During AY 2014-2015 SAC held 15 Meetings on the following dates: Sept. 8, 2014; Sept. 22, 2014; Oct. 6, 2014; Oct. 20, 2014; Nov. 3, 2014; Nov. 17, 2014; Dec. 1, 2014; Jan. 27, 2015; Feb. 10, 2015; Feb. 24, 2015; Mar. 10, 2015; Mar. 24, 2015; Apr. 7, 2015; Apr. 21, 2015; May 5, 2015. For the first seven meetings, the committee had four elected members: Palash Deb (CoBA), Reuben Mekenye (At large), Vincent Pham (CHABSS), and Barry Saferstein, (CHABSS). Nahid Majd (CSM) joined the committee at the January 27 meeting. Tricia Lantzy (Library) joined the committee at the February 10 meeting. ASI representatives were James Farrales, Maddie Jaurique (prior to the February 10 meeting), and Bianca Garcia (beginning with the February 10 meeting). Ex Officio members were Dawn Formo (VPAA designee) and Gregory J. Toya, Associate Dean of Students (VPSA designee). All of the committee members made significant contributions. Barry Saferstein chaired the committee. Items that SAC moved to the Academic Senate Executive Committee for discussion were revisions of the existing Student Grade Appeal Policy, revisions of Engaged Education Definitions, and working drafts of a University Internship Policy.

Revisions of the Student Grade Appeal Policy

The Student Grade Appeal Policy revisions explain that students who appeal grades must submit the required documents to a Student Grade Appeal Committee secured website (i.e., a Moodle container). SAC received the revised policy from Karno Eng, Chair of SGAC at the beginning of September, reformatted and copy edited it, and brought it to EC on Oct. 22. EC members suggested changes related to terminology for the upload site that students would use. SAC developed a new version, which was accepted by the SGAC, and then submitted to EC. It was discussed again at EC on Nov. 5, and referred to the AS for a first reading at the Nov. 5 meeting. At the first reading, there were no comments expressed by the senators. The revision of the Student Grade Appeal Policy was approved after a second reading at the Dec. 3 AS meeting.

Engaged Education Definitions
SAC had developed drafts of a matrix of Engaged Education Definitions at the behest of the Community Engagement Task Force during the 2013-2014 AY. However, the final revised matrix had not been discussed in EC during that AY. SAC moved the Engaged Education Definitions to EC for discussion at its Sept. 24 meeting. EC members provided useful comments regarding the complexity of the matrix and the conceptualization of the various categories of engaged education. As a result of the EC comments, SAC decided to make major revisions. August 27 email communication with Scott Gross, AVP, Community Engagement, who had been the task force liaison during the preceding AY’s work on the definitions, had informed us that the definitions could be used as the basis of a website for faculty, who wanted information about the forms and administrative offices related to managing various types of Engaged Education activities in courses. SAC revised the matrix to make it more usable in that regard, removing the matrix format and simplifying the definitions to focus on managing the approval and oversight of engaged education activities, rather than the details of conceptual differences between types of engaged education. EC discussed the revised Engaged Definitions at the April 15 meeting. The current version received positive responses from EC members, with the request that a preamble be included that would introduce and explain the purpose of the table of definitions. SAC discussed the EC comments at its Apr. 21 meeting, and is in the process of creating a revision by the end of the current AY.

University Internship Policy

At the beginning of AY 2014-15 SAC set the objective of producing a University Internship Policy related to Executive Order No. 1064, issued by the Chancellor’s Office in 2011. Prior to AY 2014-15, SAC had obtained an unattributed draft of a University Student Internship Policy that essentially reiterated the wording of EO 1064. During the initial work in AY 2014-15 on the Internship Policy, SAC members discussed the need to ensure that the EO’s long list of risk management activities did not become burdensome for faculty to the extent that it would jeopardize the offering of internships. In consultation with SAC members, on Nov. 20, the Chair contacted Sarah Villarreal, AVP, Community Engagement, who was leading the Implementation Team, which had considered the development of a University Internship Policy in the context of the
University’s Community Engagement initiatives. SAC learned that the Implementation Team was involved with plans to institute a University Office of Internships during the 2014-15 AY. The SAC Chair contacted Scott Gross, AVP, Community Engagement, who had led a task force that had conducted interviews with stakeholders in campus internship offerings during the 2013-14 AY. On Nov 21, Scott provided SAC with the findings of those interviews. The SAC Chair also initiated a telephone discussion with Sarah Villarreal on Nov. 20 to discuss the development of the campus internship initiative. SAC members also contacted Department Chairs, Program Directors, and faculty in charge of department/program internship offerings to inform revision of the draft Internship Policy. Members of the AS Executive Committee expressed some concern to SAC that faculty interests would be best served if an internship policy would be brought to the Senate as soon as possible. Laurie Stowell, AS President and EC Chair, attended SAC’s October 14 meeting to discuss the development of the University Internship Policy.

SAC developed a plan to present a revised working draft of the Policy to key stakeholders, including Department Chairs, Program Directors, and College Deans in order to obtain their input for further revisions. However, minutes before the Dec. 2 SAC meeting, at which that process was to be finalized, the President’s Office sent an email to the University community announcing the creation of a University Office of Internships under the auspices of the Office of Community Engagement, as well as plans to appoint a faculty director during Spring 2015 semester. In light of those developments, SAC delayed the plans to contact stakeholders until we had obtained more information regarding development of the University Office of Internships. Responding to an invitation from the SAC Chair, Sarah Villarreal, AVP for Community Engagement, attended the February 24 SAC meeting to provide information concerning plans for development of the University Office of Internships and appointment of its director. She informed us that an Internship town hall would be held during the Spring 2015 semester, and that the Office of Internship’s faculty director would be appointed shortly afterward. SAC considered those developments, and decided at the January 27 SAC meeting to continue with plans to present a working draft of a University Internship Policy to stakeholders and to the Internship Town Hall in order to obtain input on the policy.
SAC’s Draft Internship Policy was discussed at the Feb. 11 EC meeting. Some EC members expressed concern that the draft had not clarified the role of faculty in determining and overseeing the academic content of internships. SAC proceeded to revise the draft Internship Policy in order to clarify the respective roles of academic departments and the University Office of Internships. Subsequently, SAC continued with plans to circulate the working draft Internship Policy among academic departments and the task force guiding the development of the Office of Internships for comments. Those plans were to be announced at the Internship Town Hall on March 5. Prior to the Town Hall, SAC contacted with EC about creating a web link that would enable interested people to access the draft Policy and comment on it. However, in consultation with Laurie Stowell, it was decided that readings of the Policy at AS would be the appropriate way to obtain such comment. At the Internship Town Hall, the SAC Chair announced the committee’s development of the Internship Policy, which would be moved to AS within weeks for comment by interested parties.

During the Internship Town Hall, the impending appointment of a faculty Director for the Office of Internships was discussed, and the maintaining faculty control of the academic content of internships was emphasized. In light of those developments, SAC, in consultation with the EC officers, decided to complete revision of the Internship Policy, but to delay submitting it to AS until the Director of the University Office of Internships was appointed and could contribute to the revisions. EC considered the latest Working Draft Internship Policy at its Apr. 29 meeting. The draft clarified the respective roles of faculty and the University Office of Internships. It received positive comments, and will be presented to the recently appointed Director of the University Office of Internships, Cynthia Chavez Metoyer, as the basis for developing a policy in conjunction with SAC and EC that will be sent to AS for consideration during AY 2015-16.

Other SAC Activities

At the beginning of AY 2014-15, SAC members, particularly the ASI representative, expressed interest in learning more about the University Student Union’s services for students. We invited Sara Quinn, Clarke Field House & University Student
Union Director to discuss this at the Sept. 16 meeting. Director Quinn provided an informative overview of the USU’s student services.

At the Apr. 7 and Apr. 21 meetings, SAC also provided Ex-Officio member, Greg Toya, Associate Dean of Students, with consultation regarding various approaches to extra credit activities for students in courses.

Overview of SAC Activities

During AY 2014-15, SAC made final revisions to the Student Grade Appeals Committee’s revised Student Grade Appeals Policy, presented the policy to EC, where it was approved, moved to AS, and approved by AS. SAC made substantial progress on a University Internship Policy and on Engaged Education Definitions--reconceptualizing them, and making major revisions to the drafts inherited from earlier years. The resulting documents that SAC has produced and will make available to relevant administrators, task forces, and the Academic Senate Executive Committee will make substantial contributions to the development of important University policies and procedures.

The Chair commends the members of SAC for their positive discussions and contributions to the work of the committee. The members of the committee who had served during the prior year, Palash Deb and Vincent Pham, brought continuity to the work on the Engaged Education Definitions and Internship Policy. Along with Reuben Menkenye, who added a new perspective, they did substantial work while the SAC operated with two unfilled seats for half of the year. Nahid Majd and Tricia Lantzy joined us at the beginning of the spring semester and quickly became conversant in the work of the committee providing important information and context to the development of the Engaged Education Definitions and University Internship Policy. The ASI representatives, James Farrales, Maddie Jaurique, and Bianca Garcia, provided important student perspectives on the issues considered by the committee. The ex-officio members, Dawn Formo and Greg Toya, made significant contributions in regard to administrative contexts of those issues. With the addition of newly elected members, Marion Geiger, Jeff Nessler, and Michelle Ramos Pellicia, who will replace members who are leaving, SAC is well situated to complete the projects that have progressed substantially this year.