



THE UNIVERSITY
OF ARIZONA

Student Affairs Policy Committee

FACULTY CENTER

1216 E. Mabel Street
Tucson, AZ 85721-0456

Tel: 520.621.1342
Fax: 520.621.8844

facultycenter@email.arizona.edu

THE UNIVERSITY OF ARIZONA®
STUDENT AFFAIRS POLICY COMMITTEE

Faculty Center
1216 East Mabel Street - PO Box 210456
621-1342 (Fax: 621-8844)
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**Student Affairs Policy Committee
Annual Report 2017-2018**

SAPC Members:

Jeff Stone, Psychology, **CHAIR** (6/14-5/18)
Cheryl Cuillier, University Libraries-Research & Learning (6/14-5/18)
Devon Degraffenreed, GPSC (8/17-5/18)
Leila Hudson, Middle Eastern & North African Studies (1/18-5/18)
Jalon Jackson, ASUA (8/17-5/18)
Lauri Macmillan Johnson, Landscape Architecture & Planning (7/10-5/18)
Diane Ohala, Linguistics (6/16-5/18)
Theodore Tong, Pharmacy (6/11-5/18)
Kendal Washington White, Dean of Students, *ex-officio* (8/09-)

During the academic year 2017-2018, the committee met September 13, 2017; October 16, 2017; November 13, 2017; December 4, 2017; January 17, 2018, February 14, 2018; March 14, 2018; and April 11, 2017.

Committee actions:

September 13, 2017:

The Chair welcomed the committee and announced that during the 2017-18 academic year, the committee would meet one every month to work on new initiatives.

Textbook prices: Members of SAPC worked with the bookstore and with the Provost to produce an email to instructors about the need to order all books on time in order to reduce the costs to students. The email was sent on 10/3/17.

Availability of course syllabi during course registration: Met with two leadership members from the Information Technology to discuss a policy issue regarding course syllabus. Many students are

unable to access course syllabi when they register for classes each semester. After discussions with Jeremy Frunkin, Executive Director of Research Technologies, we presented the issue to the Senate Executive Committee. There is now a SEC subcommittee working on a solution for making syllabi available during registration.

CAPS: Recent losses in counseling staff are causing delays for students who need psychological support. The chair is planning a meeting between Professor Dave Sbarra, director of the clinical psychology program, and the Dean of Students Office to discuss potential new programs that could provide another resource for students who would benefit.

UA Campus Pantry: Members discussed UA Campus Pantry that is organized by the Student Affairs. Campus Pantry helps reduce food insecurity around campus. Members have expressed ways to contribute to the organization and learn more about it. Members plan to meet this academic year with Campus Pantry.

October 16, 2017

Textbook prices: Chair Stone reported that the letter from the Provost encourage on time adoptions of all textbooks was sent on 10/3/17.

UA Campus Pantry: The committee heard a presentation by Kelly Clarken, the Director for Campus Pantry and C. Michelle Sun, the Advisor for Campus Pantry about the problem of food insecurity and the role that the Campus Pantry plays in assisting students who struggle to have enough to eat. The members offered suggestions to help the Campus Pantry's approach to marketing, operations and donor seeking.

Delays in financial aid distributions to students: The Chair reported a meeting he had with Rebekah Salcedo, Ph.D., Director of the UA Office of Scholarships and Financial Aid about longer than usual delays in distributing financial aid to students. The chair agreed to send a letter from SAPC to Joel Hauff, Sr. VP Student Affairs / Enrollment Management, to support a request from the OSFA for more temporary and sustained resources that could help to reduce the delays.

Program and course fees: The Chair proposed that the growth of new program and course fees is creating a burden on lower socioeconomic status (SES) students. Committee members discussed an example of this particular issue. A member shared what other institutions are doing regarding course fees. One proposed solution is to require the creation of scholarships for programs that would then be awarded to the students who show need. The committee planned to take this topic up at a future meeting.

November 13, 2017

Transfer students: The committee heard a presentation by Nicole Kontak, Senior Director for Transfer Curriculum & Transfer Student Center and Anthony Valenzuela, Program Coordinator for Transfer Credit & Articulation Office, about a recent survey results of transfer students on campus. The survey was sent out to approximately 5,000 transfer students across the centers and 905 students (15.8% response rate) responded to the survey. One of the concerns transfer students are experiencing during orientation is not receiving advising regarding their courses. The committee suggested to the Transfer Center to expand information about transfer students at a department level in order to engage with them and understand the unique experiences and needs of transfer students.

Textbook policy: The Chair discussed a request from Tom Miller, Vice Provost for Faculty Affairs, for the committee to examine the use of custom textbook materials. The Chair would provide more information and some materials to the members before the next meeting.

December 4, 2017

Textbook sales: Cindy Hawk, the Assistant Director, UA - Associated Student Bookstore for the UA Bookstore shared a PowerPoint focused on the affordability initiative updates to reduce the cost of course materials for students. While early adoptions are still much higher than in 2016, they dropped from 961 for fall, 2017 to 860 for spring 2018. At the same time, the use of inclusive access instructional materials has gone way up. For example, in the fall 2016 there were seven courses with 2,100 students (4% opted out and 96% choose to purchase). In spring 2017, there were 21 courses with 15 titles and savings were close to \$300k. In the fall of 2017, use of inclusive access rose to 341 courses, 435 sections, effecting 22,000 students. This is impressive growth for a pilot program, and it suggests that the campus is making significant progress toward reducing the cost of instructional materials to our students.

Textbook policy: The committee discussed the custom instructional materials policy update request from the Vice Provost for Faculty Affairs. The Chair was going to send by email a revised instructional materials policy to the committee and requested suggestions and feedback before Monday, December 11, 2017.

January 17, 2018

The Chair introduced a new member to the committee, Leila Hudson, Associate Professor in the School of Middle Eastern and North African Studies.

Textbook policy: The Chair reported that he and Cheryl Cuillier (member) worked with Vice Provost Tom Miller to develop the new policy concerning the use of instructional materials on campus, including custom textbooks and online materials. A draft of the new policy was discussed at a meeting with the College Deans on 12/12/17, and at the Senate Executive Meeting on 1/8/18. The Committee discussed further feedback and revisions to the proposal to prepare it for the Faculty Senate on February 5, 2018. C. Cuillier recommended the Assistant Director of the UA Bookstore review the proposal. The Chair agreed and proposed to send the revised instructional materials policy proposal to the committee for further input.

The Vice Chair of the Faculty asked the committee to provide feedback on a draft UA IP Policy. The Committee reviewed and discussed several scenarios of the policy for Scholarly Works in the revised ABOR IP Policy. The committee will request further clarification and provide feedback.

February 14, 2018

Textbook prices: Chair Stone was working on a request to the Acting Provost, Jeffrey Goldberg and ASUA President Matt Lubisich to submit letters of support to faculty for the textbook adoptions deadline for March 17, 2018.

Course syllabus availability: C. Cuillier provided the committee with a meeting update regarding students who raised an issue to allow syllabus to become available at the time of the course

registration. Committee members discussed various options to integrate the course syllabus for students at the time of course registration.

Textbook policy: The committee met with Annissa Corsi, Alternate Media Coordinator for Disability Resource Center (DRC) and Barbie Lopez, Accommodation Services Manager for DRC to provide feedback on the instructional materials policy. DRC provided language suggestions to include accessibility for students with alternate learning disabilities. Members discussed the need to increase education training for faculty in order to better understand the challenges that students with disability faces.

Chair Stone provided an update to the instructional materials policy that was presented at the Faculty Senate meeting on February 5, 2018. The outcome from the discussion was split down the middle and several Faculty Senators raised concerns. The committee discussed whether faculty should disclose if they are using their textbook within their course, the need for the policy to support faculty using their textbooks within their class, and the need for guidelines when faculty cannot financially benefit by requiring students to buy their book. The committee also discussed creating a guideline to consider donating the profits and/or reimbursing students directly.

March 14, 2018

Textbook prices: Chair Stone notified the committee the Textbook Adoption email was distributed to the faculty on March 14, 2018 from the Acting Provost Jeffrey Goldberg. Ideas and suggestions were exchanged for the next round of Early Textbook Adoption announcement.

Textbook policy: Chair Stone reported that the revised Instructional Materials Policy was discussed at a Faculty Senate meeting on February 5, 2018. No vote was taken. On March 13, 2018, Stone met with the Vice Provost for Faculty Affairs, Tom Miller to troubleshoot issues that came up in the Senate meeting.

The committee reviewed and provided further modifications to the *Revision of UHAP 2.11: Instructor-Authored Books and Materials Assigned in Classes*. Washington White asked, if once the policy is enforced, how are we planning to educate the students to access their course materials? Possible solutions were exchanged, and Chair Stone would summarize and email the revisions to the committee to provide input.

April 11, 2018

Textbook policy: The committee met with Vice Provost Tom Miller to discuss the revisions to the textbook policy. The committee discussed policies at other universities, the process of disclosure, the need to discourage the use of custom textbooks, the feasibility of creating a \$500 cutoff for disclosure and mitigation of profits, the feasibility of requiring disclosure on the annual conflict of interest form for the university, and plans for seeking feedback from more instructors on campus through public forums and other communication outlets. The committee agreed to bring the next version of the policy for a vote by the Faculty Senate on May 7.

Committee members expressed and thanked the Chair for his effort on this work. Diane Ohala will serve as Chair for the next academic year, 2018-2019. Jeff Stone will be on sabbatical during the next academic year.

A handwritten signature in black ink, appearing to read "Jeff Stone". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Jeff Stone, Ph.D.
Chair, SACP

