Committee Meetings and Attendance
We held 6 committee meetings during the 2018-19 academic year. The October 18 meeting was
cancelled due to multiple faculty members being unavailable that day, thus the committee lacked
a quorum. This was a difficult year for meetings. Despite the best intentions, there were
scheduling conflicts with every committee member.

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<tr>
<th>Committee member</th>
<th>Aug 30</th>
<th>Sep 21</th>
<th>Nov 16</th>
<th>Jan 24</th>
<th>Feb 22</th>
<th>Mar 22</th>
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<td>Sian Griffiths, A&amp;H</td>
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<td>Suketu Naik, EAST</td>
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<td>Mark Denniston, S&amp;BS</td>
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<td>Conrad Gabler, ED</td>
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<tr>
<td>Kristy Baron, HP</td>
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<td>Michelle Paustenbaugh, S</td>
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<td>Rebekah Cumpsty, A&amp;H</td>
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<td>Sheryl Rushton, ED</td>
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<td>Sultan Ayubi, Student Senate</td>
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<td>Bessie Pettigrew, Student Senate</td>
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<td>Casey Bullock, Registrar</td>
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<td>Scott Teichert, Admissions</td>
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<td>Leslie Park, Student Success</td>
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<td>Aaron Ashley, Executive Committee</td>
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<blank> = Absent, P = present, Sub = substitute

Accomplishments of the ASSA Committee
The charges for the 18-19 academic year were:

1. Explore revisions to PPM 4-19 and PPM 6-3 regarding the practice of assigning
   unofficial withdrawal (UW) grades. (In online and hybrid classes the question arose
   whether a student who stopped ‘showing up’ in an online class, but had earned over 60%
   earns a UW or a letter grade). (Continuing)
2. Explore faculty rights and responsibilities when a student is sanctioned by campus
   authority. (Continuing)
3. Explore WSU’s current policy regarding student vaccinations upon admission and its
   comparison to other institutions. (Continuing)
4. Explore additions to Wildcard policy: a. Include wildcard fee with all student fees. b.
   Explore possibility and need for the requirement of all students to have official photo
   attached to student account to ensure security. (Continuing)
5. Evaluate and recommend changes to the mission of ASSA and organization of Faculty
   Senate Standing Committees in the scope of university student success initiatives,
   multiple faculty advising committees, and faculty shared governance with respect to the
   current responsibilities of “retention and graduation”. (Continuing)
6. Consider a revision and update of PPM 6-5 Academic Advisement and explore reference to the new Starfish software.

7. ASSA will inform Faculty Senate regarding the status of college advising plans.

8. In collaboration with the Ad Hoc Committee, explore continued faculty input regarding Starfish implementation, including the Administration’s use (as well as college and faculty advisor use) of student retention score data.

9. Review and implement policy changes present by the Registrar’s Office. Included Policies for 2018-2019:
   - 4-1 Graduation
   - 4-2 Catalog Expiration
   - 4-17 Academic Standing
   - 4-19 Grade Changes
   - 4-21a Transfer Credit
   - 6-17 Recording Fee

Unofficial Withdraw Policies
The drafting of the policies were completed over the Summer 18 semester, and introduced early in the year. There were initially some issues regarding whether a student that was receiving a passing grade should receive a UW. The revisions that were presented and passed, set a three-prong test for assigning a UW.

1. The student must still be enrolled in the course (note: the Office of the Registrar will indicate withdrawn students)
2. The student must have stopped attending or engaging (note: this is semi-subjective; while the instructor can determine the conditions that constitute engagement, the lack activity must be documentable)
3. The student must not be passing the class (note: this is also semi-subjective since the instructor determines the conditions for granting grades, however, any grade D- or higher is considered passing even though poor grades may not satisfy program requirements)

This policy passed ASSA at the November 18 meeting, and Faculty Senate at the December 18 meeting.

Faculty Responsibilities to Sanctioned Students
A subcommittee composed of Mark Denniston and Brent Horn engaged with administration stakeholders Barry Gomberg, Aaron Garza, Jeff Hurst, and Dane LeBlanc with assistance from University Council Stephanie Hollist to investigate the issue stemming from an incident between a faculty member and a student trespassed from campus. The initial charge centered on students trespassed from campus. However, it became clear that physical trespassing was only a small part of the issue. The issuance of new PPM 3-32 language during Summer 18, including the wide range of sanctions and accommodations required to address student policy violations, required a broader look at student sanctions as a whole.

The group determined that treating sanctions and accommodations for students violating PPM should be treated the same as any other accommodation that the institution is legally obligated to offer, such as disability accommodations. Over the course of the year, a letter directed to faculty was drafted (Appendix A). The administrative offices committed to informing faculty directly
and proactively about the academic accommodations a student would need to continue their education with minimal disruption. The letter also addresses how faculty members can obtain safety information regarding students who have violated university policy.

The text of the letter was presented to ASSA and passed at the March 19 meeting. It was presented as an information to Faculty Senate at the April 19 meeting. Before it can go to President’s Council, the letter needs to be officially issued by one of the administrative offices on WSU letterhead. At the writing of this report, we are still waiting for the final letter to be issued. It should be completed by end of May.

**Vaccinations Study**
ASSA began studying the issue of student vaccinations in 2017 under the direction of Kristy Baron and Holli Sowerby. They enlisted the help of two Health Administration graduate students to collect research on college vaccinations. The preliminary work of these two students was presented at the August 18 meeting and the subcommittee began work on a set of recommendations for the institution. The data shows that WSU has poor measles, mumps and rubella vaccination rates. Their research indicated the institution should use a combination of enforcement, education and incentivization procedures and programs to protect the WSU community from these communicable diseases.

The recommendations (Appendix B) were presented and passed ASSA at the February 19 meeting, and then passed Faculty Senate at the March 19 meeting. At the writing of this report, President Mortenson has assembled the majority of the Vaccination Task Force (Recommendation 1) to begin work immediately.

**Wildcard Policy changes**
An ASSA subcommittee composed of Conrad Gabler, Jessie King, student representative Bessie Pettigrew, and ex-officio member Scott Teichert studied the issue of requiring an official student photograph. The subcommittee took two actions. First, they surveyed academic advisors, both professional and faculty, to determine the need for the Wildcard to verify identity. While the survey showed the majority of advisors wanted an official student photo on record, there was not a reliance on the Wildcard as a means for identification.

Second, the committee discussed the logistics of requiring student photos. They found that the Wildcard office was not financially stable in its current implementation and that requiring every student to get a Wildcard would be financially impossible without raising the cost of the service. Additionally, while there is a method to input an official photograph into Banner without printing a Wildcard, there are currently only two data input terminals at the institution as a whole. Furthermore, Student Affairs is investigating new software that might allow students to import their own official photograph.

At the recommendation of the subcommittee, ASSA decided that there was insufficient evidence to justify requiring Wildcards or official photos from every student. The recommendation passed at the November 18 ASSA meeting and at the December 18 Faculty Senate meeting.

**Changes to the ASSA Mission Statement**
A subcommittee comprised of Rebekah Cumptsy, Mark Denniston, and Brent Horn met to discuss two charges: the fate of the Starfish Ad Hoc committee and how ASSA would move forward in accomplishing its retention mission. Faculty Senate Chair Doris Stevenson was also present at the meeting. The primary discussion centered on how ASSA could balance the large amount of work arising from other student issues with the increase in retention related issues. The subcommittee decided to recommend a new Faculty Senate committee that would assume the retention component of ASSA’s mission and focus on student success. The committee would establish itself as an ad hoc committee for two years and then move to becoming a standing Faculty Senate committee starting Fall 2021.

The Student Engagement, Retention and Transition Success (SERTS) committee was formed at the February 19 Faculty Senate meeting. The mission of the committee is to engage faculty into the student success initiatives on campus. Members of the committee will deal with policies regarding advising and student retention, replace the outgoing Starfish implementation committee, and serve on the SSSC committees.

PPM 6-5 revisions
A subcommittee was formed with Michelle Paustenbaugh, Jason Francis and Sian Griffiths, with ex-officio member Leslie Park to investigate revisions to PPM 6-5, the student advising policy. The subcommittee recommended that the policy needed updates and suggested that the committee of professional advisors, the University Academic Advising Council, make an initial set of revisions to present to the subcommittee.

This revision is still in progress and will be transferred to the SERTS committee for completion in 2019-20.

College advising plans
ASSA was directed to monitor and comment on approved college advising plans per the approved ASSA recommendation from the April 18 Faculty Senate meeting. Since this addresses student success, it will transfer to SERTS for the 2019-20 year. The table below lists the status of each college plan:

<table>
<thead>
<tr>
<th>College</th>
<th>Current Status</th>
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<tbody>
<tr>
<td>Education</td>
<td>No document started</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>No document started</td>
</tr>
<tr>
<td>Health Professions</td>
<td>Draft document in progress</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td>Faculty vote conducted, needs final submission</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>Submitted</td>
</tr>
<tr>
<td>Science</td>
<td>Draft document in progress</td>
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<tr>
<td>EAST</td>
<td>Draft document in progress</td>
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</table>

Office of the Registrar policies
ASSA formed a subcommittee (Suketu Naik, Brent Horn, and student representative Sultan Ayubi, with ex-officio member Casey Bullock) to address policy changes needed by the Office of the Registrar. The following policies were revised and approved by ASSA and Faculty Senate:
• 4-2 Catalog Expiration—added catalog expiration time frame for institutional certificated
• 4-17 Academic Standing—major revision to standards for placing students on academic warning, probation or suspension, as well as the time frames for multiple suspensions and the standards for returning from poor academic standing
• 4-19 Grade Changes—proper noun revisions, grade change notifications and procedures
• 4-21a Transfer Credit—articulation of lower/upper division courses for same level, language updates and corrections

Revisions for PPM 4-1 and 6-17 were not submitted to ASSA by the Office of the Registrar for consideration this year. These policies will be held over for ASSA to consider in 2019-20.

Special recognition

The committee would like to thank the following individuals for providing special service during the 2018-19 academic year:

• Kristy Baron for her tireless work on the vaccination study subgroup. In particular for working with the two graduate students on the vaccination white papers.
• Jesse King and Conrad Gabler for working on the Wildcard photo subcommittee.
• Michelle Paustenbaugh for chairing the PPM 6-5 Advising revisions.
• Leslie Park for interfacing UAAC with the ASSA to begin PPM 6-5 revisions.
• Casey Bullock and the Office of the Registrar for providing preliminary edits for many transfer, registration and graduation policies.

Suggestions for Future Work & Improvements

One of the most challenging parts of the ASSA committee is assembling 16-17 people for meetings when there is not an established window for meeting before committee assignments are made. I would recommend a predetermined day and time be assigned for ASSA general meetings and announced prior to finalization of Faculty Senate committee assignments. This would create a system similar to Curriculum committee and generate a high degree of participation.

The ASSA committee worked very hard to clear all the charges for the year. Those that were not fully completed should be moving to SERTS (advising plans, advising PPM) or are on-going issues ASSA constantly addresses (Registrar policies). The following are recommended issues to consider for charges for the upcoming year:

• Ongoing activity reviewing policies needing change by the Office of the Registrar.
• The student senate apparently passed a resolution calling on some additional information be included in the syllabus. The new ASSA chair should follow up with the student senate to determine if there is a change needed.
• ASSA should conduct a review of PPM 3-32 and how it is being pushed out to the student body. If there are faculty issues that ASSA identifies, they should be referred to the appropriate committee for resolution as needed.
• WSU is currently working on a smoke-free campus initiative. This may result in policy development charges for ASSA.
• ASSA needs to revisit the recommendation to the President from 2 years ago to address recording in the classroom. As programs and facilities continue to develop multiple format delivery mechanisms, standards and policies need to be created to define the roles and protect students and faculty.
Appendix A—Letter from AA/EO, Dean of Students, and University Police

This letter is part of an ongoing conversation to coordinate between faculty and the Dean of Students, AA/EO office, and WSUPD, to help clarify faculty rights and responsibilities when there is a student issue involving those offices that may impact the student’s academics or create other concerns where faculty should be involved.

Such situations may arise where there is a complaint that a University policy or a law has been violated and the student is the alleged victim (“complainant”) or the alleged violator (“respondent”). Alternatively, they may arise in situations in which a student needs another type of accommodation, such as due to religion or pregnancy. These may be required under University policy and/or federal law, or may be necessary to address disciplinary or safety concerns. The Dean of Students, Jeff Hurst, has jurisdiction over general student misconduct under PPM 6-22, Student Code. The AA/EO office under Barry Gomberg and Aaron Garza have jurisdiction over student misconduct involving PPM 3-32, Discrimination, Harassment, and Sexual Misconduct and accommodations required to be granted by law. WSUPD under Chief Dane LeBlanc has oversight over violations of law and safety concerns on campus. All three of these offices form part of the Strategic Threat Assessment and Response Team (“STAR team”), aided by representatives from Human Resources, the Counseling and Psychological Services Center, and University Legal Counsel. The STAR team reviews all concerns of safety issues on campus.

There are a number of situations that may arise where one of these offices may need the assistance of faculty to provide accommodations or help with other types of protective measures or sanctions, as appropriate. For example, if students report sexual misconduct the complainant and/or the respondent might have their movements on campus restricted by a No Contact Directive to avoid worsening the conflict while the complaint is being investigated. As a result, their instructors might be asked for greater flexibility on assignment due dates, test schedules, changing class or lab sections or taking an incomplete. Another example would be if a student presents some safety concerns, but the STAR team feels that the student could continue to complete online courses, either on a temporary or permanent basis, an accommodation could be requested to allow the student to do so.

The Dean of Students, AA/EO office, WSUPD, and STAR team recognize the potential impact on academic integrity and faculty some of these requests for accommodations may have. These groups commit to try to take proactive steps to anticipate student educational conflicts and begin communications with faculty early to coordinate appropriate strategies to limit the impact on the classroom and academics where possible. Where requests are made by one of these offices on behalf of a student, the Dean of Students or the AA/EO Office will provide a letter (or email) to faculty members comparable to accommodation letters from Disability Services when a student requests an accommodation from that office. If there are any concerns about such an accommodation, the faculty member can contact the office that provided the letter to work through the concerns.
In circumstances where students make such requests directly to faculty members that either raise concerns, or are outside the range of accommodations the faculty would normally provide all students, faculty should refer the students to the AA/EO Office or Dean of Students Office. Those offices will evaluate the legitimacy of the requests and communicate the results back to the faculty members. In all situations, in order to protect privacy, faculty should avoid negotiating such academic adjustments directly with their students.

When it comes to safety issues, the STAR team meets and assesses all safety situations to determine whether there is a risk to the campus or individual faculty members and recommends appropriate actions. The STAR team assessments gathers information from faculty members who are often included in STAR team discussions. Deans are also regularly included in discussions as well.

In general, if a student appears to present a safety concern or is restricted from coming on some or all of the campus due to a safety concern, but is still permitted to complete coursework, the faculty member will be alerted to that concern and safety planning will be offered to the faculty member. This planning will include an assessment of the safety of meeting a student off-campus, if the student has been restricted from accessing the campus. Again, the AA/EO Office, Dean of Students, and University Police Department commit to providing such assessments as early as possible in the process to help assure the safety of faculty and minimize the impact on the academic setting.

In any of these types of cases, there may be circumstances where it is inappropriate to directly involve individual faculty members or be able to respond fully to inquiries from faculty members. Examples of instances where it may be difficult to share information may be where disclosure would be detrimental to an ongoing investigation, where student reputations may need to be protected in instances where a student has not yet been found to have engaged in problematic behavior, or other information needs to be kept confidential. In those instances, the STAR team will notify the Provost, Dean, or a designee to be included in discussions regarding risks to faculty members. The team, in consultation with the Provost, Dean, or designee, will communicate appropriate information to faculty members.

When faculty members have a concern about safety, they can contact the Dean of Students (x 7256) or the Chief of Police (x 6460), who will appropriately advise the faculty member regarding the situation and bring the issue to the attention of the STAR team (if it has not already come to their attention). Faculty who become aware of concerns regarding discrimination and harassment, including sexual violence or other misconduct, are required to notify the Executive Director of AA/EO in accordance with PPM 3-32. Of course, in emergency situations, call 911. For more information, see: https://www.weber.edu/safeatweber.

It is also worth noting that in health or safety emergency situations, notifications are sent to the campus community through the Code Purple alert system. All members of the University
community are encouraged to participate in the Code Purple alert system by entering and updating their cell phone and/or email information through the Code Purple channel in the eWeber portal.

Appendix B—Student Vaccination Recommendations

1. The ASSA Committee recommends the President form a Vaccination Task Force by April 15, 2019.
   a. Task Force membership should include representatives from the Student Health Center (e.g., Dianna Abel), the Student Wellness Program (e.g., Rochelle Creager), Housing Services, the Office of the Registrar, the Office of Admissions, International Students and Scholars Center, faculty experts from the School of Nursing (e.g., Julie Gee), WSU administration (e.g., Student Affairs and Facilities Management), University legal counsel, and the Weber-Morgan Health Department.
   b. The mission of the Task Force is to develop institutional policies and programs, and allocate resources for said programs, with the goal of increasing vaccination rates among the WSU student population to recommended herd immunity levels for the communicable diseases addressed in Appendix D.
   c. Task Force developed policies for inclusion in PPM will be approved by ASSA and Faculty Senate.

2. The ASSA Committee endorses the USU process for tracking student immunizations to collect data on current vaccination rates. The Task Force should investigate the functionality of the current USU policy and applicability of elements included therein at WSU.

3. The ASSA Committee endorses the University of Utah policy to hold student registration for MMR immunization.

4. The ASSA Committee endorses the creation of programs for the WSU community that educate, facilitate and incentivize individuals to receive recommended immunizations as listed in Appendix D.

5. The ASSA Committee endorses vaccine mandate policies for select student populations that are subject to a higher risk of exposure and transmission.