

California State University, Stanislaus  
**University Educational Policies Committee**  
January 27, 2005

Present: J. Brandt, B. Carroll, R. Esau, R. Floyd, E. Hall, M. Jaasma, L. Johnson, E. Peterson,  
J. Rodgers  
Excused: D. Demetrulias, J. Boffman  
Guests: L. Bernardo

- I. **Call to Order.** R. Floyd called the meeting to order at 1:05 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of December 9, 2004, were approved as distributed.
- IV. **Announcements/Reports.** R. Floyd welcomed B. Carroll back from his fall sabbatical. Appreciation was extended to K. Schoenly for his membership as the UEPC's College of Arts, Letters, and Sciences representative during the fall semester in B. Carroll's absence. R. Floyd distributed two pieces of information to the UEPC members: a) a memorandum on the Disqualification Rate at CSU Stanislaus and b) "Committee on Educational Policy" notes from the Chancellor's Office regarding updates on the graduation initiative and the CSU's ongoing implementation plans.
- V. **Old Business**
  - A. **Resolution for Upgrading Faculty Computers.** Consultation results were received from the Faculty Budget Advisory Committee (FBAC) regarding the Resolution for Upgrading Faculty Computers. The FBAC is in support of moving the resolution forward. Following discussion, it was recommended that R. Floyd consult with the Academic Technology Subcommittee regarding refinement of the resolution language. A resolution will then be forwarded to the SEC for subsequent placement on the Academic Senate agenda.
  - B. **Student Academic Policies for the Faculty Handbook.** The UEPC reviewed all of the recommended revisions to the Student Academic Policies for the Faculty Handbook at its October 7, 2004, meeting. The UEPC members agree that many of the recommended revisions are editorial in nature and not policy change. A motion was made by M. Jaasma, seconded by E. Peterson, and voted unanimously to forward to the Senate Executive Committee (SEC) the resolution regarding the editorial changes to the existing Student Academic Policies for the Faculty Handbook.
  - C. **Recommended Criteria for Scheduling Television Classrooms.** M. Jaasma worked with N. Wagner on clarifying the Policy for Scheduling Television Classroom and the accompanying Criteria for Scheduling Television Classrooms. The UEPC revised a sentence in the procedures section to read "This information should be submitted simultaneously to the Coordinator of Mediated and Distance Learning and the college deans at the time course requests are required at the college dean level." R. Floyd will develop a resolution to accompany the policy and criteria. Following discussion, a motion was made by L. Johnson, seconded by E. Peterson, and unanimously approved to forward the resolution to the SEC for the Policy for Scheduling Television Classroom and the Criteria for Scheduling Television Classroom.

- D. Faculty Intellectual Property Rights Policy for Televised, Online, and Web-Assisted Courses.** Recognizing that the Faculty Intellectual Property Rights Policy for Televised, Online, and Web-Assisted Courses is an augmentation to Section III of the 1998 Intellectual Property Rights Policy (6/AS/98/Ad Hoc), the UEPC has reviewed and approved the document. Because the Off-Campus/Mediated/Distance Learning Subcommittee members were instrumental in preparing the augmentation, the UEPC understands its role in reviewing and giving approval to the document. The UEPC questioned whether property rights concerns are truly under the purview of educational policy concerns. A memorandum will be sent to the SEC seeking clarification on the proper means to move this document forward through the approval process.
- E. Student Petitions Committee – Membership and Charge Clarification.** At the request of the Senate Executive Committee in a memorandum dated November 3, 2004, the UEPC reviewed the resolution 6/AS/90/EPC for the Student Petitions Committee at its January 27, 2005, meeting. Following consultation and discussion, the UEPC revised the Membership and Charge of the Student Petitions Committee to: 1) include a member of the Counseling Faculty; 2) stipulate that the voting student member appointed by the President of the ASI not be the ASI Student Advocate; 3) stipulate that the ASI Student Advocate will be a non-voting member of the committee. A motion was made by B. Carroll, seconded by E. Hall, and unanimously approved to forward the resolution for the Membership and Charge of the Student Petitions Committee to the SEC for presentation to the Academic Senate.
- F. International Students Advising Policy.** The SEC requested that the UEPC research what the current advising procedures are for international students and if an improvement to the process can be implemented so these students are well informed of what is expected upon their arrival at CSU Stanislaus. L. Bernardo joined the UEPC for a time certain to discuss the current enrollment procedures regarding international students. L. Bernardo reported that the procedures are the same for international students as other students. Enrollment Services (ES) sends out a confirmation letter after the international student has applied to the campus. If items are missing to complete the enrollment process, follow-up postcards and emails are sent until the student has provided everything required to complete his/her enrollment file. ES evaluates transcripts for General Education college credit only. Evaluators are able to interpret transcripts from international students without many problems. Individual departments handle international student's transcripts when evaluating courses for specific major requirements. Issues arise when international students arrive on campus without documentation for their courses they feel would apply to their major/concentration. L. Bernardo agreed to draft a sentence or two that could be added to the ES confirmation letter and follow-up postcards which would help international students know that the evaluation process can be improved if they were able to bring copies of course syllabi and/or a catalog for the courses they are seeking credit for at CSU Stanislaus. Discussion will continue at the next scheduled UEPC meeting.

**VI. New Business**

- A. Academic Program Review – Establishing Student Survey Objectives.** For each program undergoing review, data are provided that allow for comparison to data from the previous academic program review. Part of the data that is collected, analyzed, and summarized by Institutional Research includes survey data. The SEC requested that the UEPC establish objectives for the Graduating Senior Survey, the Graduate Student Exit Survey, and the

Alumni Survey. Following discussion, it is the understanding of the UEPC that objectives are being developed by the Vice Provost/AVP for Assessment and Quality Assurance, in consultation with Institutional Research. Once the surveys and objectives are drafted, it was recommended that campus wide consultation occur before the surveys are finalized and implemented. This will include consultation with faculty governance and administrative bodies.

- B. Program Revision: B.S. in Business Administration, Operations Management Concentration.** The UEPC discussed the Program Revision for the B.S. in Business Administration, Operations Management Concentration as a first reading item. Following discussion it was moved by E. Peterson, seconded by J. Brandt, and voted unanimously to move the program revision to a second reading. It was moved by E. Hall, seconded by J. Brandt, and voted unanimously to approve the Program Revision for the B.S. in Business Administration, Operations Management Concentration, effective summer 2005.

**VII. Subcommittee/Committee Reports.** None.

**VIII. Other (information only).** The next UEPC meeting is scheduled for Thursday, February 10, 2005, from 1:00-3:00 p.m., in MSR 200.

**IX. Adjournment.** The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Randi Esau  
Recording Secretary

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