**Date:** 29 November 2019

**To:** SEC / Senate

**From:** D.J. Hopkins, Chair, Academic Policy and Planning Committee

**Subject:** Information: AP&P referrals and other business

The Academic Policy and Planning Committee met on 26 November 2019.

In October, AP&P received the following referral from the Senate Executive Committee: *Develop a policy for Senate PBAC appointments.* In response, AP&P returns the attached policy recommendation re: the President’s Budget Advisory Committee (PBAC). My thanks to the AP&P subcommittee that drafted this policy.

In October, AP&P received the following referral from the University Curriculum Committee: *Develop a policy re: 4+1 programs and 600+ level courses on UG transcripts.* On 26 Nov., AP&P met with Larry Verity, Chair, Undergraduate Curriculum Committee; and Tam Lieu, Assistant Director, Office of Advising and Evaluations. Verity and Lieu discussed the existing practice for addressing the situation to be addressed in this referral. After discussion, AP&P approved the proposal to adopt existing practice as policy. The new policy follows.

*If an undergraduate student takes a 600-level or higher course without appropriate paperwork on file with the university (e.g. no Concurrent Master’s Degree in process), then the class will automatically become part of the student’s undergraduate academic record. A “G” reference code (Undergraduate Credit Only) will be inserted next to the course on the student’s SDSU transcript. If the undergraduate student would like the 600-level or higher course to be part of their major or minor requirements, then the student’s academic adviser needs to submit a Request for Adjustment of Academic Requirement (RAAR) to the Office of Advising and Evaluations specifying which major or minor requirement the 600-level course will satisfy.*

AP&P discussed the EMAG report. The committee commends the work of the EMAG and the report. AP&P sees a need for resources (ex. advising) to ensure success of key programs in the recommendation, esp. with regard to the future of the compacts; and the committee sees a need for oversight to ensure that a. the new comprehensive admission process maintains an inclusive campus; and b. future enrollment management decisions ensure that academic diversity at SDSU remains strong.

In November, AP&P was asked to consider an Action item before the Senate re: Scholars at Risk. AP&P supports Scholars at Risk. We regard with compassion the plight of fellow academics in dangerous circumstances around the globe. We encourage those SDSU programs with the resources to engage with Scholars at Risk. The committee does not support holding a University Senate resolution on this matter. Faculty lines, regardless of the funding source, are among most scarce resources on our campus.

AP&P received three new program proposals. One was reviewed and approved in session; the other two will be addressed via email before the end of the semester. AP&P has approved an International Business Major with an Emphasis in North Atlantic/European Languages.

Following a call for nominations and discussion, the current committee chair was re-elected for another one-year term (AY 2020–21).

DJH

Attachment

**Proposed Procedure for Selecting Senate Faculty Representatives on PBAC**

1. Eligibility:

1.1 Faculty representatives on PBAC shall be full time faculty members. There shall be no more than one faculty representative from any college (including IVC and Library).

2. Nominations and Elections:

2.1 The Senate Chair shall announce vacancies and make a call for nominations to all full time faculty members no later than the second week of February for terms that begin the following academic year.

2.2 The call for nominations shall include the following statement: “For these positions, it is desirable for nominees to have experience with and understanding of complex budgets. Elected representatives are expected to make decisions based on the overall academic mission of the university, and not to advocate for their respective academic units.”

2.3 Nominations shall be made by a full time faculty member with the approval of the nominee. No self-nominations are allowed.

2.4 Nominees shall write a short statement, no longer than 250 words, addressing their qualifications for the position. The statement shall be distributed to the Senate in advance and summarized on the Senate floor on the day of the election.

2.5 Faculty representatives shall be elected by the full Senate no later than its March meeting.

3. Terms:

3.1 The election shall be for a three-year term, except for terms that begin in the Fall of 2020.

3.2 Elected representatives who go on leave for any part of the academic year forfeit the remainder of their term, creating a vacancy that shall be filled by regular procedure.

3.3 Upon the completion of their term, representatives may run for re-election but shall serve no more than nine consecutive years.

4. Exceptional Procedure for Academic Year 2019–2020:

4.1 All 2019-2020 interim appointments shall end at the conclusion of the academic year.

4.2 The Chair of the Senate shall send out a call for nominations for all four vacancies no later than the second week of March 2019, and the election shall be held during the Senate’s April 2019 meeting.

4.3 In order to stagger terms of the faculty representatives, the length of terms beginning in the Fall of 2020 shall be determined by lot after the election. One of the elected representatives shall serve a one-year term, one shall serve a two-year term, and two shall serve three-year terms. Subsequently all terms shall be three years.