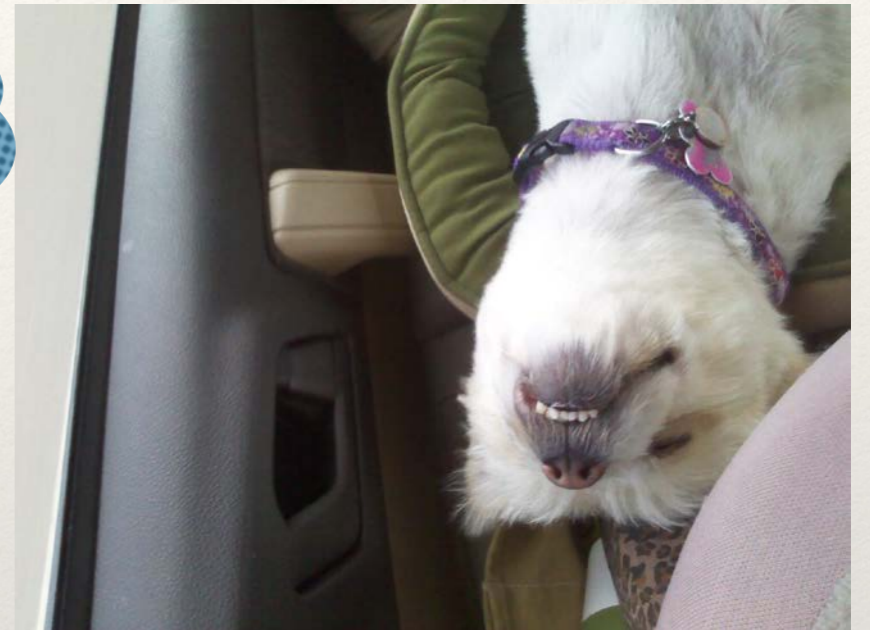# Some Policies {& Other Stuff} Every College Leader Should Know

August 21, 2017 - Tami Abourezk & Crist Khachikian

Topics to be covered:

- Undergraduate Matters

- Graduate Matters

- Your Questions

Come on .. just one more summer day…

For all the University policies and a copy of this presentation, visit:
http://www.csun.edu/faculty-senate/

Policies (and some practices) Related to Undergraduates

Fall 17 Enrollment & Registration

- FTF

  {5191}

- FTT

  {4991}

- All students in good standing can enroll in16 units from the beginning of registration

- Wait list for 13 units maximum as soon as registration begins

Registration Changes for Fall 2018

❖ Change coming to registration dates for FTF.

❖ **Fall 2017 FTF (continuing)** will register in May for Fall 2018 classes.

❖ **Fall 2018 FTF (incoming)** will register in August for Fall 2018 classes.

❖ Plan accordingly with Fall 2018 SOC build.

Registration Planner

https://www.youtube.com/watch?v=jLv7hiQydgs

All I want is to graduate....in this lifetime

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 are notified via email	Students are given 10 business days to respond back to UGS
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 Friday of the second week of instruction
Consent for Release of Student Information (FERPA)	Department of Academic Office	No	No	No	No	Student signs and returns to faculty, staff or administrator	Hand deliver to faculty, staff 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 1 extension up to 2 semesters
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

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 or SOLAR	Should see if over 75 units	No	Yes	Yes >90 units	Chair or submit online via SOLAR	AD or Chair takes to A&R or process online in SOLAR	AD will normally not approve if total is over 140 units. No signatures required if removing second major. Only <90 units submit online.
Change of Minor	Student Forms or SOLAR	Should see if over 75 units	No	Yes	Yes >90 units	Chair or submit online via SOLAR	AD or Chair takes to A&R or process online in SOLAR	AD will normally not approve if total is over 140 units. No signatures required if removing minor. Only <90 units submit online.
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. Financial Aid will not pay.
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](#).

Other Undergraduate Stuff

©johnlund.com

Impaction 2017-18

Impacted programs include:

Accountancy

Finance: Financial Analysis

Finance: Financial Planning

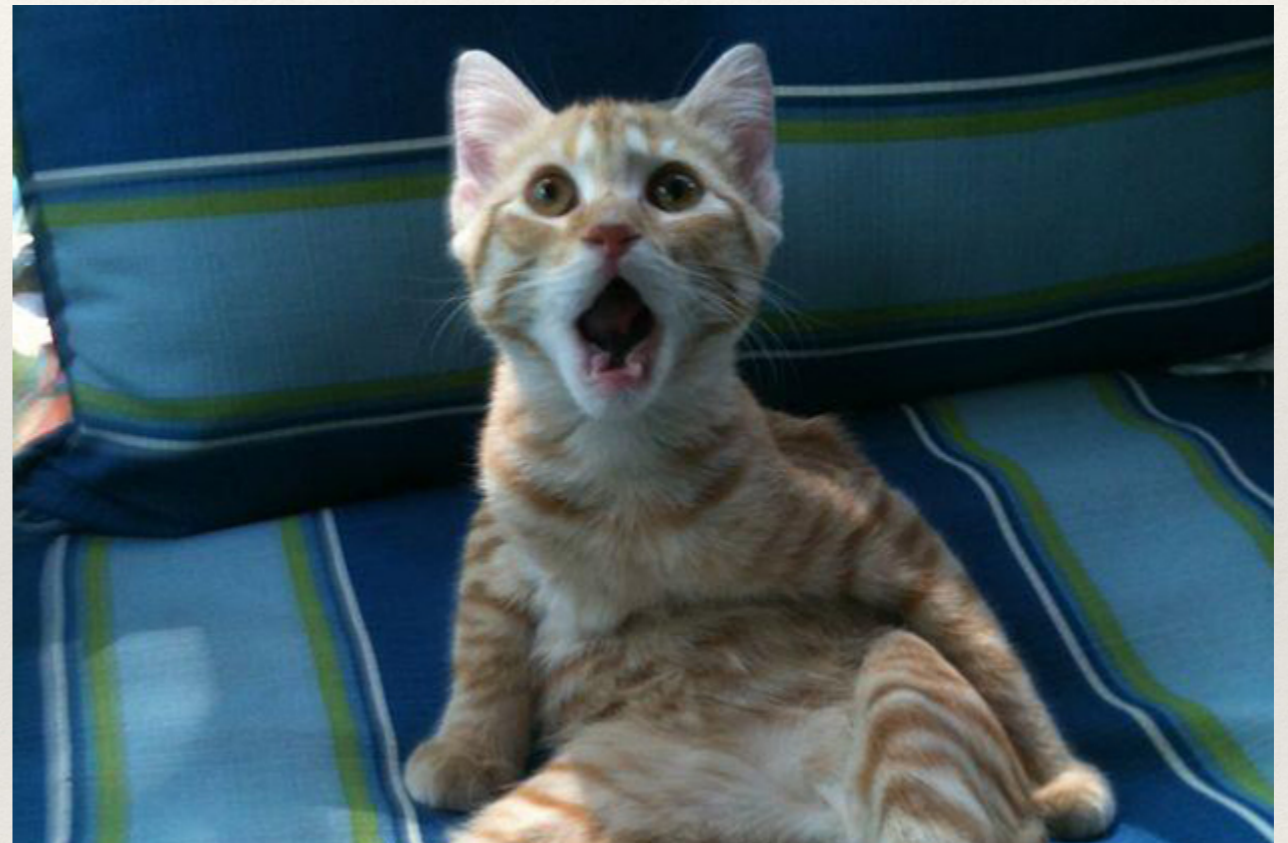Finance: Insurance

Cinema and Television Arts,

Music

Kinesiology

Psychology

Biology

Communication Studies

Health Sciences {Public Health, Health Administration & Radiologic Sciences}

http://www.csun.edu/admissions-records/impaction

Impaction
{Potential Changes on the Horizon}

❖ *Already* impacted majors remain impacted with some changes .

➢ *Possibly* impacting Criminal Justice Studies

Early Start: 2017

- Incoming **first-time freshmen** who do not demonstrate readiness for college-level **math** and/or **writing** begin remediation during the summer before enrolling in the CSU.

- Must successfully complete Early Start Math and/or Early Start Writing classes with grades of RP or CR.

- Beginning in summer 2017, non-compliant students were dis-enrolled and not allowed to attend CSUN without reapplying for the following academic year

- Early Start changes are coming **{see next slide EO 1110}**!

EO 1110

Relates to the assessment of academic preparation for and placement in written communication in English courses and mathematics/quantitative reasoning courses

❖ Broad utilization of multiple measures to assess academic readiness (EPT and ELM no more)

❖ Early Start Program "recast" (students will earn credit)

❖ Implementation BEGINS Fall 2018 with ALL changes to Early Start by summer 2019

❖ Stay tuned..more info and next steps

to come

❖ http://www.calstate.edu/EO/

Ok..I see your lips moving but......

EO 1071

To ensure degree integrity, each degree title is to be associate with only ONE set of curricular requirements. Requirements in addition to the core curriculum may be achieved through subprograms (option or concentration). **The program core shall represent a sufficient number of required units so that the program's student learning outcomes can be achieved by all enrolled students, regardless of subprogram pursued.**

Operationalized:
Degrees with multiple options must have a "meaty" common core of shared courses that constitute THE MAJORITY of the units in the degree.

Consistent with new WASC standards.

The Option Problem
{AKA CO 1071}

- ❖ More than 50 percent of the required major in core

- ❖ Options, concentrations, &/or special emphases need to represent less than 50 percent of the major requirements

- ❖ In compliance on or before 2024

Yup, I'm on that….

The 500-level course problem

- ❖ 500 level courses are graduate courses

- ❖ Advanced undergraduates in the "last year" of their program may be allowed to take them.

- ❖ 500 level courses should never be required for a baccalaureate.

- ❖ 500 level courses should never appear in a minor.

- ❖ Have you checked your catalog copy lately?

On Base: Curriculum Work-Flow

- ❖ On-line curriculum process

- ❖ Julie Hunter and Gloria Rocklin have been training colleges

- ❖ Adding college by college, fully online by Spring 2018

EAB SSC Campus

❖ EAB SSC Campus is available through CSUN portal.

❖ Institution Reports, Advanced Search and other valuable reporting features

❖ Resource materials available to help navigate these functionalities

❖ www.csun.edu/it/solar to obtain the access request form

❖ More trainings coming soon

❖ Any questions, please contact Shelly

   Thompson's assistant
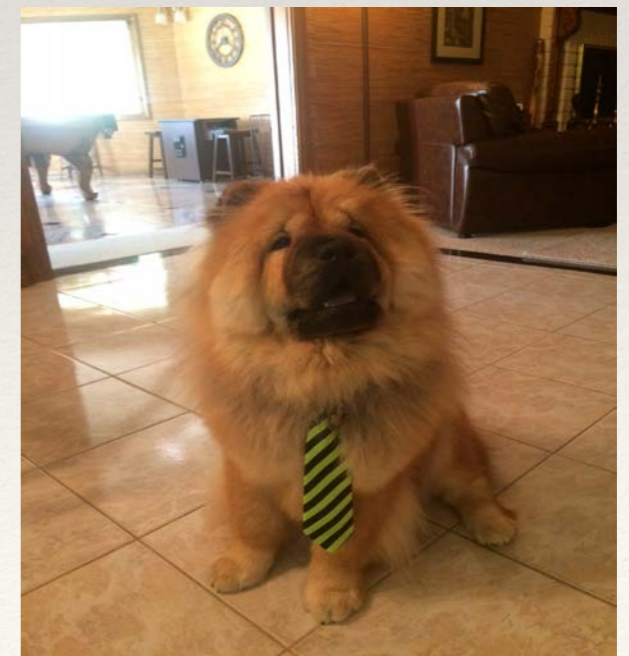
4 and 2 year plans

Updated and ready to go

Build SOC accordingly

Clear and concise

Ideally aligned to SLO acquisition by students

CA Promise, 2-year degree pledge

{Associate's Degree for Transfer (ADT) students}

Issues that cross the UGS/GS divide

* Mixing State and Self Support

* Proposing new degrees and options to th[...]s Office

* Financial Aid

* Captioning

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 Grad Studies have all been consulted.

❖ Supplanting!

New degrees and the CO

- Please don't surprise us with new degrees

- Elizabeth Adams: baccalaureate

- Crist Khachikian: masters and doctorates

- Please don't surprise us with new degrees

Financial Aid

- Maximum units attempted for UG and Graduate students. http://www.csun.edu/financialaid/satisfactory-academic-progress

- Graduate students: The 125% rule restricts preparatory coursework outside of the degree and disallows "required" courses that do not count toward the units in the degree.

- Graduate students: Wait 6-8 weeks to be awarded financial aid. Late admissions decisions impact a student's ability to pay.

- Graduate students: 4 unit minimum to receive financial aid. Only 3 units of enrollment (e.g., culminating experience) prevents the awarding of financial aid.

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

Let's Be Clear About Captioning

❖ Instructional media with sound must have closed captions

    ❖ It's federal and state law and CSU policy

    ❖ Videos shown in a classroom or posted in a Canvas course must be captioned

❖ We're here to help! **Contact the National Center on Deafness (NCOD)** (ncod@csun.edu) to get captions and transcripts for instructional media

    ❖ Contact your department librarian to learn about more offerings from the Oviatt Library

    ❖ Contact the Universal Design Center with other questions

    ❖ More information: http://www.csun.edu/captioning

    ❖ *For Tseng College courses, contact the Distance Learning team*

New Captioning Process

1. Faculty member fills out NCOD's **New Media Request** form at https://ncodrequests.studentaffairs.csun.edu/ at least 6 weeks in advance.

2. On myCSUNbox, faculty creates a folder named "*NCOD Captioning – [Professor's last name]*" and gives ncod@csun.edu access as **Co-Owner**.

3. Faculty uploads media and supporting files to this folder.

4. Within 6 weeks (usually sooner), NCOD uploads captioned media to faculty member's "*NCOD Captioning – [name]*" folder on myCSUNbox.

5. Faculty posts media for student view.

➢ CSUN gives each faculty member their own cloud-based storage account. This service is called myCSUNbox. Login at https://mycsun.account.box.com/login. More information: http://www.csun.edu/it/mycsunbox.

New Budget Allocation

- Vice Presidents, with the Accessible Technology Initiative (ATI) Steering Committee, approved a new central fund for captioning instructional videos

  - Priority is to caption videos for students who require such accommodations (under Section 504)

  - With remaining funds, faculty who request captioning can get an allotment in minutes

  - 2017-18 is a pilot year for this process

  - A working group will collect data and refine the process
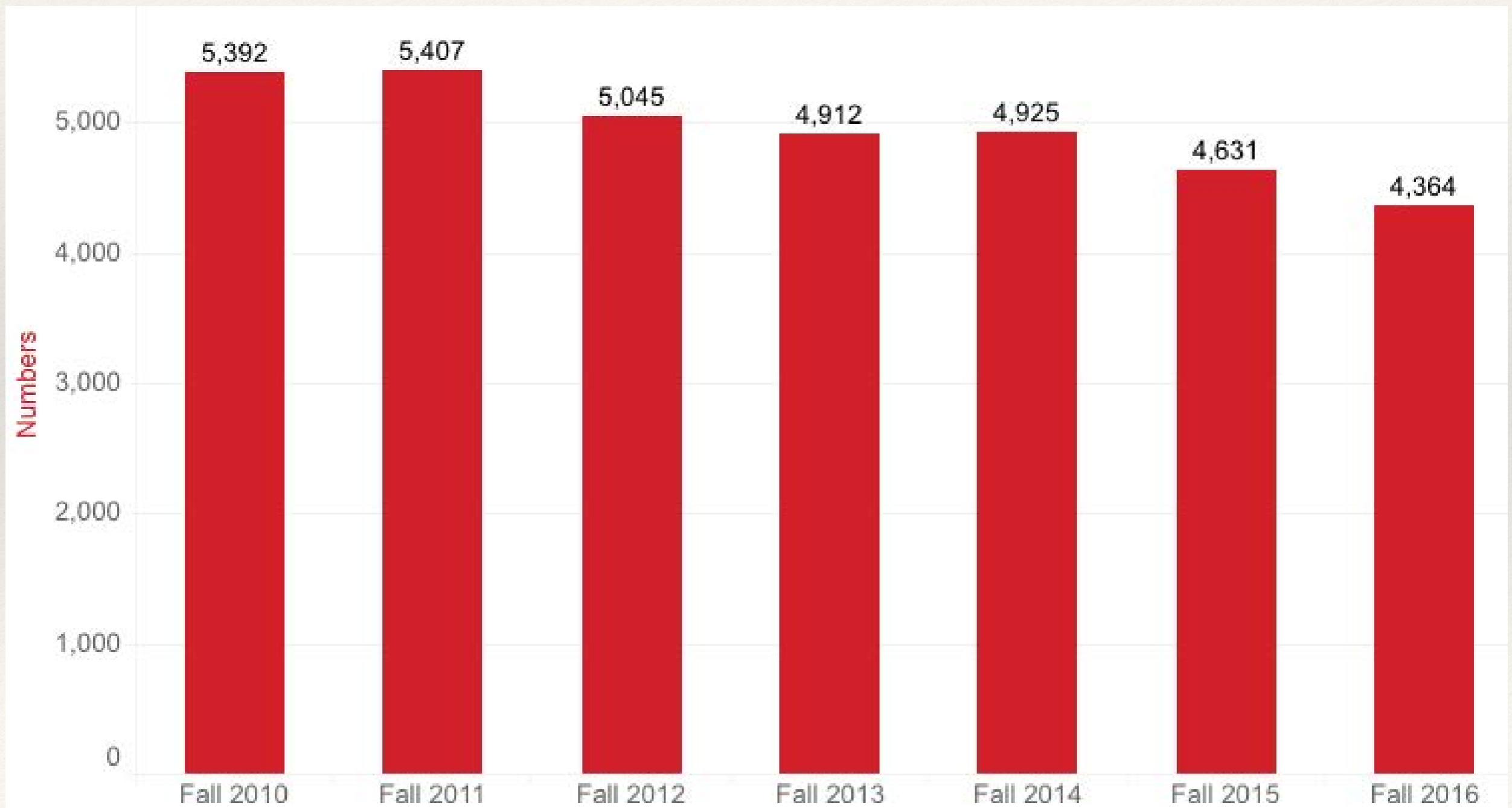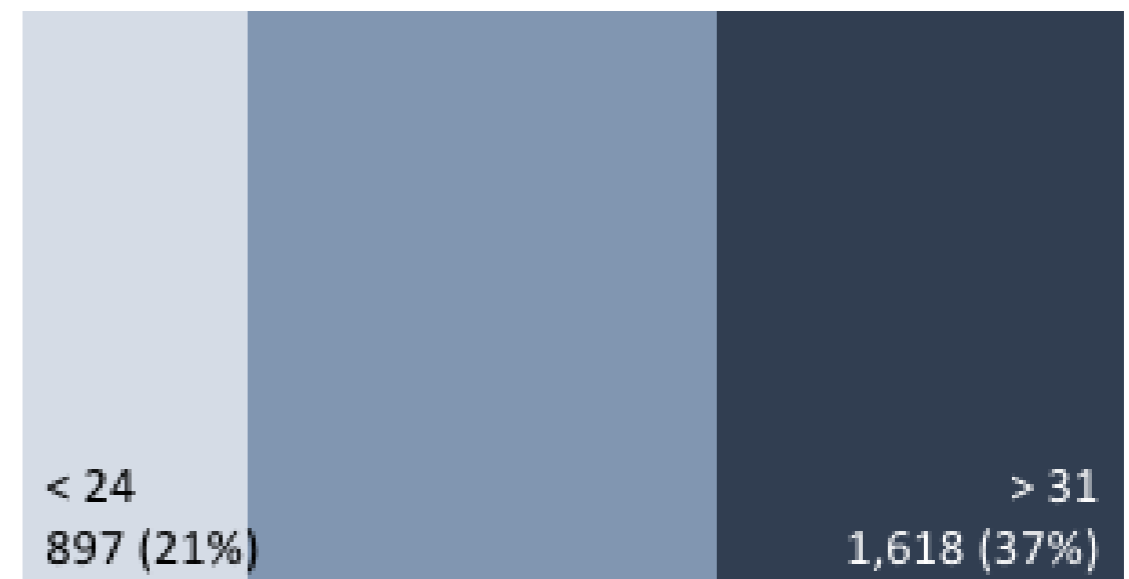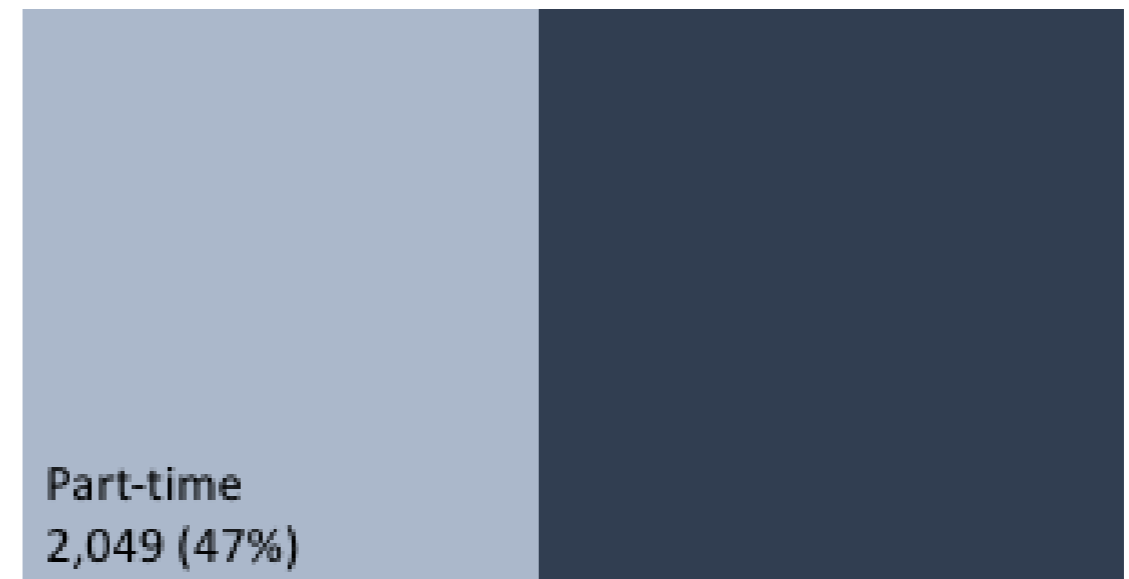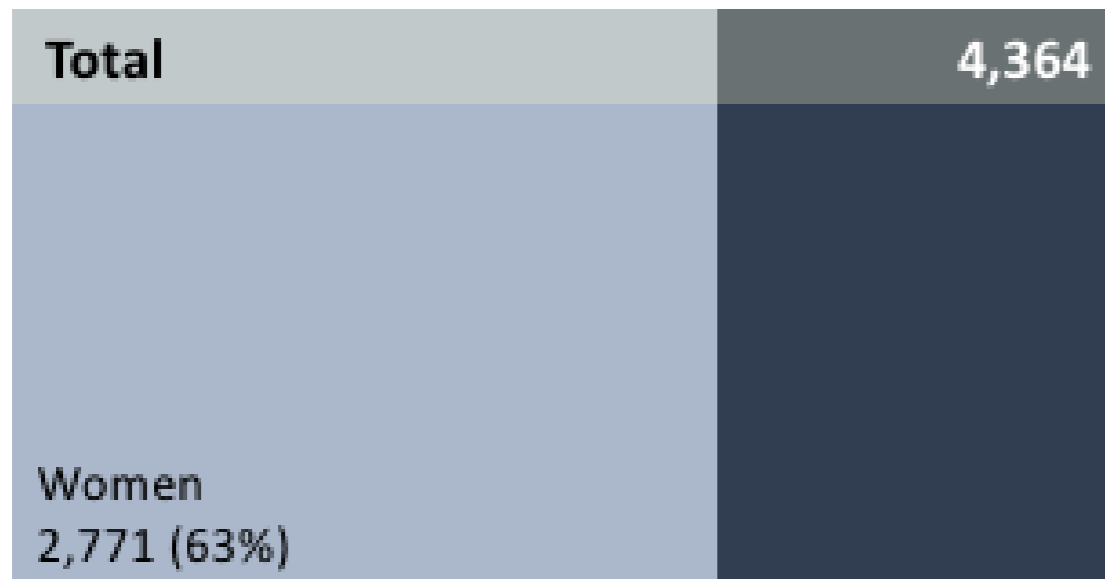
RGS Issues

1071

WASC

Export Control

UAS

IP

SP

CSUN's Grad Programs are big

...but used to be bigger.

Let's break it down…

Total 4,364

Women
2,771 (63%)

Part-time
2,049 (47%)

Trad. Undrsrvd
1,451 (33%)

< 24
897 (21%)

> 31
1,618 (37%)

Origin?

CAMPUS	2014-15 # apps	# admit (%)	# enroll (%)*
CALIFORNIA STATE UNIVERSITY CAMPUS			
Bakersfield	40	17 (43%)	9 (23%)
Channel Islands	76	40 (53%)	26 (34%)
Chico	27	9 (33%)	6 (22%)
Dominguez Hills	94	44 (47%)	36 (38%)
East Bay	17	2 (12%)	2 (12%)
Fresno	41	18 (44%)	9 (22%)
Fullerton	81	32 (40%)	30 (37%)
Humboldt	13	6 (46%)	5 (38%)
Long Beach	136	57 (42%)	46 (34%)
Los Angeles	211	107 (51%)	79 (37%)
Maritime			
Monterey Bay	11	4 (36%)	4 (36%)
Northridge	1,430	905 (63%)	758 (53%)
Pomona	65	33 (51%)	26 (40%)
Sacramento	33	10 (30%)	7 (21%)
San Bernardino	26	9 (35%)	6 (23%)
San Diego	74	32 (43%)	21 (28%)
San Francisco	43	18 (42%)	8 (19%)
San Jose	23	9 (39%)	6 (26%)
San Luis Obispo	39	21 (54%)	13 (33%)
San Marcos	7	2 (29%)	0 (0%)
Sonoma	16	7 (44%)	3 (19%)
Stanislaus	8	5 (63%)	3 (38%)
UNIVERSITY OF CALIFORNIA CAMPUS			
Berkeley	41	24 (59%)	16 (39%)
Davis	58	27 (47%)	18 (31%)
Irvine	98	44 (45%)	23 (23%)
Los Angeles	235	135 (57%)	100 (43%)
Merced	18	7 (39%)	6 (33%)
Riverside	72	35 (49%)	25 (35%)
San Diego	61	24 (39%)	17 (28%)
San Francisco	1	1 (100%)	0 (0%)
Santa Barbara	140	63 (45%)	48 (34%)
Santa Cruz	43	22 (51%)	14 (33%)
Grand Total	3,278	1,769 (54%)	1,370 (42%)

Demographics: CSUN Graduate Students

Fall 2014 Demographics *State Support Programs*	
Age at Entry	30 years
Female	61.3%
Financial Aid	53%
Traditionally Underserved	25%
Part Time Enrollment	55%
International	10%

Some programs for our students…
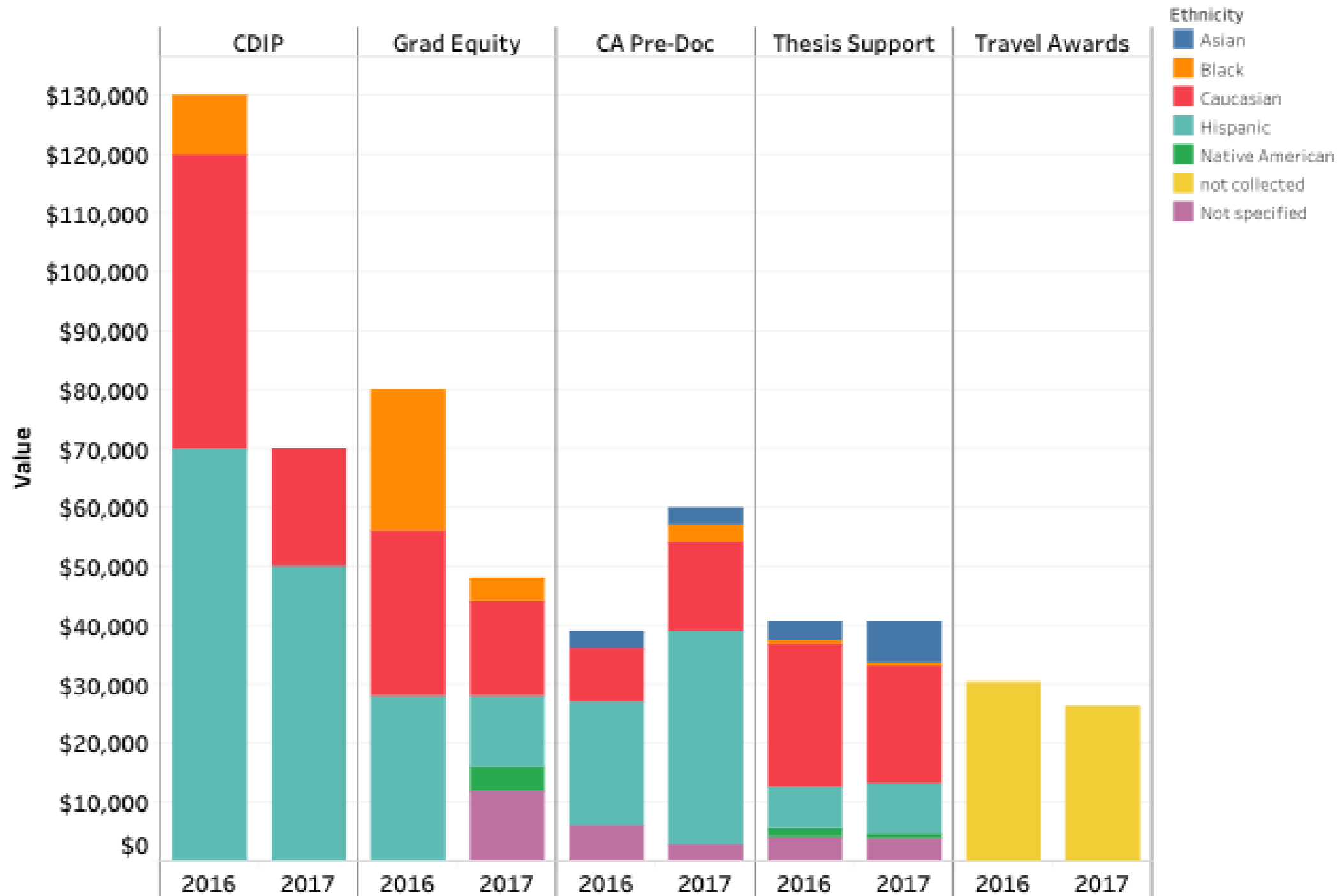
CSUNPosium
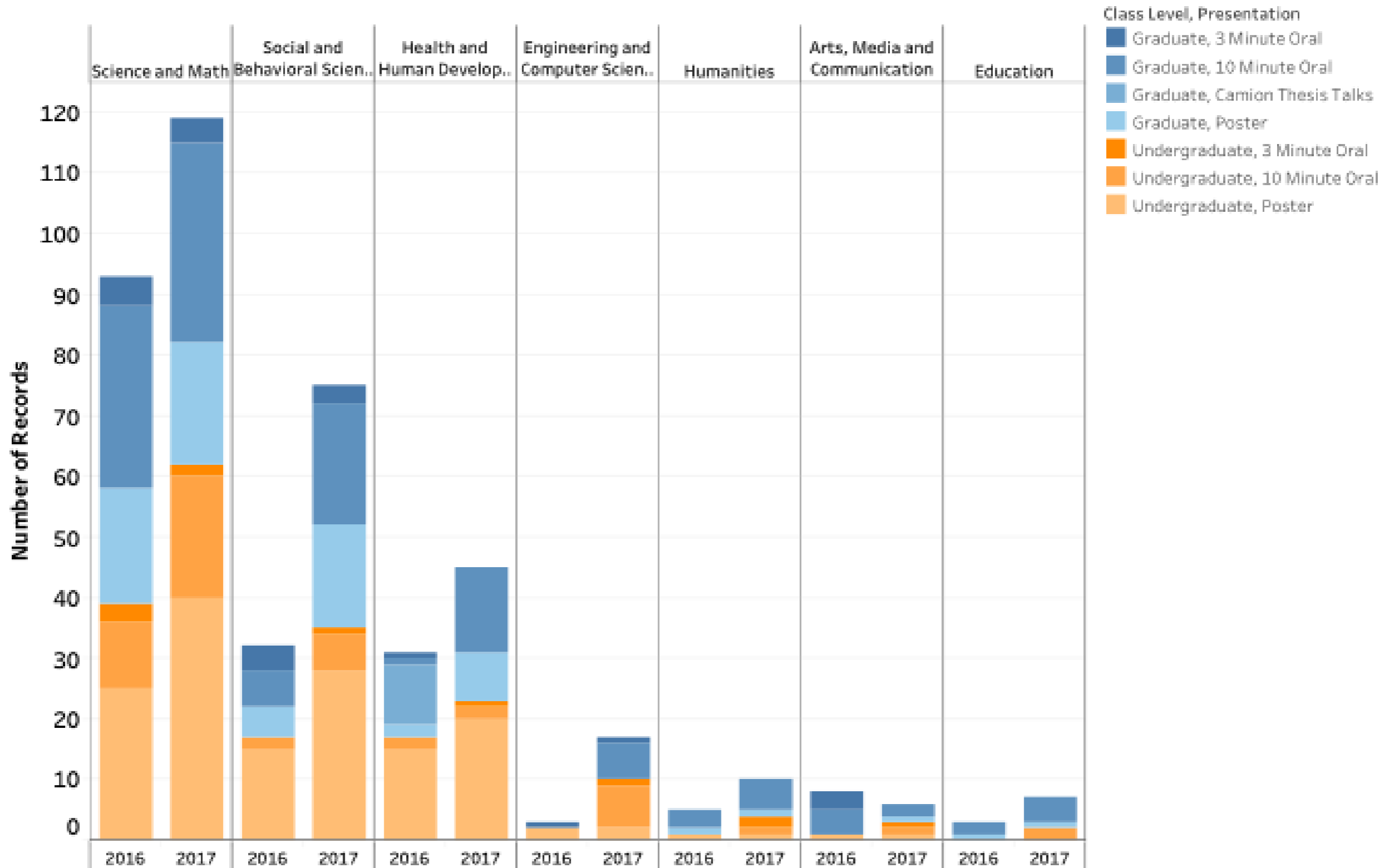
Lingering issues...all related to 1071

❖ Degree Title Confusion (remember 50%+ rule on options)

❖ Degree Requirements Confusion

❖ Compliance (Title V, Financial Aid, etc.)

EO1071 Impact

- Graduate Studies Committee Workload

  - 254 proposals

  - Up from 2014-15 (100) due to EO 1071

- 61 majors/programs

  - 101 concentrations

  - 32 out of compliance with EO1071 (stemming from 11 majors)

New WASC Standards

"Meaning, Quality and Integrity" of Degree Programs
Degrees must represent more than "an accumulation of courses and credits."

ILOs for Graduate Programs
*"The institution's graduate programs establish clearly stated objectives **differentiated from and more advanced than undergraduate programs in terms of admissions, curricula, standards of performance, and SLOs.**"*

What does it mean to hold a graduate degree from CSUN?

Export Control/"Drone"/IP

- IP
  - Policy on hold (pending CO)
  - 5 invention disclosures
    - 2 provisional + 1 converted patents
    - 1 patent managed by UCLA

- UAS/"Drones"
  - New policy
  - 8 applicants; all approved

- Export Control
  - New Policy
  - 8 potential research-related issues (ongoing)

Sponsored Programs
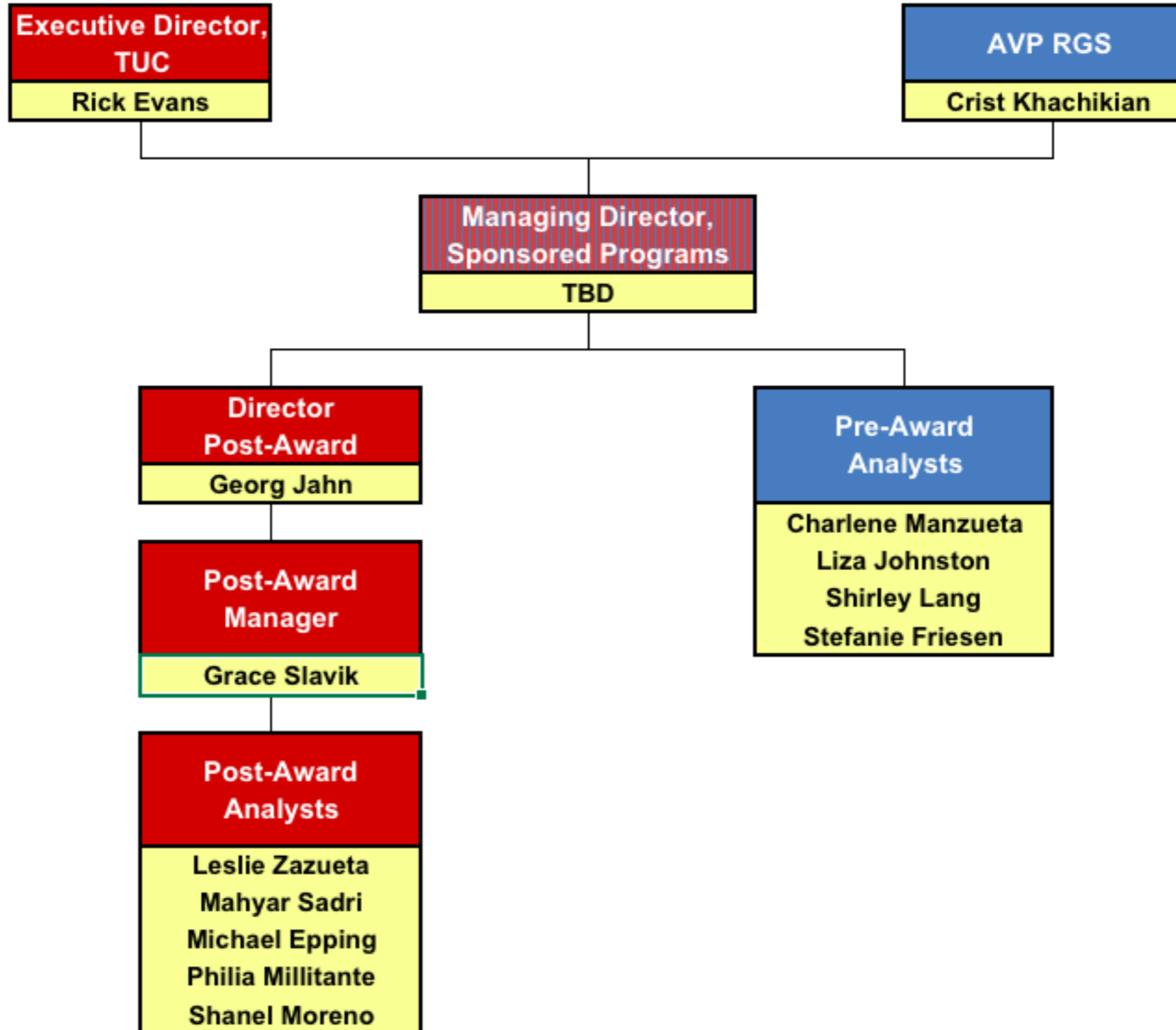
Your Questions

Thank you for joining us today!