

California State University, Bakersfield
Academic Support & Student Service Committee

Minutes

Thursday November 6, 2008
9.30 – 11:00 am; DDH H101

Present: Robert Provencio (Chair), Teresa Robertson, Karen Stocker, Norm Hutcherson, Chandra Commuri, Michael Harville, Marina Avalos-Kegley, Debra Wilson, Ron Hughes, Shelley Ruelas, Lauren Goodsi, Linda Lackey.

Absent: Mandy Reese, Jacqueline Mimms

1. **Call to order:** The meeting was called to order at 9.35 by Robert P.
2. **Changes to roster:** Robert P. informed that Ron Hughes, Mandy Reese, Lauren Goodsi, and Linda Lackey have joined the committee. Jacqueline Mimms, Associate Vice President of Enrollment Management, has been added as an ex-officio member.
3. **Motion to receive minutes:** Chandra C. moved that the committee receive minutes of October 23, 2008. Approved by consensus.
4. **Agenda:** Ron H. moved to approve agenda. Norm H. second. Agenda was approved by consensus.

5. Discussion Item: ATI/ IMAP

Norm H. attended the ATI Steering Committee in place of the Robert P. He passed out “Notes from last weeks ATI steering committee meeting: NH for RP.” The purpose of this process is to determine how the campus will respond to the ADA requirements. Section 504 of the ADA requires that students have equal access to materials. The Provost is our 504 compliance officer. Section 508 of the ADA requires that electronic and information technology is accessible to those with disabilities. CSUB currently does not have a 508 compliance officer. This year all materials need to be 508 compliant. Universal Design for Learning (UDL) classes will soon be taught to help faculty begin to make this transition. The ATI Steering Committee will next meet in January.

Robert P. indicated that this committee will need to develop an IMAP implementation document.

Ron H. understands that being out of compliance can lead to litigation and has concerns about the technical training and support for faculty.

Shelly R. reports that \$375,000 has been budgeted for this process and further financing such as grants is being explored.

Robert P. reports that ATI has three main pieces, Procurement, Webpage accessibility, and IMAP. The rules for procurement are currently changing. Webpages are being brought into compliance. IMAP has a structured plan, but the Chancellor's Office rejected the plan because it was not specific enough. The Sac. State IMAP plan is available for review in the conference folder. Robert P. asks, "How do we help this process?"

Shelley R. reports that equal access for students that need electronic texts has been a problem. UDL goes with this as well as training for the faculty.

Ron H. believes that the individuals responsible for getting this information out must be identified. He is unaware of any tech. support or tech. upgrades that will facilitate making the accommodations.

Robert P. reports that the ATI Education Committee will be charged with getting information out and will be seeking suggestions for how to get information to the faculty.

Ron H. suggests that the department chairs will need to be responsible for making sure these requirements are followed.

Shelley R. stated that videos exist to help people understand the difficulties that disabled individuals face in the learning environment. She emphasized the importance of trying to meet the needs of students.

Chandra C. reports that the Sac. State plan is practical and focuses on making a good faith effort to meet the students' needs.

Robert P. asked what we should do with this process? Draft a resolution? Develop a Guide to ATI?

Marina A. supports John Hultsman going to the department chairs.

Robert P. states that we need to increase understanding and continue our discussion of the education agenda. He will send out the current CSUB IMAP plan to the committee.

Shelley R. reports that the ATI timeline has been in flux and deadlines extended.

Ron H. feels that a tip sheet would help.

Norm H. reported that the SSD office has tip sheets available.

Ron H. suggested that the Multimedia Educational Resource for Learning and Online Teaching (MERLOT) may be a major resource for change.

Linda L. has found professors to be very accommodating.

6. Discussion Item: DWIR (EO 1037 & 1038)

EO 1038 discusses expulsion and probation procedures.

Shelley R. reports that a Student Conduct Policy Review Committee has been formed to determine who has the right to disqualify a student. There has been conflict between the student's right to due process and a faculty member's right to assign a grade. A process has been developed that provides due process through the Provost's office for grieving a grade in the case of academic dishonesty.

EO 1037 provides grading standards. Robert P. reports that Dr. Dhada's office will complete the required changes to the catalogue copy. He reports that this order represents the rare instance when the Chancellor's Office is open to feedback about how this will impact campuses. He will create a side-by-side comparison of current CSUB policy and the requirements of EO 1037.

Robert P. wonders whether the process of disqualification should be more formalized.

Shelley R. is looking at a process and documentation for disqualification. She recommends getting feedback from students on how these changes will impact them.

Michael H. comments that the limits on the number of W's a student can have will likely have a significant impact on students with physical and mental illnesses and those with disabilities.

Shelley R. recommends a partnership between Student Affairs and Academic Affairs. She would like to use the Health Center and Counseling Center as experts to help faculty and administration evaluate a student's situation. She would also like to see a more formal system for allowing withdrawals.

7. Discussion Item: Study/Review of CSUB Support Systems

Robert P. reported that the Division of Student Affairs has created an excellent brochure outlining services for students and recommended that committee members receive a copy. Shelley R. agreed to provide copies of the brochure.

8. Comments from the floor:

Robert P. explained to new members that this committee has a shared email folder and that all members should soon be added to the access list.

Robert P. reported that John Dirkse has requested clarification from the Chancellor's Office regarding several parts of EO 1037 and EO 1038.

Shelley R. gave an update on current Housing and Residential Life projects. As a sustainability project, food service was not putting out trays due to the amount of water used to clean them, but trays will be available for those who wish to use them. Plans are moving forward to build new on-campus residence halls. The original plan to have 650 beds has been downsized to 500 beds. We currently have 295 beds in buildings that are

34 years old. It is estimated to take two and a half to three years to complete the building process. Plans include several building phases; the first phase will focus on freshman housing, more apartment style buildings will make-up the second and third phases, and later phases may include graduate housing. They expect the availability of on-campus housing to increase enrollment.

9. **Adjournment:** Robert P. called for adjournment at 11:04 am. Next meeting January 9, 2009.

Minutes submitted by Michael Harville.