Academic Policy Committee
2016-2017 Summary Report

Committee Members: Deeanna Button (Chair), Ron Tinsley (Vice-Chair), Hannah Ueno, Warren Kleinsmith, Geoffrey Gust, Ekaterina (Kathy) Sedia, Lori Ann Prol, Carole-Rae Reed, Eric Jeitner, Neil Aaronson, Jeni Forestal, Michelle McDonald (Ex Officio), Amy Beth Glass (Ex Officio), Cheryl Kaus (Ex Officio), Dominic Tierno (Student)

Meeting Dates: September 27, 2016, November 1, 2016, December 6, 2016, March 2, 2017, April 4, 2017, April 11, 2017

Charges:
1. Increase G-Course Limits
2. Disability, Accessibility, and Reasonable Accommodations Policy
3. Early Registration for Student Athletes
4. Non-Graduating Participation in Commencement Ceremonies
5. Student Evaluations of Teaching: IDEA 2
6. Academic Honesty Procedure

Additional Business: Lifecycle of Degree Programs

Charge #1: Increase G-Course Limits
The committee did not support changing current G-course limits. Few students take too many courses in any one category, and, for those few, Academic Advising is able to make individual adjustments. No data were provided that other types of courses are unavailable (ASD, program, cognate), and thus the need for increasing G-course limits was not firmly established. Further, some schools are already overloaded with G-courses; increasing limits will add to this burden. The committee suggests consideration of language that informs students, preceptors, and minor coordinators that CAPP adjustments can be made in special circumstances and where/how to start this process. Circulating this information widely will help address concerns about student awareness disparities, particularly those seeking minors.

Charge #2: Disability, Accessibility, and Reasonable Accommodations Policy
The committee supported the policy; the following edits were suggested. The committee will continue work on the Procedure in Fall 2018.

> The Americans with Disabilities Act gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Section 504 of the *Rehabilitation Act of 1973* prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Stockton University ~~is an educational community that~~ values diversity and seeks to promote meaningful access to __employment and__ educational opportunit__ies__. As such, it is committed to full compliance with Section 504 of the *Rehabilitation Act of 1973* as well as the *Americans with Disabilities Act of 1990*, and provides reasonable accommodations to qualified __faculty, staff, and students__ with disabilities to ~~afford an opportunity for their__ __allow for__ for their full participation in the University's __employment and__ educational programs and activities. Those seeking such accommodation should contact the Office of Human Resources and the Learning Access Program respectively.

Complaints of discrimination~~/harassed~~ based on disability or failure to provide reasonable employment or academic accommodations should be directed to the ADA/504 Coordinator in the Office of Institutional Diversity and Equity located in L-214.

All __members of the campus community__ ~~Stockton University personnel~~ are expected to comply with the provisions of this Policy and any related University or campus policies and/or procedures, as applicable.

Charge #3: Early Registration of Student Athletes

Tom Grites, Assistant Provost, joined the committee to review a proposal from Athletics to consider priority registration for athletes. The Registrar piloted the program for the last two years and wanted to make it permanent. In addition to Tom's presentation, the committee reviewed supporting documentation, how registration at Stockton is currently structured, and practices of nearby institutions.

The committee did not support the proposal of priority registration of student athletes. The committee expressed concern that a clear need for early registration for student athletes was not been demonstrated. Instead, a minimization of impact was articulated. An additional concern was that if early registration is provided to student athletes, the current procedure about registration will need to be amended to allow all other interested sub-groups to also apply for early registration. If all are eligible for early registration, none will actually receive early registration. The current issue would remain unresolved. The committee recommended the following:

a. Do not modify the current Registration Policy. The language is flexible enough to accommodate a change in the Procedure without needing to modify the Policy.
b. Modify Registration Procedure: Add language provided by Tom Grites at C.1.A: "Exceptions and/or alternatives are reviewed by the Provost and Faculty Senate."
c. Do not continue with the pilot for Early Registration of Student Athletes beyond the current semester (Fall 2016).
d. Rather than creating a policy or procedure that allows early registration of student sub-groups, use the current practice, with modifications, of early registration for preceptor evaluations. Specifically,
   i. Allow all students who meet with preceptors to be eligible for early registration. Precepting meetings can be in-person, via email, or over-the-phone. Student

athletes—like all other students—would have access to early registration, although such access would be tied to pedagogy rather than group status.

    ii. Inform coaches and preceptors that they should encourage student athletes (and other relevant sub-groups) to meet with preceptors to ensure degree progress and get access to early registration.

   iii. Provide early registration year round; allow preceptors to record a meeting in both Fall and Spring semesters.

   iv. Consider evaluating preceptors in the Fall only; anecdotally, it seems that more students meet for precepting in the Fall than in the Spring.

e. Timeline of suggested changes:

    i. Spring 2017: Early registration for Fall 2017 classes for students who complete preceptor evaluations.

    ii. Fall 2017: Early registration for Spring 2017 classes for students who complete preceptor evaluations. Continue each Fall semester moving forward.

   iii. Spring 2018: Early registration for Fall 2018 classes for students who meet with preceptors; preceptors will record meeting. Continue each Spring semester moving forward.

The committee's proposed changes to the Registration Procedure are highlighted in red:

I. PURPOSE:

To provide an efficient procedure for students to register for courses for a term based on their student status.

II. PROCEDURE:

   A. The Schedule of Classes is available online. The date the schedule becomes viewable for the next term is posted ~~in~~ on the Academic Calendar.

   B. Before the registration process begins for the next term, students are encouraged to meet with their preceptor to discuss completion of course requirements needed for their program of study. <u>Preceptorial meetings may include in-person, phone, and/or virtual interactions.</u> Preceptorial advising days are posted on the academic calendar.

   C. All students register for classes online through Stockton's portal or Self Service Banner.

      1. Currently enrolled matriculated students are given registration preference and may register for classes for the next term before newly admitted matriculated students and non-matriculated students.

         a. Registration for currently enrolled matriculated students is based on ~~grade level~~ <u>class status</u> and the number of earned credits. Pre-registration dates and times are posted on the academic calendar.

         b. <u>Students who meet with their preceptors during Fall semesters and who meet with and provide a formal evaluation of their preceptors during Spring semesters on or before preceptorial advising days are eligible for priority registration within their class status for that semester. Preceptors record the meeting through Stockton's online portal or Self Service Banner. Spring semester preceptor evaluations may be completed after preceptors record the meeting. Priority registration dates and times are included on the Pre-Registration Date and Time Chart provided by the Office of the Registrar.</u>

      2. Newly admitted matriculated students may register online for classes during

their scheduled Orientation. Newly admitted students will be notified of Orientation dates and times by the Office of Admissions.

          3.   Non-matriculated students may register for classes for the next term after all matriculated students have had the opportunity to register. Non-matriculated students will need to complete and submit the appropriate Non-Matriculated Registration form prior to course registration. Non-matriculated registration dates are posted on the academic calendar.

     D.   All students may continue to make schedule adjustments during the drop/add period posted on the academic calendar. After the drop/add period, students may withdrawal from classes with a W grade and may be entitled to a partial refund if the withdrawal occurred within posted deadlines. Withdraw deadlines are posted on the academic calendar.

     E.   Exceptions and/or alternatives to registration procedures are reviewed by the Provost and Faculty Senate.

     F.   Billing and Payment.

          1.   Registration will periodically be closed during a term to generate bills.

          2.   Bills will be posted and viewable online. The Bursar's Office will notify students of payment due dates.

          3.   Payments may be made online through Stockton's portal or Self-Service Banner and at the Bursar's Office.

          4.   Courses may be subject to cancellation and late re-registration fees if payment is not made on time.

Charge #4: Non-Graduating Participation in Commencement Ceremonies

The committee supported piloting the allowance of undergraduate participation in graduation with 8 (2 four credit courses) to 10 (2 five credit courses) credits remaining. The type of classes (CORE, COG, G, ASD) were not specified or restricted. For the pilot, students are not required to be pre-registered for Summer or Fall classes. Students participating in the ceremony will not receive a diploma. The conditions for non-graduating participation in commencement ceremonies are more lenient than before because there will only be one ceremony a year, and it is important that students with only a few credits remaining, but finish in the Summer or Fall, have the opportunity to celebrate their achievements. After the pilot, the APC will reconvene to review and evaluate the data and determine if there are other considerations that need to be discussed.

Charge #5: Student Evaluations of Teaching: IDEA 2

The committee held three meetings to discuss changes in the Student Evaluations of Teaching. At the first meeting, Dennis Fotia, from e-learning, and Doug Harvey, from IFD, presented data that largely suggested that faculty at Stockton find the IDEA form to be a valuable assessment tool. At the second meeting, Provost Vermeulen asked the committee via email to vote on a recommendation of IDEA2, given the expiration of the MOA. The committee was not able to vote on a recommendation due to a lack of clarity about the charge and several concerns/ questions that had not yet been address. Specifically, the committee was concerned about whether synchronized delivery would be a guaranteed option, as online delivery has traditionally resulted in lower response rates. Lower response rates are especially concerning

for untenured faculty members. The committee also needed information about how IDEA2 is different than IDEA legacy and the differences between the three available versions of IDEA2.

Prior to the third meeting, Brian Tyrell, President of the Senate, provided clarification and asked the committee to review three instruments from IDEA2 and recommend whether or not a switch be made to one of these. Carra Hood from the Provost's office joined the committee and clarified the following:

      a. The MOA, which was due for renewal, will be implemented in Fall 2018. The University and the SFT can negotiate an addendum/replacement. Just prior to the meeting, the committee was informed that a new MOA was signed. The MOA states that a synchronous option will be available for those who want it.

      b. Differences between the three IDEA2 options: The Diagnostic Feedback Instrument provides the most information and is most similar to what we use now. The Teaching Essentials Instrument focuses on pedagogy and The Learning Essentials Instrument focuses on student outcomes. With IDEA2, there are a few new objectives that faculty can select.

      c. Use of the Faculty Dashboard with the IDEA2, which allows faculty to customize objectives, access data in real time (surveys completed), and obtain results. It can track and trend data based on certain objectives or pedagogical issues through the Dashboard for IDEA2.

      d. IDEA2 survey can be completed on a mobile device

      e. E-Learning will create an announcement for students to complete the IDEAs on Blackboard. Students will receive emails with links to complete the IDEA2 – all courses on one email.

The committee members who were present wanted additional information about general patterns of online delivery and what/how other companies are delivering their instruments. The discussion was tabled until additional information became available and a quorum was available to vote. Given the time sensitive nature of this charge, the Executive Committee felt it was best to present this issue to the full Senate for consideration, with the option that the Senate may ask the committee for continued work. The Senate completed the first reading of implementing IDEA2 on April 18, 2017. The second reading will be completed on May 25, 2017.

Charge #6: Academic Honesty Procedure
The committee was asked to vet proposed changes to the Academic Honesty Procedure. The committee supported all proposed changes:

a. Changing suspension as penalty for the third offense, rather than the second, and the change of noting suspension and academic dishonesty charge on official transcripts. The committee clarified that suspension was still an option for a second offense.

b. Omitting references to certified mail notification and beginning the 10-day appeal window once the email notification was sent. Given that the university uses email as its official communication venue for other important matters (registration, tuition bills, etc.), it is acceptable to use email for this matter. Paper copies of the charge will still be sent via certified mail as a courtesy.

c. Adding newer forms of dishonesty to "types of academic dishonesty section"; e.g., use of instructor resources. John Smith suggested putting this information on the website as it has more to deal with practice, than procedure. He will put a call out to faculty to cull a list of discipline specific examples.
d. Changing the language of "School of Graduate and Continuing Studies" to "School where program resides."

Lifecycle of Degree Programs: Deeanna Button (Chair) and Ron Tinsley (Vice Chair) are serving on an external sub-committee that is charged with reviewing the Lifecycle of Degree Programs. Once complete, this review will go to the Academic Policies Committee for vetting.

Respectfully submitted by Deeanna Button, APC Chairperson (2016-2018), May 24, 2017