Some Policies Every College Leader Should Know

August 19, 2013 - Elizabeth Adams & Steven Stepanek

Topics to be covered:

* Policies Related to Students

* Changes to Faculty Personnel Policies

* Actions in Support of Graduation Initiatives

* Your Questions

For full packet of policies and forms discussed today, visit:
http://www.csun.edu/senate/

Policies (and some practices) Related to Students

Basic Skills Policy

- Students must stay enrolled in math and writing (including developmental) until they finish the G.E. level class

- Students must take speech and critical thinking as soon as possible after completing math and writing and before 60 units

Early Start Changes

* All students who test into certain ranges on the EPT and ELM will need to take Early Start in 2014

* Very large numbers of students were successful in ESM this summer. We'll have the lowest percentage of FTF in Developmental Math in many many years

* The Early Start E.O. will require us to change the cut-off ranges for 114/115 next year (and we started the changes this year)

Second Baccalaureate changes

✤ We're closed to most second baccalaureate students except in STEM and nursing

✤ Second baccalaureate students are no longer held to any GE requirements.

SB 1440/STAR Act students

- ✤ We have our first 60 STAR ACT students this fall

- ✤ Guaranteed to finish in 60 units

- ✤ New DPRs and major advising tracking critical

Spring 14 Admission

✤ We are closed to MOST undergraduate admission for Spring 2014

✤ SB 1440 students are exempt

✤ Most graduate programs are open, but will close shortly

Online/SOLAR change of major/minor

* Rolled out Spring 2013

* Chairs and Associate Deans can request changes to reporting and permission structure

* Seamless integration into SOLAR

The 120 unit issue

✤ We're under an E.O. to reduce all majors to 120 units

✤ CSUN is compliant currently, except for some majors in CECS where we're trying to sort statewide consistency without risking ABET accreditation

✤ We can be theoretically compliant. Students cannot be held to hidden or understood requirements.

Catalog cycle

* 2012-2014 was the last printed catalog

* Starting in 2014-2015, we'll move to a one-year cycle

* Catalog will be available in a large number of online and downloadable formats and will continue to be free

Writing Proficiency Exam (UD)

* Undergraduate students are to attempt WPE between 56 and 75 units

* Registration hold if not attempted after 75 units completed

* Transfer students are to attempt WPE by 75 units or end of first semester at CSUN if 75 units already completed

* We've cleared the bottleneck, and students can now sit for most exam dates without having to wait in line

* Working on a pilot that will allow lab-based computer testing at LRC

Undergraduate Academic Internships (approved 4/11/12)

* Internships for academic credit must meet credit hour and faculty workload standards, and adhere to pedagogical and risk management standards required by CSU and CSUN

* A written learning agreement or contract accepted by the student, faculty mentor and on-site supervisor describing regulations, activities, learning processes and evaluation methods

* 12 hours min contact with faculty mentor; 45 student hours per unit

* At least two evaluations of student's work by faculty mentor; grade of credit/no credit to be assigned; credit cannot be given for prior life experiences; max 6 units towards undergraduate major or degree

Mixing self and state support students

* Unless students are enrolled through Open University, no self-support students can be enrolled in state-support classes.

* Under certain very specific circumstances state support students can enroll in self-support classes if they have permission and pay the higher fees. Please be sure the department, Tseng, and RGS have all been consulted.

SOC Designations

* New designations for online and hybrid courses:

    * OF - A Fully Online course in which all class sessions and exams are presented in an online environment; no campus meetings

    * OC - A Campus Online course in which most class sessions are presented in an online environment; campus face-to-face meetings possible for orientation, special presentations, exams, ...

    * OH - A Hybrid course in which students attend campus sessions approximately half the time and meet in an online environment for the rest of the time

    * IPAD: for myCSUNtablet courses

    * GE Paths

Registration Course Wait Lists

* Wait lists are being used for registration right now; thousands of students have gotten access to thousands of classes since we started the process in July

* Wait lists will be turned off on the Sunday night of the first week of classes.

* Students will be able to add and drop through SOLAR and the waitlist will continue to function in the first week of instruction

* IR has made available a demand report based on wait list data

Coming for Spring 2014 Registration

- ✤ PERC!

  - ✤ Will allow all departments to allow work in progress for students for registration

  - ✤ Students who don't pass the prerequisite in the Fall will be disenrolled at "end of term"

Changes to Faculty Personnel Policies

Peer Class Visit Reports Policy (approved 5/20/13)

* Changes to Section 612.5.2.c.(2)(a)(iii) and Section 706.3.1.c. of the Administrative Manual

* "A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit."

Contributions to the Field of Study (approved 3/25/13)

* Changes to Section 632.4 of the Administrative Manual

* Departments are responsible for defining "those professional activities that constitute significant scholarly or creative contributions to their specific field of study" in their Department Personnel Procedures

* "Departmental standards defining significant scholarly or creative contributions to the field of study must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements"

* Note: procedures must be reviewed every 5 years; changed procedures become effective after 3 years; old Section 632.4 language remains in affect until updated dept procedures have been approved by PP&R

Accelerated Promotion Review Process (approved 3/14/13)

* Changes to Section 643.1.5 of the Administrative Manual

* "A faculty member will be considered for promotion before the normal time only if the faculty member notifies the Department Chair and the College Dean, in writing and prior to the start of the department-level review, that the faculty member wishes to be considered for accelerated promotion. Tenured faculty members must submit written notification early enough in the Fall semester to allow time for peer class visits as required by Section 612.5.2.c.(2)(a)."

Reappointment Policy (approved 5/22/12)

* To be retained during probationary period, a faculty member must show evidence in PIF of making progress towards meeting the requirements for tenure and promotion

* Faculty showing little indication of success shall not be retained for a third year; those showing weakness but promise may be retained for third year

* Faculty who have not demonstrated potential for promotion shall not be approved for tenure

Actions in Support of Graduation Initiatives

Super Seniors

- Registration hold on students with 130+ units

- Students are informed of hold in 5th week of previous semester

- To remove hold, student must meet with advisor, complete MAP, file for graduation evaluation

Financial Aid

* Max allowable units is 150 for undergraduates and 30 for graduate students unless student is in high unit major

* Standards for Satisfactory Academic Progress tightened and appeals severely reduced and reviewed by committee

Two-Phase Unit Limits

- For Fall 2013, students could register for max 13 units during Priority Registration and up to 16 units during open registration

- Special permission required above 16 units; Associate Dean of major must approve

- Graduating seniors and FTF were exempted from 13 unit limit
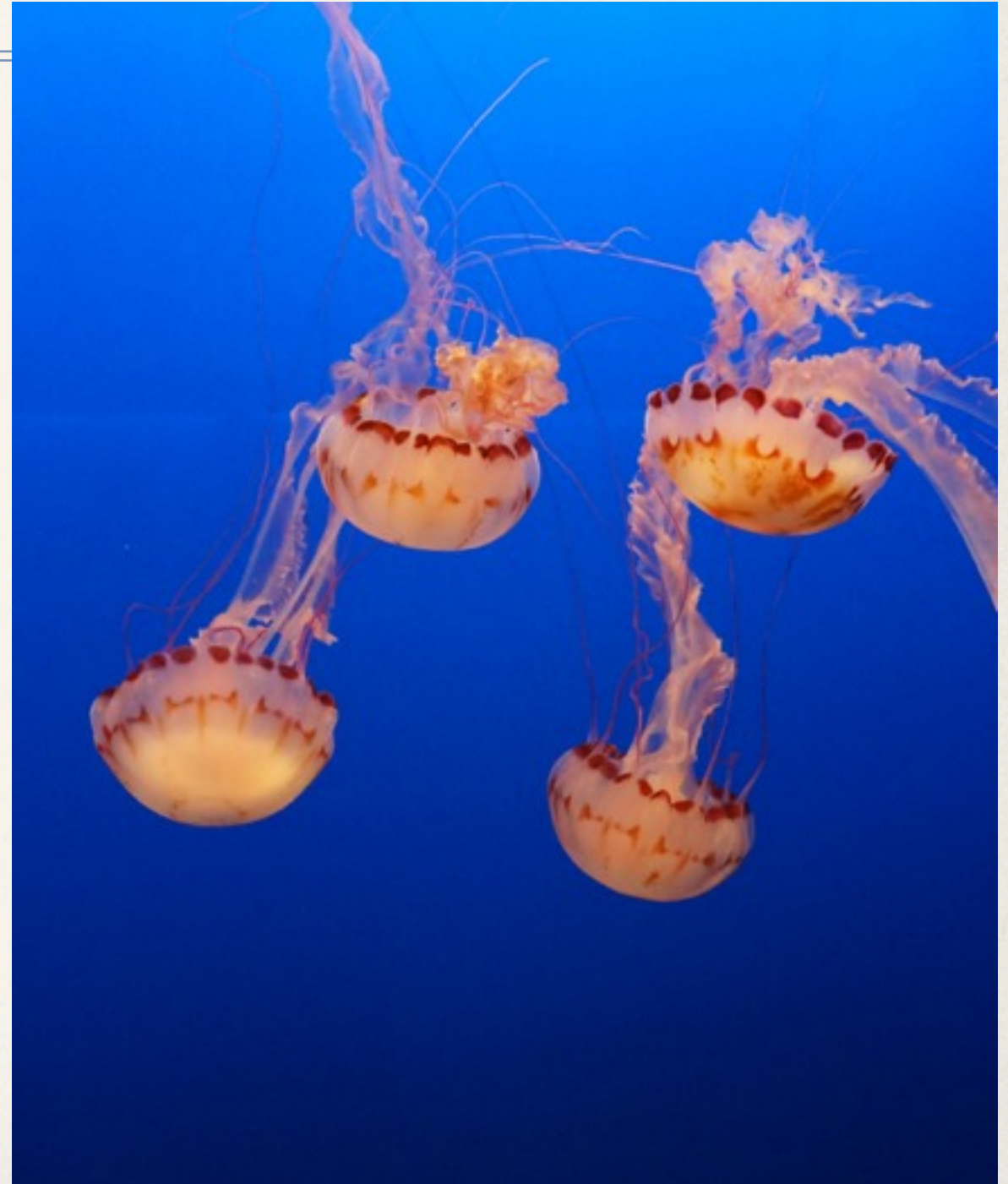
Repeats and Withdrawals

* Students are just becoming aware of changes made two years ago

* 16 unit limit for grade forgiveness

* 12 additional units allowed for averaging

* Max three enrollments in a given course; Associate Deans must approve third enrollment

* 18 unit withdrawal limit (medical exempted)

* Enrollment in courses for purposes of repeating not permitted until Thursday before start of instruction

Student Forms Routing Grid

Form Name	Obtain Form	Signatures Required				Student Delivers To	Processing	Other Requirements
		Advisor	Instructor	Chair	AD			
Late Schedule Change for Graduate Students	Student Forms	No	Yes	No	No	AVP Grad Studies	Student delivers	The AVP of Graduate Studies must approve and sign form. Student then brings to A&R and pays University Cash Services.
Medical Withdrawal for Graduate Students (Partial and Complete)	SHC	No	No	No	No	SHC	SHC to Graduate Studies	Student must provide supporting medical documentation to SHC
Change of Major	Student Forms	Should see if over 75 units	No	Yes	Yes >90 units	Chair	AD or Chair takes to A&R	AD will normally not approve if total is over 140 units. No signatures required if removing major.
Change of Minor	Student Forms	Should see if over 75 units	No	Yes	Yes >90 units	Chair	AD or Chair takes to A&R	AD will normally not approve if total is over 140 units. No signatures required if removing minor.
Major/Minor Appeal for Undergrads	Undergrad Studies	No	No	No	No	UGS	Student completes form and takes to UGS	Limited to criteria stated on form
Request for Third Enrollment	Student Forms	No	No	Yes	Yes	AD of Major	Student takes form to A&R and gets instructions on adding.	May have to pay if adding this class, moves student from part- to full-time. Students may register on the Thursday before classes begin.
Last 20% of Instruction and Retroactive Change in Schedule for UGRD including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	No	UGS	UGS, UN 215	Use during last 20% of instruction and after semester is over.
Undergraduate Petition	Student Forms	No	No	No	No	A & R	Student delivers	$10 processing fee. Read instructions carefully. Request may actually be a DPR Review.

Reducing the number of enrolled units may affect your eligibility for Campus Housing, International Student Status, Financial Aid and more. A Financial Aid student who reduces the number of units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals). Before adjusting your schedule, consult the appropriate offices as described at [Information Regarding Change in Program or Schedule](#).

Revised 8/15/12

Student Forms Routing Grid

Form Name	Obtain Form	Signatures Required				Student Delivers To	Processing	Other Requirements
		Advisor	Instructor	Chair	AD			
Exemption to Administrative Graduation	UGS	No	No	Yes	Yes	UGS UN 215	Student delivers signed form	Students who have earned 140+ units and all degree requirements in any major. This form needed for exemption.
Administrative Withdrawal	Department Office	No	Yes	Yes	Responsible for initiating at the request of faculty or chair	Student takes no action. Dept. submits to AD	AD submits to A & R	AD must submit no later than the Wednesday of the third week of instruction
Consent for Release of Student Information (FERPA)	Department of Academic Office	No	No	No	No	Student signs and returns to faculty or administrator	Hand deliver to faculty or administrator	Federal law (FERPA) prohibits any discussion of students' academic records with anyone other than the student without this form
Correction of Grade	Department Office	No	Timely grade changes	All Changes of Grade	Late Change of Grade	Student initiates review of grade	AD or Depart delivers to A&R	A & R will not accept this form from student
Request for Incomplete	Student Forms	No	Yes	No	No	Instructor	Instructor submits to Dept. office	Must be submitted to Dept. office no later than ten days after day of last final
Extension of Time to Remove Incomplete	Student Forms	No	Yes	No	No	Dept. office	Instructor takes to dept. office. Office submits to A&R.	Must be submitted prior to time Incomplete expires. Maximum extension one year.
Removal of Incomplete	Department Office	No	For removal of Incomplete	Late removal of "I"	Late removal of "I"	Instructor delivers to Dept Office	AD or Dept delivers to A&R	Removal of Incomplete after date of original agreement or if Extension expired requires AD signature
4th Week Change Request Including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	No	A&R	Student delivers signed form to A&R	Pay University Cash Services upon late registration. Student contacts UGS to have complete withdrawal noted as medical.
Late Schedule Change for Undergraduate Weeks 5-12 Including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	Yes	AD	AD transmits to A&R electronically	• **One course** = signature of AD of College offering course • **Multiple courses** = AD of major

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Your Questions

Thank you for joining us today!