Section II

Request for consultations reviewed by the committee, their outcomes and RFC will not automatically roll over into the next academic year.

### **RFC -116 Request for ASU to proctor online math placement tests for incoming students.**

**Outcome:** The Respondus system is to be used, requiring a web-cam. Significant retention rate improvement is expected. Implemented by the Math Department on Friday February 23, 2018.

**Recommendation:** this implementation should be verified in the fall 2018 semester. Monitoring of proper student placement should be considered.

### **RFC-123 Summer school teaching schedule proposal:**

**Outcome:** Change the standard 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 proposal also included more schedule flexibility for programs with special needs. This change is expected to increase faculty participation with summer classes, enable summer students to maintain part-time jobs, and improve ASU's sustainability efforts. Provost's Office agreed to the proposal; to be implemented in summer 2019. **Recommendation:** the Senate should verify effective implementation with the Provost's Office prior to the summer 2019 schedule being published.

### **RFC-127 Policing class discussion boards for illegal material and links.**

**Outcome:** Provost Office suggested the addition of a syllabus requirement/suggestion to the ACD 304-10. The Title IX requirements were also included in this syllabus policy update. Provost's Office provided recommended content for faculty to include in syllabi and course materials to help prevent faculty intellectual property from being illegally posted, shared, and sold by students to others. Proposal passed by the Senate in the March 2018 meeting. **Recommendation:** although approved by the Senate, this proposal is pending review and approval by the Provost office and should be monitored during the fall 2018 semester for reaction and/or implementation.

### **RFC-150 Review of policies governing the assignment of graders according to class-size.**

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**Outcome:** Are there any rules that govern the maximum number of students in a class where 100% of the grading is done by the faculty, especially upper level undergraduate courses? The proposal requests the Provost require all units across the university to work with their faculty to create written policies regarding course enrollment limits in their unit, and require all units across the university to work with their faculty to create written policies regarding allocation of course support (graders and TAs) in their units. **Recommendation:** although approved by the Senate, this proposal is pending review and approval by the Provost office and should be monitored during the fall 2018 semester for reaction and/or implementation.

#### **RFC-155 Student dependent health insurance concerns.**

**Outcome:** ASU Aetna Student Health Insurance no longer offers dependent coverage from 2016. This policy forces Ph.D. students to look for outside insurance options for their spouse and children. However, without SSN (since they are on F2), only few limited insurance plans can be selected. Most of those insurance plans are quite expensive and provide meagre coverage. Aaron Krasnow, Associate VP of Counseling and Health Services, presented the ASU insurance coverage process to the Senate in the March 2018 meeting. No change to insurance coverage; however, insurance coverage is reviewed annually and approved annually. This RFC is closed.

### **Section III**

Ongoing request for consultations that need to be carried over to the next academic year and their current status.

#### **RFC-35 Social media use - best practices document for the faculty SFPC 1/9/2015.**

**Outcome:** The Provost's Office is to publish a list of best practices based on the original document. This was approved by the Senate in 2016; however, the Provost's Office recommended several changes. **Recommendation:** stay in contact with SFPC member Helene Ossipov who is re-writing the list of best practices which will be submitted to the Provost's Office for review.

#### **RFC-55 ACD-304-11 Senate Motion 2016-40 Missed assignments by active military or first responders:**

**Outcome:** Senate motion 2016-40 was approved by the Senate in 2016, but rejected by the Provost due to similar wording in another policy, SSM-201-18. Negotiated language that would satisfy SM 2016-40 and the Provost's concerns was accomplished. The Provost office suggested that if approved language was developed in SSM 201-18 it could be cross referenced into the ACD manual for better faculty visibility. **Recommendation:** track the new policy language for this proposal which the Senate is now recommending be in the Student Services Manual (SSM 201-18) and ensure it is finalized. Once finalized, the policy updates are to be submitted back to the Provost's Office for review and possible implementation.

#### **Office of the University Senate**

**RFC-143 Synchronizing grades, grade appeals, and subsequent enrollment.**

**Outcome:** Currently, there is not enough time to manage grade appeals before being fully enrolled in the next semester/session. This is particularly problematic between A and B sessions. Forced withdrawals, tuition reimbursement, and other issues are not being managed very well. The solution to this RFC is not necessarily a policy change to be proposed by the SFPC. However, the SFPC has recommended the appropriate ASU advising community be brought together to discuss this issue, and hopefully find an adequate solution. **Recommendation:** although this may not fall under the SFPC, it is a very serious issue that must be addressed by the university. The SFPC will need to continue working with the advising community with this issue in 2018-19.

**RFC-157: Require students who have withdrawn from a class two or more times to receive unit level approval before enrolling for an additional time.**

**Outcome:** The objective is to help students who are not succeeding in a class or program. Data from the Fulton Schools of Engineering showed the number of multiple withdrawals from the same course to be fairly significant. The Senate Executive Committee requested the data from the College of Liberal Arts to verify this is an overall ASU problem, and not just engineering. The SFPC is working with the Provost's Office to improve the proposal and acquire the data. **Recommendation:** Continue researching this RFC for a possible Senate motion/recommendation.

**RFC – 165 Proposal to require all newly accepted online students to submit a photo to be uploaded to the enrollment site prior to initial course enrollment.**

**Outcome:** The current ASU policy PUR-703 clearly states “ASU requires all students, employees, and qualifying university affiliates to obtain an official ASU ID card. With the exception of new employees, the ASU ID card is issued for a fee.” Students receiving ASU ID cards have their photos automatically uploaded to the enrollment site. ASU's online program is choosing not to enforce this existing policy due to concerns about mailing ID cards to students outside of the United States. Because of this concern, the proposal is simply to require a photo be submitted such that students completing online exams can be verified. **Recommendation:** SFPC will need to continue this discussion with the Provost's Office in 2018-19.

## Section IV

### Recommendations to the Senate or Final Comments

It has truly been an honor to serve on the SFPC for the past five years, and serve as its chair in 2017-18. I am very grateful for the support from the committee members. We can see from this annual summary report the many accomplishments. Even more rewarding than the number of accomplishments is the impact of these accomplishments. A couple of the accomplishments help our fellow faculty, but most of our accomplishments have a positive impact for our students.

Although several RFCs were approved and even implemented this past year, it is recommended the Senate follow up to assure effective implementation in 2018-19.

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