

AGENDA

Executive Committee Meeting CSUSM Academic Senate

Wednesday ~ February 16, 2011 ~ 12 – 2 p.m. ~ Kellogg 5207

[Send an email to
the voting EC
members' listserv.](#)

- I. Approval of Agenda
- II. Approval of Minutes of 02/09/2011
- III. Chair's Report, [Rika Yoshii](#)
- IV. Secretary's Report, [Mohammad Oskoorouchi](#) *The following Senate items have been forwarded to the university administration:*
 - APC Course Repeat Petition
 - SAC Resolution endorsing CUGR
- V. Old Business
 - A. NEAC Constitutional Changes *attached*
 - B. APC Excess units seniors - Favela *attached* **Time certain 12:30 pm**
- VI. New Business
 - UCC [HD 495](#) and [KINE 495](#) - Bigham, Witzke **Time certain 12:45 pm**
- VII. Discussion Item
 - Change in TOEFL score requirement & support for int'l students - Zwick **Time certain 1 pm**
- VIII. Provost's Report, Janet Powell for Emily Cutrer
- IX. [ASCSU Report, Brodowsky/Montanari](#)
- X. [CFA Report, Don Barrett](#)
- XI. ELP/EAP Committee Report, Mohammad Oskoorouchi
- XII. Brief Oral [Committee Reports](#) As needed.
- XIII. EC Members' Concerns & Announcements
 - Executive Committee course releases - Officers

Hot Topics For more information, visit the [Senate website](#)

Restructuring proposal	Early Start program
Diversity	SB 1440
Next Steps Workload Committee	Graduation Initiative
Temecula campus / Self support	

Next meeting: 2/23/11 ~ 12-2 pm ~ Kellogg 5207

MEMORANDUM

DATE: May 12, 2010

TO: Patti Diaz, Assistant to the Vice President Office of the Vice President for Student Affairs

FROM: Andres Favela, Director, Undergraduate Advising Services

RE: Comments/Feedback on "Excess-Units Seniors Policy and Procedures"

Please forward my comments on the Excess-Units Senior Policy and Procedures appropriately.

The policy will require the close coordination of involved campus units and personnel in support of the implementation of the policy. Outside advising services, the policy is dependent on faculty support, and on EMS/Registrar's Office support for their respective action items. Each review cycle will have to be a close and coordinated effort between all campus entities that include advising services from CoBA and UAS. The timing of the review of the students is also crucial since it entails support and coordination of advising services, registration and records, and college faculty working together. Specifically:

Faculty/Department support:

1. To work closely with academic advisors on processing possible course substitutions.
2. Availability to expedite student records review, communications to consider possible course substitutions.
3. To field student petitions to be able to declare a major for student that have completed over 120 units.
4. To assess/provide necessary classes for graduating students.

EMS/Registrar's Office Support:

1. Ensure student's records being reviewed are complete, accessible and in the student records system to allow advising services records review.
2. Registrar to automatically graduate the student immediately.
3. Create procedures for reimbursement of fees for student summarily graduated within the term of enrollment (dependent on review timelines).

The Excess-Units Seniors Policy is predicated in the support and actions defined in the policy in conducting "**intrusive advising shall be used to facilitate their graduation**" which is seen as the "**Remedy**" in the policy. The actions defined in the policy are significant from a time and resources perspective. Specific impact to CoBA and UAS advising services is that the policy will require a significant commitment from these two campus advising units in terms of staff personnel and in terms of time resources for both policy implementation and ongoing maintenance that is dependent with the frequency of each review cycle.

The policy will require a lot of communication, records review, time with student which is mostly manual work and time intensive as illustrated within the policy in that:

- a. An advisors will place special notation on the student record,
- b. An email shall be sent urging the student to come in for an advising session,
- c. An advisor will meet with the student to review the education plan,
- d. An advisor will determine if there is a special reason for not applying for graduation,

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- e. An advisor shall review the student's Degree Progress Report to determine exactly which classes are needed for graduation,
- f. An advisor will tell the student the courses to register for,
- g. An advisor will determine if the student has no special reason and the student has enough units to apply for graduation, the application shall be submitted by an advisor automatically for the student,
- h. An advisor shall review the student's records for possible course substitution approvals from appropriate departments or programs to graduate the student on time,
- i. An advisor will contact the Registrar's office to summarily graduate a student,
- j. An advisors will create, track the list of students for each category, track them and to treat them differently according the policy.

The campus previously conducted a pilot project review/analysis in the summer 2009 under the "Super Senior" initiative of which 337 active students (excluding Nursing) were identified with over 135 total earned units. The pilot project reviewed/examined a smaller subset of 107 students. Based on the pilot project, some findings are applicable in considering the adoption of a campus policy for resources and outcomes.

1. The review of the 107 student required a two week time review period in which advising services decreased student appointments, and delayed other service delivery tasks and responsibilities in order to just conduct the review phase.
2. There was no follow up in the pilot project, the new policy will add the time and resources commitments to conduct the required follow up found within the new policy.
3. Our finding with the pilot project was that 90-95% of students reviewed were on track an enrolled in appropriate coursework to complete the degree in a timely fashion, and not enrolled in unnecessary courses, hence the recommendation/decision not to conduct follow up actions.

I do anticipate a sizable number of students (350-450) that would be indentified for review and intervention by the adoption/implementation/enforcement of the policy. The best guesstimate in terms of personnel hours for both records review/update and follow up activities (emails, appointments, etc) for each individual student is at least 2 hours. Depending on the frequency of review (I am anticipating conducted each semester), it would mean 700-900 hours semester commitment. That would have a significant impact in our service delivery to all students, as well to our current workload commitments to retention efforts, graduation efforts and other enrollment management efforts (Unit limits, impaction, etc).

I add the following comments that may be worthy for discussion for the policy:

1. Given half our students are transfer students mostly coming in with 70 CC units and some with other 4 year institutions units, it does not take long for an average student to get to the N+11 unit total that the policy defines an "excess unit student", especially in the sciences area. I recommend a higher cap to truly define "Excess Unit Seniors", such as 145-155 depending on major; this definition aligns better with the policy definition and the policy implementation/maintenance capacity of the campus resources.
2. I also think true excess unit students are best found in the multiple majors and multiple minor's category. The policy does little to curtail the practice and honors resource intensive coursework. From student contact, I anticipate a good number of these students seek a secure place to remain at CSUSM in response to the current economic climate. I recommend consideration to limits on minors to 1 or 2. I also anticipate some of these students already have completed a major and could /should be graduated as fairly and easily as other excess unit student's that did not have an additional major or minor(s).

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EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

Definition: This policy defines the term "excess-units seniors", outlines the procedure for facilitating graduation of such students, and gives a policy to prevent "excess-units seniors."

Scope: All CSUSM undergraduate students seeking a first baccalaureate degree.

Authority: The President of the University.

Karen S. Haynes, President

Approval Date

Emily Cutrer, Provost & Vice President for Academic Affairs

Approval Date

Implemented: mm/dd/yyyy

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

I. EXCESS-UNITS SENIORS

The term "excess-units senior" will be used in this document to describe students seeking a first baccalaureate degree who have earned eleven or more units above what is required for their major and who have not yet graduated. There are two different groups of excess-units seniors: the first group has already applied for graduation, and the second group has not applied for graduation. For both groups, intrusive advising shall be used to facilitate their graduation.

II. EXCESS-UNITS SENIORS WHO HAVE APPLIED FOR GRADUATION

- A. If the student is already in the Graduation Review Process, advisors will determine if the student will be able to graduate on time.
- B. If the student has all the courses needed to graduate, the Registrar shall automatically graduate the student immediately.
- C. If it is determined that it will not be possible for the student to graduate as planned, the following procedure shall be followed.
 - 1. If two or fewer classes are needed beyond the planned graduation date, the advisor shall review the student's records for possible course substitution approvals from appropriate departments or programs to graduate the student on time.
 - 2. If more than two classes are needed beyond the planned graduation date:
 - a) The student shall be given the earliest priority registration date to facilitate enrollment in outstanding course requirements.
 - b) Student's expected graduation term shall be updated to keep the student in the graduation review process.
 - c) A special notation without a registration hold shall be placed on the student record, and an email shall be sent urging the student to come in for an advising session.
 - d) The list of outstanding course requirements determined through the graduation review process shall be given to the student and a copy shall be kept in the student's file.
 - e) The student shall be told to register for the needed courses to complete the degree as quickly as possible.

Comment [I1]: How does this fit with the use of the DPR? With the use of the DPR, students will be expected to monitor their progress toward degree.

Comment [I2]: Does this match with current policy on registration priority groups?

Comment [I3]: Why not use a registration hold?

Comment [I4]: What file?

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

III. EXCESS-UNITS SENIORS WHO HAVE NOT APPLIED FOR GRADUATION

There are two different categories of students within this group of students who have not applied for graduation. The students in Category A have legitimate documented reasons for not being able to apply for graduation yet.

Throughout this section, let N = the number of units required for a student's declared major. (In the case of multiple majors, N is the maximum of the number of units required for each declared major.)

Category A	Remedy
$\geq N + 11$ units but with multiple majors	advising
$\geq N + 11$ units but with a minor	advising
$\geq N + 11$ units but changed majors	advising
$\geq N + 11$ units but transfer units > 70	advising

For Category A students, the following procedure shall be followed:

- 1) A special notation (without a registration hold) shall be placed on the student record, and an email shall be sent urging the student to come in for an advising session.
- 2) An advisor shall check the degree progress to make sure the student is on the right track for graduation.
- 3) A graduation report document shall be created outlining necessary courses. This document shall be given to the student and a copy shall be kept in the student's file.

Comment [15]: Why not a registration hold?

Comment [16]: What file?

The students in the following category do not have legitimate documented reasons for not applying for graduation.

Category B	Remedy
$\geq N + 11$ units & no documented reasons. Still need courses to graduate.	advising
$\geq N + 11$ units & no documented reasons. No courses needed to graduate.	advising + graduation

For Category B students, the following procedure shall be followed:

- 1) A special notation shall be placed on the student record, and an email shall be sent urging the student to come in for an advising session.
- 2) Advisors will determine if there is a special reason for not applying for graduation.

Comment [17]: Does this include a hold?

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

- 3) Advisors shall review the student's Degree Progress Report to determine exactly which classes are needed for graduation. This report shall be provided to the student and a copy shall be kept in the student's file.
- 4) The student shall be told to register for the needed courses to complete the degree and any possible goals as quickly as possible.
- 5) If the student has no special reason and the student has enough units to apply for graduation, the application shall be submitted automatically for the student.
- 6) If the student has no special reason and the student already has all the courses needed in his/her major to graduate, the Registrar shall automatically graduate the student immediately.

Comment [18]: What file?

IV. PREVENTION OF EXCESS-UNITS SENIORS

Students with more than 120 attempted units may only change their majors if the change of major allows for graduation at a date no later than the earliest date possible with current major. Similarly, students with more than 120 attempted units may only declare additional major(s) or minor(s) if the additional major(s) or minor(s) allow for graduation at a date no later than the earliest date possible with first major. In these cases, approval from a staff advisor in Advising Services will be needed. Exceptions can be granted by an appropriate faculty advisor such as the department chair or designee.

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2
NEAC #1

<i>Rationale:</i>	<i>This change to the Constitution and Bylaws was prompted by a recommendation by Past Chair Janet McDaniel that NEAC consider changing the Vice Chair/Chair-Elect office so that the Vice Chair does not automatically assume the role of Chair. NEAC discussed this recommendation after checking the constitutions of all other CSUs. Almost all other CSU Academic Senates use the Chair/Vice-Chair model. Both officers are elected each year, and have the possibility of re-election. The Chair may serve for a second term, thereby capitalizing on the experience gained during the first term. The Vice Chair has the opportunity to run for the office of Chair but will no longer be committed to serving as Chair. We hope that more faculty will be willing to try out the Vice Chair role knowing that it doesn't commit them to assume the Chair seat.</i>
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Article 5.3: Senate Officers

5 The Officers of the Senate shall consist of a Chair, Vice-Chair/~~Chair-Elect~~, and Secretary. ~~The Vice-Chair serves~~
6 ~~as Chair-elect prior to becoming Chair.~~ The officers of the Senate shall be voting members of the Senate. For
7 election procedures, see the Academic Senate Election Rules and [GuidelinesProcedures\[naa1\]](#).

8
9
Article 5.3.1: Senate Officers' Terms

10 The Officers of the Senate shall serve one-year terms. ~~The Chair and Vice-Chair may be re-elected to serve~~
11 ~~one additional consecutive term.~~ The Secretary may be re-elected to serve ~~an~~ additional term~~m(s)~~. In the
12 event the Chair becomes unable to serve, the Vice-Chair/~~Chair-Elect~~ shall assume the role of Chair for the
13 remainder of the term, ~~as well as the term for which s/he was elected,~~ and an election will be conducted by
14 NEAC for Vice-Chair/~~Chair-Elect~~. If the Vice-Chair/~~Chair-Elect becomes is~~ unable to ~~serve his/her term as fill~~
15 ~~the vacant~~ Chair ~~seat~~, NEAC ~~will shall~~ conduct an election for Chair in accordance with the Academic Senate
16 Election Rules and [GuidelinesProcedures](#). ~~If the Vice-Chair or the Secretary are unable to serve in their roles,~~
17 ~~NEAC shall conduct an election in accordance with the Academic Senate Election Rules and Procedures.~~

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NEAC #2

<i>Rationale:</i>	<i>This change to the Election Rules and Procedures is to make them consistent with the suggested changes to the Constitution and Bylaws.</i>
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23 **IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS**

- 24
25 A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible
26 faculty who have served on the Senate in any capacity for two of the past three years. Nominees for
27 ~~Chair-Elect~~[Chair and Vice-Chair](#) must be tenured at the time of nomination.
28
29 B. Each spring, NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary)
30 faculty.
31
32 1. The Call will request that nominations for ~~secretary and chair-elect~~[Chair, Vice-Chair, and](#)
33 [Secretary](#) of the Senate be sent to the Senate Office.
34
35 2. The Call will request that faculty obtain permission of nominees prior to submitting their names.
36
37 C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may
38 make additional nominations or may request that their name be removed from the ballot.

- 39
40 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members
41 and Senators will have one week to vote.
42
43 E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.
44
45 F. In the event that the Cchair becomes unable to serve, the Vvice Cchair/~~chair-elect~~ shall assume the
46 position of Cchair.
47
48 ~~G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice~~
49 ~~chair/chair-elect.~~
50
51 G. If the Vice-Chair is unable to fill the vacant Chair seat, NEAC shall conduct an election for Chair.
52
53 H. If the Vice-Chair or the Secretary are unable to serve in their roles, NEAC shall conduct an election.
54

55 **NEAC #3**

Rationale:	<i>This change to the Constitution and Bylaws was prompted by the fact that a few Academic Senators have not attended regular meetings yet have not given up their seats. In addition, standing committee chairs have requested that a mechanism be put into place to deal with committee members who do not attend meetings and/or do not perform their assigned duties.</i>
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58 **Article 5.1: Senate Membership**
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60 Voting members of the Senate shall consist of those members of the Faculty and the representative of the
61 part-time temporary faculty who have been duly elected or appointed to the Senate according to this
62 Constitution and Bylaws of the University Faculty and the Academic Senate; the CSUSM representatives to
63 the Academic Senate of the California State University; the Associated Students, Incorporated,
64 representative; and the staff representative; together with the Chairs of the Academic Policy Committee;
65 Budget and Long-Range Planning Committee; Faculty Affairs Committee; General Education Committee;
66 Library and Academic Technology Advisory Committee; Nominations, Elections, Appointments, and
67 Constitution Committee; Program Assessment Committee; Student Affairs Committee; and University
68 Curriculum Committee, if they were not otherwise elected to a Senate seat.

69 **Article 5.1.1: Representative Proportion of Membership**

70 The Senate shall be representative of the full-time faculty in proportion to the number of full-time eligible
71 faculty in each College/School not within a College (hereafter, School)/Library/Student Services Professionals
72 - Academic Related (hereafter, SSP-AR). The number of seats for each College/School/Library/SSP-AR will be
73 that unit's proportion of the total eligible faculty (not including lecturers, and each faculty member may only
74 be counted for one college), multiplied by 50. Fractional seats will be rounded up if they are .5 or greater and
75 rounded down otherwise, except that each unit will be guaranteed a minimum of one seat.
76

77 **IV. Article 5.1.2: Terms of Membership**

78 Senate terms of office run concurrently with the academic year. Senators shall serve staggered two-year
79 terms. For election procedures, see the Academic Senate Election Rules and Guidelines. A Senator who does
80 not attend or have an alternate attend, without excuse or notification, three consecutive Academic Senate
81 meetings will be replaced by an election by the appropriate constituency to serve out the remainder of the

term. A Senator who does not attend three consecutive Academic Senate meetings will be replaced. NEAC will solicit nominations for a replacement to serve out the remainder of the term.

V. Article 6.1: Standing Committee Membership

Faculty voting members of the Standing Committees of the Senate will be drawn from the Faculty eligible for the Senate according to the Academic Senate Election Rules and Guidelines. Faculty Committee members shall serve staggered two-year terms except for the members of the Executive Committee, which draws its membership from current chairs of the standing committees. The chair of each standing committee shall be elected by the voting members of the committee from the eligible faculty on the committee. Student members and staff members shall serve one-year terms, with the exception of staff members of the Library and Academic Technology Advisory Committee, who will serve two-year terms.

Colleges or schools in development with fewer than ten full-time tenure track faculty members will be represented as voting members in standing committees in the following way: the faculty of colleges/ schools in development may choose, before the Spring election, the standing committees to which they will send one representative. The chosen committees shall be reported to the Academic Senate Office by March 15. The selection of the committees should be conducted by the college/ school by voting. The voting should be anonymous and a simple majority is sufficient. The election of the representatives will be conducted according to the Academic Senate Election Rules and Guidelines.

Colleges or schools in development must send representatives to a minimum number of committees; however, the maximum number of committee seats is restricted by the number of eligible faculty (see the following table).

Number of eligible faculty members of the college/school	Number of committee seats for the college/school
1	1-2
2	2-4
3	3-6
4	4-8
5	5-10
6	6-10
7	7-10
8	8-10
9	9-10

Once a college or school in development has ten or more eligible faculty members, its representation in all standing committees will be guaranteed by a change to the Constitution and Bylaws.

Article 6.1.1: Standing Committee Member Absences and Replacement

If a member of an Academic Senate committee cannot complete the term for any reason, or is absent from three regularly scheduled committee meetings, the chair of the committee may request that NEAC solicit nominations for a replacement to serve out the remainder of the term. If a member of an Academic Senate standing committee repeatedly does not perform assigned committee duties, the chair or any member of the committee may call for a vote to request that NEAC solicit nominations for a replacement to serve out the remainder of the term.

1 **APC: Excess Units Seniors**

2
3 **Rationale:** *The Chancellor’s Office has asked each campus to have a policy on excess-units seniors (aka.*
4 *Super Seniors) to better manage our enrollment. This policy increases access for students by redirecting*
5 *enrollment from students who already have earned over 150 units to students who are trying to make*
6 *progress toward graduation, and it can also increase the number of prospective students that the*
7 *University can admit.*

8
9 **Definition:** This policy defines the term “excess-units seniors”, outlines the procedure for
10 facilitating graduation of such students, and gives a policy to prevent “excess-units seniors.”

11
12 **Scope:** All CSUSM undergraduate students seeking a first baccalaureate degree.

13
14 **Authority:** The President of the University.

15
16 **I. EXCESS-UNITS SENIORS**

17
18 The term “excess-units senior” will be used in this document to describe students seeking a first
19 baccalaureate degree who have earned 150ⁱ or more units and who have not yet graduated. There
20 are two different groups of excess-units seniors: the first group has already applied for graduation,
21 and the second group has not applied for graduation. For both groups, intrusive advising shall be
22 used to facilitate their graduation.

23
24 **II. EXCESS-UNITS SENIORS WHO HAVE APPLIED FOR GRADUATION**

- 25
26 **A.** Advisors shall review the student’s Degree Progress Report to determine the student’s
27 graduation status and determine if the student is on track and will be able to graduate on time.
28
29 **B.** If the student has all the courses needed to graduate with their declared major(s)/minor(s); the
30 advisor will notify the Registrar who will automatically graduate the student at the earliest
31 opportunity (see V for the appeal procedure).
32
33 **C.** If it is determined that it will not be possible for the student to graduate as planned, the
34 following procedure shall be followed.
35
36 1. The advisor shall review the student’s records for possible course substitution approvals
37 from appropriate departments or programs to graduate the student on time.
38
39 2. The student shall be given the earliest priority registration date to facilitate enrollment in
40 outstanding course requirements.
41
42 3. The advisor will change the student’s expected graduation term to keep the student in the
43 graduation review process.
44
45 4. A special notation shall be placed on the student record indicating to the student that their
46 graduation has been changed to the expected semester of completion; and an email will be
47 sent to the student encouraging the student to complete the requirements on time, and to
48 utilize advising services as a resource for planning a timely graduation.
49

50 III. EXCESS-UNITS SENIORS WHO HAVE NOT APPLIED FOR GRADUATION

51
52 For students who have not applied for graduation the following procedure shall be followed:

- 53
- 54 A. Advisors shall review the student’s Degree Progress Report to determine the student’s
55 graduation status.
 - 56
 - 57 B. If the student already has all the courses needed in his/her declared major(s)/minor(s) to
58 graduate; advisors will notify the Registrar who will automatically graduate the student at the
59 earliest opportunity (see V for the appeal procedure).
 - 60
 - 61 C. If the student has remaining requirements to complete, an email shall be sent urging the
62 student to review their Degree Progress Report and come in for an advising session for timely
63 graduation planning.
 - 64 o An advisor will create a graduation completion plan outlining necessary courses by
65 semester. This plan shall be emailed to the student and a copy shall be kept in the
66 student’s file.
 - 67 o The advisor will apply automatically for the student’s expected graduation term. The
68 Advisor will change student’s expected graduation term as necessary to keep the
69 student in the graduation review process.
 - 70 o A hold will be placed on the student which will be removed by the student submitting a
71 signed copy of the graduation completion plan.

72
73 IV. PREVENTION OF EXCESS-UNITS SENIORS

74
75 Students with more than 120ⁱⁱ attempted units may only change their majors if the change of major
76 allows for graduation at a date no later than the earliest date possible with current major. Similarly,
77 students with more than 120 attempted units may only declare additional major(s) or minor(s) if the
78 additional major(s) or minor(s) allow for graduation at a date no later than the earliest date possible
79 with first major. In these cases, approval from a staff advisor in Advising Services will be needed.
80 Exceptions to the 120 units limit can be granted by an appropriate faculty advisor such as the
81 department chair or designee.

82
83 V. APPEALS PROCEDURES

84 Students choosing to appeal their graduation must submit a Degree Conferral Appeal. The appeal must
85 include a narrative statement elaborating how excess units were accumulated, their educational intent,
86 and completion timelines. The appeal will be reviewed by a committee consisting of Dean or Designee
87 from the College of the students major, a designated academic advisor from the student’s major, and an
88 appropriate faculty representative from the student’s academic department/program.

89

ⁱ This limit does not apply to Nursing, and Integrated Credential Program students

ⁱⁱ This limit does not apply to Nursing, and Integrated Credential Program students



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Tel: 760.750.4040 Fax: 760.750.4033 pres@csusm.edu www.csusm.edu/president

MEMORANDUM

DATE: August 27, 2010

TO: Mohammad Oskoorouchi
Secretary, Academic Senate

FROM: Karen S. Haynes
President

Emily F. Cutrer
Provost and Vice President for Academic Affairs

SUBJECT: APC Policy on Excess-Units Seniors

After consulting with several administrators who would be responsible for overseeing the implementation of the proposed "Excess-Units Seniors Policy and Procedures", we have determined that it would be best to return the policy unapproved. There are concerns about staff and faculty workload and resource issues, and the correlating impact on the ability to deliver advising services to students. These concerns merit further conversation to explore how the proposed policy and procedures might be modified to achieve the desired goal within the available resources. Attached for your reference is a memo from Andres Favela, Director of Undergraduate Advising Services; his comments were echoed by Regina Eisenbach, Associate Dean of the College of Business Administration. Also attached is a copy of the policy annotated by Nathan Evans, Director of Admissions and Recruitment. Members of the Academic Policy Committee may find it useful to meet with Mr. Favela, Dr. Eisenbach, and Mr. Evans to discuss their concerns. We look forward to reviewing a revised version of the proposed policy following APC's consultation with the administrators responsible for implementing the policy.

Please convey our appreciation to members of the Academic Policy Committee for their good work on this very complex policy as well as our thanks in advance for their continued efforts.

KSH/EFC/mab
Enclosures (2)

cc: Rika Yoshii, Chair, Academic Senate AY 10-11
Janet McDaniel, Chair, Academic Senate, AY 09-10
Eloise Stiglitz, Vice President for Student Affairs
Rocio Guillen, Co-Chair, Academic Policy Committee, AY 2009-10
Chetan Kumar, Co-Chair, Academic Policy Committee, AY 2009/10
Dennis Guseman, Dean, College of Business Administration
Regina Eisenbach, Associate Dean, College of Business Administration
David Barsky, AVP for Academic Programs
Darren Bush, AVP for Enrollment Management Services
Lorena Meza, AVP for Student Academic Support Services
Nathan Evans, Director, Admissions and Recruitment
Andres Favela, Director, Undergraduate Advising Services

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FROM: Andres Favela, Director, Undergraduate Advising Services

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2. Registrar to automatically graduate the student immediately.
3. Create procedures for reimbursement of fees for student summarily graduated within the term of enrollment (dependent on review timelines).

The Excess-Units Seniors Policy is predicated in the support and actions defined in the policy in conducting "**intrusive advising shall be used to facilitate their graduation**" which is seen as the "**Remedy**" in the policy. The actions defined in the policy are significant from a time and resources perspective. Specific impact to CoBA and UAS advising services is that the policy will require a significant commitment from these two campus advising units in terms of staff personnel and in terms of time resources for both policy implementation and ongoing maintenance that is dependent with the frequency of each review cycle.

The policy will require a lot of communication, records review, time with student which is mostly manual work and time intensive as illustrated within the policy in that:

- a. An advisors will place special notation on the student record,
- b. An email shall be sent urging the student to come in for an advising session,
- c. An advisor will meet with the student to review the education plan,
- d. An advisor will determine if there is a special reason for not applying for graduation,

The California State University

- e. An advisor shall review the student's Degree Progress Report to determine exactly which classes are needed for graduation,
- f. An advisor will tell the student the courses to register for,
- g. An advisor will determine if the student has no special reason and the student has enough units to apply for graduation, the application shall be submitted by an advisor automatically for the student,
- h. An advisor shall review the student's records for possible course substitution approvals from appropriate departments or programs to graduate the student on time,
- i. An advisor will contact the Registrar's office to summarily graduate a student,
- j. An advisors will create, track the list of students for each category, track them and to treat them differently according the policy.

The campus previously conducted a pilot project review/analysis in the summer 2009 under the "Super Senior" initiative of which 337 active students (excluding Nursing) were identified with over 135 total earned units. The pilot project reviewed/examined a smaller subset of 107 students. Based on the pilot project, some findings are applicable in considering the adoption of a campus policy for resources and outcomes.

1. The review of the 107 student required a two week time review period in which advising services decreased student appointments, and delayed other service delivery tasks and responsibilities in order to just conduct the review phase.
2. There was no follow up in the pilot project, the new policy will add the time and resources commitments to conduct the required follow up found within the new policy.
3. Our finding with the pilot project was that 90-95% of students reviewed were on track an enrolled in appropriate coursework to complete the degree in a timely fashion, and not enrolled in unnecessary courses, hence the recommendation/decision not to conduct follow up actions.

I do anticipate a sizable number of students (350-450) that would be indentified for review and intervention by the adoption/implementation/enforcement of the policy. The best guesstimate in terms of personnel hours for both records review/update and follow up activities (emails, appointments, etc) for each individual student is at least 2 hours. Depending on the frequency of review (I am anticipating conducted each semester), it would mean 700-900 hours semester commitment. That would have a significant impact in our service delivery to all students, as well to our current workload commitments to retention efforts, graduation efforts and other enrollment management efforts (Unit limits, impaction, etc).

I add the following comments that may be worthy for discussion for the policy:

1. Given half our students are transfer students mostly coming in with 70 CC units and some with other 4 year institutions units, it does not take long for an average student to get to the N+11 unit total that the policy defines an "excess unit student", especially in the sciences area. I recommend a higher cap to truly define "Excess Unit Seniors", such as 145-155 depending on major; this definition aligns better with the policy definition and the policy implementation/maintenance capacity of the campus resources.
2. I also think true excess unit students are best found in the multiple majors and multiple minor's category. The policy does little to curtail the practice and honors resource intensive coursework. From student contact, I anticipate a good number of these students seek a secure place to remain at CSUSM in response to the current economic climate. I recommend consideration to limits on minors to 1 or 2. I also anticipate some of these students already have completed a major and could /should be graduated as fairly and easily as other excess unit student's that did not have an additional major or minor(s).

The California State University

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

Definition: This policy defines the term "excess-units seniors", outlines the procedure for facilitating graduation of such students, and gives a policy to prevent "excess-units seniors."

Scope: All CSUSM undergraduate students seeking a first baccalaureate degree.

Authority: The President of the University.

Karen S. Haynes, President

Approval Date

Emily Cutrer, Provost & Vice President for Academic Affairs

Approval Date

Implemented: mm/dd/yyyy

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

I. EXCESS-UNITS SENIORS

The term "excess-units senior" will be used in this document to describe students seeking a first baccalaureate degree who have earned eleven or more units above what is required for their major and who have not yet graduated. There are two different groups of excess-units seniors: the first group has already applied for graduation, and the second group has not applied for graduation. For both groups, intrusive advising shall be used to facilitate their graduation.

II. EXCESS-UNITS SENIORS WHO HAVE APPLIED FOR GRADUATION

- A. If the student is already in the Graduation Review Process, advisors will determine if the student will be able to graduate on time.
- B. If the student has all the courses needed to graduate, the Registrar shall automatically graduate the student immediately.
- C. If it is determined that it will not be possible for the student to graduate as planned, the following procedure shall be followed.
 - 1. If two or fewer classes are needed beyond the planned graduation date, the advisor shall review the student's records for possible course substitution approvals from appropriate departments or programs to graduate the student on time.
 - 2. If more than two classes are needed beyond the planned graduation date:
 - a) The student shall be given the earliest priority registration date to facilitate enrollment in outstanding course requirements.
 - b) Student's expected graduation term shall be updated to keep the student in the graduation review process.
 - c) A special notation without a registration hold shall be placed on the student record, and an email shall be sent urging the student to come in for an advising session.
 - d) The list of outstanding course requirements determined through the graduation review process shall be given to the student and a copy shall be kept in the student's file.
 - e) The student shall be told to register for the needed courses to complete the degree as quickly as possible.

Comment [I1]: How does this fit with the use of the DPR? With the use of the DPR, students will be expected to monitor their progress toward degree.

Comment [I2]: Does this match with current policy on registration priority groups?

Comment [I3]: Why not use a registration hold?

Comment [I4]: What file?

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

III. EXCESS-UNITS SENIORS WHO HAVE NOT APPLIED FOR GRADUATION

There are two different categories of students within this group of students who have not applied for graduation. The students in Category A have legitimate documented reasons for not being able to apply for graduation yet.

Throughout this section, let N = the number of units required for a student's declared major. (In the case of multiple majors, N is the maximum of the number of units required for each declared major.)

Category A	Remedy
$\geq N + 11$ units but with multiple majors	advising
$\geq N + 11$ units but with a minor	advising
$\geq N + 11$ units but changed majors	advising
$\geq N + 11$ units but transfer units > 70	advising

For Category A students, the following procedure shall be followed:

- 1) A special notation (without a registration hold) shall be placed on the student record, and an email shall be sent urging the student to come in for an advising session.
- 2) An advisor shall check the degree progress to make sure the student is on the right track for graduation.
- 3) A graduation report document shall be created outlining necessary courses. This document shall be given to the student and a copy shall be kept in the student's file.

Comment [15]: Why not a registration hold?

Comment [16]: What file?

The students in the following category do not have legitimate documented reasons for not applying for graduation.

Category B	Remedy
$\geq N + 11$ units & no documented reasons. Still need courses to graduate.	advising
$\geq N + 11$ units & no documented reasons. No courses needed to graduate.	advising + graduation

For Category B students, the following procedure shall be followed:

- 1) A special notation shall be placed on the student record, and an email shall be sent urging the student to come in for an advising session.
- 2) Advisors will determine if there is a special reason for not applying for graduation.

Comment [17]: Does this include a hold?

EXCESS-UNITS SENIORS

**POLICY
APC 349-09**

Effective Date: mm/dd/yyyy

- 3) Advisors shall review the student's Degree Progress Report to determine exactly which classes are needed for graduation. This report shall be provided to the student and a copy shall be kept in the student's file.
- 4) The student shall be told to register for the needed courses to complete the degree and any possible goals as quickly as possible.
- 5) If the student has no special reason and the student has enough units to apply for graduation, the application shall be submitted automatically for the student.
- 6) If the student has no special reason and the student already has all the courses needed in his/her major to graduate, the Registrar shall automatically graduate the student immediately.

Comment [18]: What file?

IV. PREVENTION OF EXCESS-UNITS SENIORS

Students with more than 120 attempted units may only change their majors if the change of major allows for graduation at a date no later than the earliest date possible with current major. Similarly, students with more than 120 attempted units may only declare additional major(s) or minor(s) if the additional major(s) or minor(s) allow for graduation at a date no later than the earliest date possible with first major. In these cases, approval from a staff advisor in Advising Services will be needed. Exceptions can be granted by an appropriate faculty advisor such as the department chair or designee.