**APC, new referrals**

1. Requests by Robert Carolin, Executive Director, Global Education
	1. Policy for demonstrating English language competence for international students - small revisions needed to bring it into compliance with CO Executive Order 1082, Section III (subsection F)
	2. Insurance requirements for dependents of int’l students - small revisions needed to bring it into compliance with CO Executive Order 1082, Section III (subsection F)
2. Winter intersession: maximum number of units students may take; maximum number of units faculty may teach, and minimum length of the intersession. APC brought a recommendation to the Senate in Spring 2013. It was approved by the Senate, then signed by the Provost and President. However, APC’s work on this issue last year did not include any consultation with faculty who teach winter intersession, with chairs of departments that offer winter intersession courses, nor a review of the policies from other CSU campuses. The issue is referred back to APC to be researched more thoroughly.
3. Create policy for program review and annual assessment process for fully online degree programs. Work with FAC, PAC, and LATAC on this. Sac State has a good policy.
4. Graduate student Course load Policy:Graduate students who are enrolled in nine (9) units or more in a fall or spring semester are classified as full time. Graduate

students who hold a University assistantship requiring one third time services or more are considered full time when enrolled in six (6) units during an academic term.

1. Conflict of Interest: Each committee should review their charge in the Constitution and By-Laws. For each charge, consider where conflict of interest can occur. What is the boundary between representing one’s constituents and a conflict of interest? It will be discussed in EC in October, with each chair reporting. This will then be referred to NEAC for discussion and feedback back to EC. NEAC will then revise each committee’s charge in the Constitution and By-Laws as needed.
2. Dual listing of LD and UD courses: The existing policy on dual listing of courses speaks only to the dual listing of UD and Graduate courses. VPA wants to dual list an LD and UD drawing class. Please discuss revising the existing policy to include dual listing of LD and UD courses, and draft the revisions if APC is in favor.
3. Policy that defines online and hybrid courses: Referral to APC and LATAC. Revise the policy that describes online and hybrid courses. The current definition of a hybrid course is too general. It must say precisely that no more than 50% of the course material will be online, and even perhaps that there will be at least one face-to-face meeting per week.

Rationale: WASC will count our hybrid courses as online courses because our campus definition of hybrid is not specific enough. That can lead to a program being considered a fully online program when it is not. In turn that can lead to WASC to mistakenly ask a program to submit the Substantive Change Proposal Form, which is very onerous. To avert this, we need to update the policy with a very clear description of what constitutes an online course.

Consult: AVP Regina Esienbach, the Faculty Fellow for Technology (Veronica Añover, Matt Atherton)

**APC, Unfinished Business items from AY 12-13**

1. Challenge Exam policy revision: Policy was referred because it is not working particularly well now. For example, the current policy’s requirement for applying early in the semester may be restricting certain programs from allowing this option. Committee research looked at other CSU challenge exam policies and description of issues by Modern Languages Chair. Background research materials and committee discussions on APC community site.
2. Definition of summer full-time student course load: An issue was raised in CAMP that it is hard for students to receive financial aid for summer programs because they are not considered full-time. Research traced description of student course load requirements in catalogs over the year and also found old 1994 graduate student policy and memo that also defined load for undergraduates. APC discussed various summer course load full-time requirements for entire summer and for one summer session. We also considered whether to rewrite the old policy or create a new policy for undergraduates and cleanup the old policy for graduates. However, as discussion developed, it became apparent that the financial aid component placed significant restrictions on our ability to define full-time status. The Director of Financial Aid explained if we use a summer enrollment status other than the regular fall/spring enrollment status, we would be required to change our Pell Formula for all students for the full academic year: fall, spring, summer. Given this information, the committee decided to postpone work on this until next year when that committee might have more time to research the various issues. Background research materials and committee discussions are available on APC community site. Recommend that next year’s APC review this issue in the fall so any changes could take effect in time for financial aid to implement for the following summer.

**For New Referral #1**

**Email from Robert Carolin to Vivienne Bennett, 6-27-13**

Please find below the difference between CO Executive Order 1082 and our current catalogue.

Page 25 of the Catalogue reads…

“**English Language Admission Requirement for** **Undergraduate Applicants**

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full-time where English is the principal language of instruction must present a score of 61 or above on the internet-based Test of English as a Foreign Language (TOEFL) with a score no lower than 19 on the Writing section, and no section score below 14.

Alternatively, applicants may present a score of 500 or above on the paper-based TOEFL, or an International English Language Testing System (IELTS) score of 5.5 or above.”

EO 182 stipulates…

“As required by sections 40752.1, 40802.1, and 41040 of Title 5 of the California Code of Regulations, applicants for admission who have not attended at least three years at an education institution at the secondary level or beyond where English is the principal language of instruction must provide evidence of English competency. Most frequently, such students document competence in the English language via results of the Test of English as a Foreign Language (TOEFL) or by other competency examinations or assessments approved by the CSU campus. Campuses may establish higher minimum scores.

Finally, we are now adopting a new policy related to health insurance for dependents of international students.  We would like to have this noted in the catalogue for reference purposes.

Currently on Page 23, the catalogue reads…

“Insurance Requirement

Effective August 1, 1995, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of registration and for continued enrollment in the CSU. Such insurance must be in amounts as specified by the U.S. Department of State and NAFSA: Association of International Educators. Information about required coverage and which insurance policies meet these criteria may be obtained from the Office of Global Education.”

 We would like to have it read…

Insurance Requirement

Effective August 1, 1995, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of registration and for continued enrollment in the CSU. Such insurance must be in amounts as specified by the U.S. Department of State and NAFSA: Association of InternationalEducators. In addition, all dependents of F-1 and J-1 visa applicants holding the F-2  and J-2 dependent status  must obtain and maintain the minimum health insurance equal to that required of the student and/or scholar at CSUSM.   Information about required coverage and which insurance policies meet these criteria may be obtained from the Office of Global Education.

Many thanks,

Robert Carolin, MA

Executive Director and Associate Dean

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