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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## STUDENT POLICY COMMITTEE, ACADEMIC SENATE

May 12, 2016; 1:30 - 3:10 p.m., ADM 714

### MINUTES

**Present:** J. Chaudhuri, P. Chen, Y. Feng, M. Fryling, A. Laouyene, E. Ramirez, J. Rudd, T. Salmassi, A. Sonnenschein, N. Syed, N. Wada-Mckee

**Excused:** C. Kouyoumdjian, P. Liu

1. Call to Order

The meeting was called to order by J. Rudd, Chair, at 1:37 p.m.

2. Announcements

J. Rudd announced Senate Executive Committee asked SPC to look at 2 Administrative Procedure 800 – Scholarship Administration and Administrative Procedure 802 – University Recognition of Student Organizations. It was agreed to revise the agenda to add the 2 procedures.

3. Intent to Raise Questions

None.

4. Approval of the Minutes

M/S/P approval of the minutes.

5. Approval of the Agenda

M/S/P approval of the agenda as amended to include AP 800 & 802 as items number 8 and 9.

6. Student Appreciation Reception, May 26, 2016; 3:30 PM – 4:30 PM

Please RSVP if you have not done so already.

7. Revisions of Early Registration Guidelines

The revised draft application for early registration was distributed and discussed. Application dates along with deadlines were identified. It was M/S/P to approve the final version as edited. J. Rudd to route final version to the Senate Executive Committee and Student Policy Committee.

8. Administrative Procedures 800 - Scholarship Administration

J. Rudd introduced the request to review the Administrative Procedure. Discussion ensued. It was decided that SPC would return the request without review for the following reasons:

- a) The Administrative Procedures were procedures, rather than policy, and there was no record of a previous instance in which SPC reviewed an Administrative Procedure.
- b) The proposed policy changes to be considered by SPC were unclear. For example, there were no policy documents with track changes to review nor a justification of proposed changes to policy. With May 12th being the last meeting of the year, SPC did not have sufficient time to search for potential policy changes and recommend approval or non-approval.
- c) SPC believed that the appropriate staff and/or auditors had reviewed and approved the procedures they would be responsible for implementing, and if additional review of implementation of procedures by faculty was important, then those staff should seek consultation with the faculty who implement those procedures, rather than a policy committee.

9. Administrative Procedure 802 - University Recognition of Student Organizations

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- a) The Administrative Procedures were procedures, rather than policy, and there was no record of a previous instance in which SPC reviewed an Administrative Procedure.
- b) The proposed policy changes to be considered by SPC were unclear. For example, there were no policy documents with track changes to review nor a justification of proposed changes to policy. With May 12th being the last meeting of the year, SPC did not have sufficient time to search for potential policy changes and recommend approval or non-approval.
- c) SPC believed that the appropriate staff and/or auditors had reviewed and approved the procedures they would be responsible for implementing, and if additional review of implementation of procedures by faculty was important, then those staff should seek consultation with the faculty who implement those procedures, rather than a policy committee.

10. Liaison Reports

10.1. Executive Committee Liaison Report

A. Sonnenschein reported the committee is currently discussing Institutional Review Board (IRB) concerns. An IRB task force will convene to help improve support and review of applications. Staff representation on academic senate is also being discussed.

Strategic Planning continues with 2 opportunities for input. Strategic Planning will evolve as time goes on. There will be future opportunities to review on an ongoing basis.

The committee is also discussing issues with Ad Astra such as available classroom and office space.

The committee invited Catherine Haras regarding CETL workshops and hybrid on-line workshops.

President Covino met with the Senate Executive Committee. With the retirement of Vice President Quan, Information Technology Services will be reorganized and the Senate Executive Committee will have a chance to provide input.

10.2. Academic Advisement Subcommittee Liaison Report

M. Fryling reported the committee is discussing problems with students failing multiple courses several times. They will work with EPC to create a policy to allow students to fail a course no more than 3 times. The new SSP Directors will be invited to a meeting in the fall semester.

10.3. Associated Students, Inc.

N. Syed reported elections results will be announced today at 4:00 p.m.

11. Adjournment

M/S/P to adjourn at 2:36 p.m.