



DATE: 06/30/2024
FROM: Socorro Orozco, Chair, Student Policy Committee
TO: Andre Avramchuk, Academic Senate Chair
CC: Rosa Chavez, Rhonda Roquemore, Vanessa Shih
SUBJECT: Annual Senate Committee Report 2023-24AY

Policies/Items completed during 2023-24

- Access and use of Early and Priority Registration:
 - SPC continued to discuss potential reasons for the decline in use of these special permits. After surveying the different programs SPC learned that all programs have well-established communication protocols to inform the students when their permits are ready, and this was not considered to be the problem.
 - SPC members wanted to explore if perhaps issues with financial aid caused students to not access their permits. For that we had a meeting with Dr. Margaret Garcia, Executive Director, Enrollment Services and Linda Lopez, Associate Director, Financial Aid to review financial aid data and see if there was a relationship between financial aid packages being ready and accessing Early and Priority registration permits. SPC learned that the majority of students (over 80%) have their financial aid packages ready by April 1 and thus, did not consider this to be the problem.
 - SPC chair also met with Dr. Sunny Moon to explore current student survey results that could provide some insight into this issue. SPC was encouraged to look at university-wide communication protocols.
 - Some SPC members explained that students do not know their registration date because it is not included in the email they receive from the university. SPC chair reached out to Dr. Christopher Cobb, University Registrar, to learn about communication protocols regarding Early and Priority Registration Permit. We learned that the Registrar's office sends an email message with a "Plan for Registration" to every student. They no longer include the registration date in the initial email as students would wait until that day to log in to their accounts, which created issues for students who had any type of hold in their accounts.
 - Dr. Andrea Villegas, Executive Director of Academic Success and Advising, and SPC's Academic Advising Subcommittee Liaison explained that students also receive reminders via SMS for all students who have a cell phone registered.
 - SPC removed this item from their agenda as it was not considered to be a policy issue and for the university and specific program communication protocols to be adequate.
- Withdrawal Policy and process
 - SPC discussed the Withdrawal Policy as it was brought up by SPC members during the 22-23 AY. The main concern was that the current policy does not include specific language for withdrawing due to medical needs.
 - SPC found no need to make any changes to the current policy as it was deemed comprehensive enough to include health and medical related issues.

- Review of FIRE Speech Memo:
 - SPC reviewed a Memo with recommendations regarding free speech areas developed by the Foundation for Individual Rights and Expression (FIRE) that was brought forth by Louis Esparza, Professor of Sociology to the Academic Senate.
 - SPC forwarded the memo to Melanie Heisinger, Communications and Marketing Specialist, Housing and Residence Life, for their consideration as some of the recommendations included language in the Housing and Residence Life 2023-2024 Student Guide.
 - SPC removed this item from their agenda as it did not include student policy.

Ongoing Policies/Items

- Grade forgiveness for Graduate Students
 - SPC discussed reviewing current Grade Forgiveness Policy and to consider adding a Grade Forgiveness Policy for Graduate Students.
 - SPC chair reached out to Christopher Cobb, University Registrar to seek counsel and he recommended to include Dr. Karin Elliott Brown, Dean of Office of Graduate Studies.
 - SPC met with Dr. Brown who shared her research regarding existing policy in other CSUs. She also recommended for this task to taken by the Graduate Studies Subcommittee (GSS) and include SPC for feedback and collaboration.
 - GSS developed a draft policy, which reviewed by SPC. The feedback was shared with GSS by SPC chair in writing and live at last GSS meeting of the Spring 2024 semester.
 - GSS will continue to review the draft policy and share it SPC for continued feedback before it is sent to the Senate Executive Committee and Academic Senate for review.
- Mental Health Services Policy
 - During the '21-'22 academic year, the SPC reviewed the Association Student Inc. (ASI) Resolution on CAPS and then met with relevant campus stakeholders before drafting a new Mental Health Services Policy. Academic Senate approved the policy during the '22-23 academic year, however, it was return unsigned by the President later in the year with recommended changes. The Academic Senate discussed and made amendments to the unsigned policy and approved it again in Spring 2024 and it was sent to the president for review.
- Honors Convocation Policy
 - Senate Executive Committee charged SPC to review the existing *Recognition of Students at the University* policy as current practices did not align with the policy. SPC met with the former University and Honors and Commencement Chair, Devika Hazra, to learn more about existing practices, and reviewing ongoing practices within departments and colleges. The committee has drafted recommended changes to the existing policy, which are ready to be to Senate Executive Committee and Academic Senate for review. The policy was sent back unsigned by the president with recommended changes. The Academic Senate reviewed, amended and approved the policy in Spring 2024 and was sent to the president for review.

Future Policies/Items and Recommendations

- SPC is still interested in looking into the process for requiring instructor approval for withdrawing from classes.
- SPC might review of the current Academic Honesty policy and practices related to appeal process when that may involve lecturers.

Feedback and Recommendations

- During the 2023-2024 academic year, SPC largely did not have undergraduate or graduate ASI representatives present. Student voices are extremely valuable to the committee. If the committee lacks ASI representatives in Fall 2024, I recommend that the Chair encourage the committee to consider and recommend students they know to consider serving.