**2022-2023** **Academic Senate Academic Affairs Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to [acsenate@ilstu.edu](mailto:acsenate@ilstu.edu) and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate office administrator will update the list for the current and following years’ committee.

\*\*For your reference the policies on policy review can be found [here](https://academicsenate.illinoisstate.edu/documents/).

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# Yearly Committee Charge Duties:

## Review Committee Functions

***Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Academic Senate Bylaws, Appendix II found here: <https://academicsenate.illinoisstate.edu/about/bylaws/#Appendix-Two>

***Status:*** Pending Annually

## Create Committee Minutes

***Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Office Administrator by email ([acsenate@ilstu.edu](mailto:acsenate@ilstu.edu)) following each meeting. Per the Senate bylaws, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision-making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.

***Status:*** Pending Bi-Monthly

## Select an Academic Planning Committee Member

***Description:*** TheChairperson of the Academic Affairs Committee should select one Academic Affairs Committee Faculty Member to serve on the Academic Planning Committee. The term is one year. If there are no volunteers, notify Senate Chair so that the item may be forwarded to the Faculty Caucus.

***Status:*** Pending Annually

***Associated Document(s):***

Academic Planning Committee Page of Senate Blue Book

## Request Underrepresented Students- Recruitment and Retention Report

***Description:*** The Executive Committee requested on 10/18/10 that the Academic Affairs Committee annually request a status report and presentation on the recruitment and retention of underrepresented students from the Provost’s office. The report should be comprehensive, including data on housing and programming, and addressing our distinct approaches with different groups of underrepresented students. The Senate Office Administrator will request and collect this report from the AVP of Enrollment (Jana)approx. 20 days after the beginning of fall semester.**, cc the AAC chairperson.** The report may be made first to the AAC and then to the full Senate, or to the full Senate in lieu of initial review by the AAC.

***Status:*** Pending Annually

## Census Data by College and Program headcount report

***Description:*** The Senate Office Administrator will request this report from the Associate VP of Enrollment (Jana Albrecht) approx. 20 days after the beginning of fall semester.

***Status:*** Pending Annually

## Provide Oversight of External Committees and review External Committee Reports

***Description:*** At the start of every academic or calendar year, the Senate Office Administrator will request annual reports from the following committees that report to the Academic Affairs Committee in June and forward them to the committee chair, as well as forwarding to the committee in August the schedule for the receipt of the reports:

* Academic Planning Committee (the annual Academic Plan & program review write-ups may be deemed acceptable as the report; see below)
* Council on General Education
* Council for Teacher Education
* Honors Council
* Library Committee
* Reinstatement Committee
* Undergraduate Curriculum Committee
* University Appeals Board and University Hearing Panel (this report is usually combined aka “Student Conduct and Community Responsibilities Final Senate Report’)

***The committee should forward the reports, once reviewed, to the Executive Committee for placement on a Senate agenda as an advisory item.***

Several of these committees post their agendas and minutes. These sites are linked to the Senate website for Academic Affairs Committee members interested in further detail regarding any report.

The committee may also invite external committee representatives to clarify or augment any report, or to join a meeting of Academic Affairs Committee for more in-depth discussion, if desired.

***Status:*** Pending Annually

## University Appeals Board and University Hearing Panel Annual Report

***Description:*** See seventh standing charge above. Review and send to Senate.

***Status:*** Pending

## Oversight of the Academic Planning Committee

Description:

**Academic Plan:** to be presented to the Academic Senate as an Advisory Item annually. The Senate Office Administrator will contact the Office of the Provost annually in late spring about when the plan will be ready for presentation to the Senate by the Associate Provost. The plan is usually presented at the May meeting.

**Program Review write-ups**: At the end of each academic year in May, The Senate Office Administrator will obtain from Assistant Vice President for Academic Planning (J. Cooper Cutting) all of the program review write-ups that the APC created during the year for submission to IBHE. AAC will immediately review in the fall of the following academic year.

Status: Pending Annually

## General Education Program Review(generally every five years)

***Description:*** The Academic Affairs Committee will conduct a review of any recommendations for revisions to the General Education Program, per the Undergraduate Curriculum Committee Guidelines.

**Senate last approved Gen Ed catalog revision recommendations on April 10, 2013**. Procedures for Changes to the General Education Program were approved on April 23, 2014.

Status: **Next Review 2018**

***Associated Document(s):***

Procedures for Changes to the General Education Program (https://curriculum.illinoisstate.edu/procedures/operating-procedures/)

## Review Undergraduate Admissions Policy every five years

***Description:*** The first two responsibilities of the Academic Senate according to the Powers and Responsibilities document are to:

*1. Recommend policy for the admission of students to the University.*

*2. Recommend policy for degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.*

The last approval of the admissions policy was January 24, 2018.

After policy is reviewed send to Executive committee for placement on proposed Senate Agenda. Please work with Senate Office Administrator for any help you may need.

Senate Office Administrator: a reminder in September to ask AVP for Enrollment Management for the current policy will remind her and trigger the AAC chair to invite her to talk to the committee if needed. (Doesn’t need to go to Exec)

***Status:*** Next review 2023

***Associated Document(s):***

Undergraduate Catalog, pages 16-25

## Code of Student Conduct

***Description:*** Review Code of Student Conduct when it’s received from Student Affairs.

***Status:*** Full review paused until 2024-2025. Waiting on proposed draft from Dean of Students/Student Government. During 2023-2024, both the Student Caucus and the Academic Affairs Committee should review the definition of plagiarism in the Code and consider whether or not recent advancements in artificial intelligence warrant a revision of this definition.

***Associated Document(s):***

See discussion in Executive Committee on January 17, 2023 plus report from IBHE-FAC meeting on May 22, 2023 (08.08.2023.01).

See VI. University Regulations A. University Values and Expectations 1. Academic Dishonesty in Code of Student Conduct for definition of plagiarism.

# Policy Review:

## [Policy 2.1.19 Verification of Student Identity](https://policy.illinoisstate.edu/students/2-1-19.shtml)

***Description:*** Policy Review

***Status:*** Pending. Forwarded to Provost for further input on May, 2023.

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

Assigned: 09/27/21

## Policy [4.1.5 Final Examinations](https://policy.illinoisstate.edu/academic/4-1-5.shtml)

***Description:*** Policy Review

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/11/21

## Policy 2.1.1 Student Records

***Description:*** Policy Review.

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 09/06/22

## Policy [*4.1.19 Credit Hour Policy*](https://policy.illinoisstate.edu/academic/4-1-19.shtml)

***Description:*** Policy Review.

Exec comments:

* I wondered, the terms “distance education, internet, and hybrid blended course” if the Provost’s office is still using these.
* But whenever you come to look at it [this policy], it is important to see the different ways that [zero credit hour] it’s counted and treated across departments.

***Status:*** Pending. Forwarded to Provost for further input on May, 2023.

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/17/22

***Associated Documents:*** Policy 4.1.19 Credit Hour\_Hurd Email\_credit hour policy and private studio instruction

# Policy 4.1.12 Sale of Instructional Materials

***Description:*** Policy Review.

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/17/22

***Associated Documents:***

# Policy 4.1.15 Sale/Solicitation of Academic Assignments

***Description:*** Policy Review.

Exec Comments: Make sure it’s in compliance with Academic Plagiarism Act. And the Citation is wrong.

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/17/22

***Associated Documents:***

# Policy [4.1.6 Grading Practice](https://policy.illinoisstate.edu/academic/4-1-6.shtml)

***Description:*** Policy Review.

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 02/13/23

***Associated Documents: None.***

# Policy [7.7.6 Registration Blocks](http://policy.illinoisstate.edu/fiscal/7-7-6.shtml)

***Description:*** Policy Review.

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** Exec 02/13/23

***Associated Documents: None.***

## Code of Student Conduct

***Description:*** Determine if Student Code of Conduct Definition of Plagiarism Should be Revised Due to CHAT GPT

***Status:*** Pending

***Associated Document(s):*** See minutes of January 17,2023 Executive committee and Section VI. Regulations of the student Code of Conduct.

## 21. Policy 2.1.23 Transcripts

***Description:*** Changes that needs review

***Status:*** Pending

***Associated Document(s):*** Policy 2.1.23 Transcripts folder.

## 22. Policy 4.1.18 Credit Earned Through Transfer, Examination and Prior Learning

***Description:*** Registrar made a couple of changes please review them

***Status:*** Pending

***Associated Document(s):*** Policy 4.1.18 folder

# Policy 2.1.20 Equitable Treatment of Students Participating in University Sponsored Activities

***Description:*** Policy Review

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/16/2023

***Associated Documents: None.***

# Policy 4.1.20 Final Course Grade Challenge Policy

***Description:*** Policy is up for review

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/30/2023

***Associated Documents: Policy 4.1.20 folder***

# Policy 2.1.26 Student Absences due to Service as a Volunteer Emergency Worker

***Description:*** Policy is up for review

***Status:*** Pending

***Legal Contact:*** [GeneralCounsel@ilstu.edu](mailto:GeneralCounsel@ilstu.edu)

***Assigned:*** 10/30/2023

***Associated Documents: Policy 2.1.26 folder.***