SADA End of Year Report 2017-2018

A. Committee Definition

The Student Academic Developmental and Achievement (SADA) Committee considers policies related to student placement, academic advising and student appeals, development, and retention. This committee further functions as a curriculum review committee for all developmental education courses.

SADA includes one faculty representative from each of the following campuses of the College of Rural and Community Development: Bristol Bay, Chukchi, Interior Alaska, Kuskokwim, Northwest, and the Community and Technical College. One or more of these should be from Developmental Education. The committee also includes one representative from the Fairbanks Department of Developmental Education; two representatives from the College of Natural Sciences and Mathematics: one from the Sciences (Biology, Chemistry, Geology, or Physics), and one from Math; two from the College of Liberal Arts, including one from the English Department; and one each from Rural Student Services, Rural Campus Student Services, and the Academic Advising Center. The committee may also invite a student representative to serve as an ex officio member.

B. Committee Membership

This committee brings together faculty from different disciplines (English, Arts & Humanities, Mathematics and Sciences) and from each campus in the UAF system. The committee includes other university representatives that work directly with students: the Academic Advising Center, Rural Student Services in Fairbanks, and Rural Campus Student Services representatives from several of the rural campuses. The UAF Registrar & Director of Enrollment Services and the Vice Provost & Accreditation Liaison Officer also attend and provide updates and insight into policies and their impact.

This academic year we were able to fill empty seats and add official seats to meet the committee definition approved by faculty senate in the prior year. Due to retirements and changing academic assignments, the committee had several open seats. The committee welcomed new members from the Chukchi campus, the Northwest Campus, the Bristol Bay Campus, and a new member from the College of Liberal Arts. In addition, we welcomed a student representative from ASUAF; with plans to continue the collaboration into the next academic year.

It is a benefit to this committee to bring voices from across UAF to the table to consider how policies impact students, no matter where the student is in the system (e.g. certificate, applied associate, associate of arts, associate of science, undergraduate), and whether the student is in Fairbanks, at a rural campus, or a distance student. Members considered and helped shape the direction of the resolutions and motions this academic year.

The committee offers appreciation to our longest serving member, Dr. Cynthia L Hardy, since 1995. Dr. Hardy was also recognized at Faculty Senate Meeting #232, [Resolution of Appreciation for Cynthia L. Hardy](#).

Here is a link to the history of faculty senate membership to this committee. [SADAC Member History 1989-2018 file link](#)

SADA Committee Membership	2017-2018 SADA Representatives
Fairbanks DEV	Sandra Wildfeuer (CRCD Math)
Fairbanks DEV	Cindy Hardy (Writing)
Community and Technical College	Jennifer Tilbury (Writing, English)

Bristol Bay (BBC)	Sarah Andrew (Adult Education Program Director & then Bristol Bay Campus Director)
Chukchi	Kelechukwu I. Alu (CRCD Math)
Interior Alaska (IAC)	Robin Brooks (Student Success Coordinator)
Kuskokwim (KUC)	Ben Kuntz (Writing, English)
Northwest (NWC)	Kacey Miller (Student Services Manager)
Sciences	William Howard (Chemistry)
Mathematics	Leah Berman (Mathematics)
Arts & Humanities	Peter DeCaro (Communication & Journalism)
English	Jennifer Schell (English)
Rural Student Services (RSS)	(RSS Advisor) Gabrielle Russell, Colleen Angaiak, Minnie Naylor
Rural Campus Student Services	*Kacey Miller (NWC), Robin Brooks (IAC)*
UAF Academic Advising Center	(Academic Advisor) Lena Krutikov, Stacey Howdeshell
student representative (ex officio)	(ASUAF representative) Bernard Aoto
Dean's Council representative (ex officio)	Alex Fitts (Vice Provost & Accreditation Liaison Officer)
Office of Admissions and the Registrar (ex officio)	Mike Earnest (Registrar & Director of Enrollment Services)

C. **General Comments about Logistics of Committee meetings**
   1. *Face to Face and Audio or Video meetings*
      In a cost saving measure, in the past few years the SADA committee hosted committee meetings using Google Hangouts. This year the committee went back to audio meetings, but there were technical challenges: incorrect pins and meeting rooms without audio equipment already set up. The committee needs to determine the best mode for meeting in the next academic year so that all members are able to participate.

   2. *Meeting times*
      The committee had a challenge finding meeting times that worked for all committee members in both the fall and the spring semester. Next year, work to find an established common meeting time, so that all members can attend regularly.

D. **UAF Placement**
   1. *Math Placement*
      a. Fall 2017 mathematics placement table
         https://www.uaf.edu/advising/placement/mandatory-placement/MATH-DEVM-Placement-Table-AY-2018-revised-4.6.17.pdf
      b. The committee reviewed and updated prerequisite / corequisite changes to DEVM 054 and DEVM 055, adding DEVS F111, a one credit math study skills class for prealgebra and elementary algebra students, to help students be successful the first time they take these courses. A student with placement into DEVM 054 or DEVM 055 will be required to take this seven week one credit course concurrently with their mathematics class, one time. If a prealgebra student has already taken the course, they will not need to retake the course when they take elementary algebra.
         1. This course already exists.   Catalogue description: *DEVS F111 Reading in the Mathematical Sciences*   1 Credit

Will improve reading skills in math and will support students in their math class. Will provide supplemental instruction time focusing on the introduction and/or development of reading skills that will aid in solving math problems and understanding and retaining the math information delivered in the class. This course will be linked to a math course.   Lecture + Lab + Other: 1 + 0 + 0 Attached is a syllabus for DEVS 111. DEVS 111 sample syllabus

   c. The five math chairs wrote a memo to the registrar so that Aleks test scores expire within a certain time limit. UAS, UAA and UAF Math and Developmental Math Departments have current policy that states that a placement test score may be used for entry into a developmental mathematics, mathematics or statistics course for up to 12 months after the completion of that test. Students with test scores older than 12 months at the time of registration must retake the placement test.

      1. To date, Banner has been unable to enforce this. Now that all universities are in agreement, there will be a change to the coding in Banner. Three times per year test scores for each student will be checked: on the last day to add and before the first day to register for each semester or summer session.

      2. The goal is to have this in place by Fall 2019.

   d. There is a concern regarding proctoring for placement into mathematics courses. The data seems to show that students cheat to place higher into Calculus, and perhaps other classes as well. The committee discussed issues surrounding the proctoring of these mathematics placement tests, including: the cost, who will pay for a proctor, logistics of scheduling large numbers of students for proctoring, when to proctor students, can students be proctored at high schools, and the social and cultural aspects of testing students. This issue will be on the agenda for the SADA committee in Fall 2018.

2. *Writing Placement*

   a. Fall 2017 writing placement table https://www.uaf.edu/advising/placement/mandatory-placement/Writing-Reading-Placement-Table-AY-2018-for-ADVISORS.pdf

      1. History; UAF Faculty Senate placement motion, Dec 2013

   b. Motion on WRTG Accuplacer 2-year limit (SADA) SADA committee proposed the motion and it passed the faculty senate; to amend the catalogue language to state that writing placement exams SHOULD be taken within two calendar years before the start of a course, rather than expiring the placement after two years. Currently UAA and UAS do not have a placement expiration for writing. UAF, in writing, says 2 years, although this is not enforceable via Banner. In addition, the motion moves to eliminate the lower cutoff score for placement into WRTG 080, allowing any student with a placement score below placement into WRTG 090 to be enrolled in WRTG 080.

   c. Alex Fitts shared that the Anchorage English Dept will be moving away from Accuplacer and will be using the Write Class program. This committee was not sure if this was official yet.

E. **Student Emergency Absence / Bereavement Response to ASUAF**
   1. The committee discussed and worked on a response to ASUAF SR 189-001 - Resolution to Faculty Senate in Regards to Student Bereavement Leave SR-189-001-FY18-Resolution-for-Student-Bereavement-Leave.pdf.
   2. SADA committee reviewed current Bereavement policy for UAF employees. UAF Employee Bereavement Policy 2017
   3. SADA committee invited ASUAF student representatives to attend the committee to speak to the resolution.
   4. SADA invited the Dean of Students to the committee meetings.
      a. There was consensus in our initial discussions that the Dean of Students should be part of the process that validates reasons for student absence. Faculty do not want to be in the situation where they are asked to legitimate reasons for student absence.
      b. Where do students currently look for information when they need assistance?
         1. Dean of Students website   http://www.uaf.edu/deanofstudents/resources/faqs/ Student Request for Assistance Form
         2. Students attending at rural campuses or by distance often contact a Rural Campus Student Services representative, their instructor, or a campus director.
      c. The Dean of Students' Office assembled a collection of student bereavement and student absence policies from peer institutions for SADA members to review and inform the potential policy at UAF.
         1. Link to Google File with Peer Institutions Student Bereavement and Absence Policies
   5. The committee asked questions about current practice, and discussed the impacts of student absence. Recognizing that Alaskan students are absent for many reasons, there was a consideration to broaden a potential policy at UAF from Bereavement, to any Emergency Absence.
   6. The committee generated a rationale for such a policy, including: that students have rights in these circumstances; to develop consistency in how faculty respond to student absence; to reduce numbers of students failing or withdrawing; and to increase the number that pass courses successfully.
   7. SADA formed a subcommittee to draft policy language for a Student Emergency Absence Motion, but could not settle on a single policy to meet the needs of students in Fairbanks and also in rural Alaska and other distance students.
      a. We stressed that we need to promote consistency in how faculty respond - not so much that we want to dictate the details of that response. The committee discussed the purpose of this policy - how specific.
      b. Alex Fitts brought up that there is a student handbook that is being developed - perhaps this information should be included in the handbook rather than as a faculty senate motion.
   8. If a student will have an absence that will impact their academic success, we encourage them to work with an advisor, the Dean of students or a campus representative to work out possible solutions. The conversation shifted from the need for a policy to more of a need for clear communication. Many felt policies were already in place for extended absences and for appeals.
   9. The committee talked about drafting a resolution encouraging faculty to support students in such situations AND also adding language to the student handbook letting them know to contact their campus representative (and the Dean of Students?) in such an event. We talked about the goal being support of student success - a resolution would let students know they had recourse - that policies were in place - and that faculty are encouraged to work with students.
   10. We ended the year without developing a policy, and feel that we need to include a wider audience to develop a policy. ASUAF also was not satisfied with just a resolution, so faculty

senate leadership agreed to form an adhoc committee next academic year to bring faculty, staff, and students together to develop a policy.

11. The following Resolution passed the Faculty Senate in May 2018. RESOLUTION Student Emergency Absence (SADA)
    a. **Therefore be it resolved** that the University of Alaska Fairbanks (UAF) recognizes that students will have emergency absences and that these absences may impact academic performance. Students are encouraged to notify a university representative (e.g., their instructor, the Dean of Students, an academic advisor, a Campus Director) of the unplanned absence, and faculty are encouraged to work together with students to develop a plan to complete the semester.
    b. **Be it further resolved** that the Faculty Senate create an adhoc committee composed of faculty, staff, and student representatives to formulate a policy regarding Student Bereavement and/or Emergency Absence in 2018-2019.

F. **Open Resources   Response to ASUAF**
    1. The committee discussed the ASUAF resolution regarding open educational resources. ASUAF SR-189-004B FY18 Resolution to Encourage Use of Open Educational Resources
    2. The committee was in support of drafting a resolution in response to ASUAF.
    3. The following Resolution passed the Faculty Senate in May 2018. RESOLUTION Open Source Educational Resources (SADA)
        a. There was discussion in the faculty senate to encourage UAF faculty to develop their own open resources, and to also work with publishers and the bookstore to find economic deals for students.

G. **Class Cancellation Motion**
    1. Classroom Policy Need: There is currently no formal policy regarding how long students should wait for class to begin if the instructor has not arrived. The committee agreed that if the instructor has not shown up after 15 minutes, the class is canceled.
    2. The following Motion passed the Faculty Senate in May 2018. Motion on Class Cancellation Policy (SADA)

H. **Other Discussion Items during AY 2017-2018**
    1. Require a 1-credit First Year Experience (FYE) for pre-majors to be able to transition to major status. This is also being reviewed by the Curricular Affairs Committee. Review FYE for Premajors
        a. Alex Fitts shared the background re: FYE. This was put into place in 2009 by Dana Thomas and is based on a national model/structure that includes contact with faculty, intro to disciplines and research and student success curriculum. The idea is to engage students and integrate them into the university community. It was offered for 4-5 years. There was not enough in the budget to continue this. Additionally, last year, there were several enrollment and retention subcommittees. One recommendation that came through was to require FYE for pre-majors. Pre-majors are now admitted as General Studies students, so this is a second step toward building a support system to help these students succeed. We currently do not have a good track record with pre-major students. The idea is that we can catch students in their first semester so we can get them on track right away – studies show that an indicator of retention is first semester GPA. The course would be a one-credit class (as part of 14 credits). Cindy brought up that DEV ED offers courses that are similar and for similar purposes and encouraged that DEV ED be part of the discussions as the course is shaped. The proposal is going to Curricular Affairs and then to Fac Senate.

2. Common Calendar UAF non-teaching day feedback requested <u>UAF non teaching day memo from the Chancellor</u>
3. Midterm Progress report message clarification
    a. It was expressed that the email message recently sent to faculty regarding Midterm Progress Reporting did not reflect the window of time policy wording that this committee revised. Mike suggested that this committee revise the wording in the email for the next semester.
4. Last date of attendance: FYI - Required for W, NB and F. The question came up for online courses -- faculty would report that last date of contact with the student.
5. Students self Withdrawal
6. Veteran Resource Center moved off campus
    a. How does the Veteran Resource Center moving off campus impact students?
    b. Veteran Services resources at UAF and in the community
7. Feedback to Rural Student Services (RSS) requested.
    a. They want to create a Fall 2018 cohort for some of the incoming students they serve. Some of the details would include the fall schedule of classes for WRTG F090 or WRTG F110 and DEVM F054 or DEVM 055 to see the best plan for cohorting a group of their incoming students who would place into both of these developmental classes.
8. UAF policy discussions: <u>60 to 50 minute credit hours</u>
9. DEV ED Department data <u>DEV ED Department Data</u>

10. **Using Data to Inform Decisions**
    a. At the first meeting the committee discussed using data to inform decisions. One question asked was "How are developmental education students doing, and are they prepared for the 100 level courses?" At our final meeting of the academic year, we had a guest speaker to share her current research. **Professor Dana Greci's study, titled, "Reading Expectations & Text Readiness in 100-level Classes (at UAF)."** The research goal was to define the essential aspects of professors' expectations and the level of ability students had going into those classes. This study will be sent to instructors of 100-level classes at UAF, to Statewide, and to high schools in Fall 2018. The committee discussed the study. Dana's plan for the fall is to see what the University could/would do to address what seems to be a huge need: *assistance with reading at the college level.* **Link to Reading Expectations & Text Readiness in 100-level Classes (at UAF) handout, by Dana Greci**

11. **Campus Updates**   Committee representatives from different departments, different areas of the university, and different campuses asked to share. Sample of types of sharing:
    a. **CTC:** Literacy Council ABE students to tour campus;
    b. **IAC**: strong tutoring program;
    c. **Comm**: Discussion of WRTG 111X pre-requisite – several philosophical differences with Anchorage;
    d. **Registrar:** motion to allow students to use UA Online to withdraw from a class. This hasn't been allowed due to mandatory advising. UAA has also agreed to implement the same pop-up that will warn students of negative consequences of dropping classes. Mike shared that he can adjust the workflow so that instructors are sent an email when a student withdraws. The motion is moving onto AdCom and then to Faculty Senate to permit this online withdrawal. Student athletes would have a hold on their acct. so they cannot withdraw by themselves;
    e. **RSS:** Student load per advisor is being examined. RSS now has paid student tutors rather than volunteer student tutors.
    f. **Bethel:** Enrollment is up.

g. **Bristol Bay:** New director on site and new staff on campus. They are expanding ABE and GED programs down to the Aleutians as well as setting up a Pearson Vue testing center and ESL classes.

h. **Northwest:** New building on campus to serve students will open around Thanksgiving.

Links to 2017-2018 SADA Agendas and SADA Minutes

SADA meeting #1 agenda Sept 2017   SADA meeting #1 minutes Sept 2017

SADA meeting #2 agenda Oct 2017   SADA meeting #2 minutes Oct 2017

SADA meeting #3 agenda Nov 3, 2017   SADA Meeting #3 minutes Nov 3, 2017

SADA meeting #4 agenda Nov 28, 2017   SADA meeting #4 minutes Nov 28, 2017

SADA meeting #5 agenda Feb 2018   SADA meeting #5 minutes Feb 2018

SADA meeting #6 agenda March 2018   SADA meeting #6 minutes March 2018

SADA meeting #7 agenda April 2018   SADA meeting #7 minutes April 2018

SADA meeting #8 agenda May 2018   8 SADA meeting # 8 DRAFT minutes May 2018 DRAFT