Academic Policy Committee

MINUTES

(Spring 13 #7)

February 12, 2013

SBSB 2217 – 12:30 – 2:30 p.m.

Voting Members: Susan Thompson, Salah Moukhlis

Ex Officio Members: David Barsky, Pamela Bell, Gerardo Gonzalez, David McMartin

Absent: Israel Irizarry, Tejinder Neelon, Sarah Villarreal, Thomas Swanger

Guests: Lourdes Shahamiri

1. Chair’s Report
2. Other Reports
   1. Minutes for January 29 were approved.
3. Old Business
   1. Maximum Number of Units During Intersession policy revision
      1. The committee made several revisions to the policy to further clarify its intent.
      2. The new version has several characteristics:
         1. The policy now contains an introductory paragraph which helps explain the use of the Maximum Units Table; the algorithm calculating the maximum number of units was also moved to the table.
         2. Language was added to the policy indicating that Extended Learning would make arrangements to provide adequate online support for Winter session, including days of on-line instruction when the campus is closed.
         3. David Barsky presented the catalog statement for hybrid and on-line courses alerting the students the number of units they could take.
            1. ACTION: The committee agreed that the Chair present the revised policy to EC.
      3. Credit by Examination Policy.

David Barsky reported on how other CSU campuses implement the Credit by Examination policy, and they all seem to differ in the enforcement of this policy. For example, some campuses administer the exam through the Learning (testing) Center and others in academic departments. It was also suggested that perhaps a fee could be charged for challenging a course, so that the person at the Department level monitoring the course could get paid. It was also communicated that perhaps this policy would take effect when a course fee is established. One of the committee members suggested that a petition form could be developed where students indicate why they believe they can challenge the course; the form would then be signed by faculty member administering the exam and Department Chair.

David Barsky will speak with Michael Hughes from Modern Language Studies Department to get his input on the committee’s suggestions.

* + 1. Academic Calendars

David explained the rationale for creating the academic calendars which need to take into consideration 74 instructional days, fixed holidays, flexible holidays, and the pay period criteria set by the Chancellor’s Office.

* + 1. ACTION: The committee will continue to discuss the academic calendars at the next meeting.

1. New Business
   1. At the suggestion of one of the voting members, the committee agreed to meet the first and third Tuesday of the month. The next meeting of the APC committee will take place on February 19, 2013.

Next meeting: February 19, 2012, 12:30 – 2:30 p.m. at SBSB 2217

Sue Thompson

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