

## **UNIVERSITY EDUCATIONAL POLICIES COMMITTEE 2011-12**

Bill Foreman, Chair

Lynn Johnson, Chair-elect

Chris Roe (3) COE

Maryann Hight (3) Library

Mark Bender, (1) CHSS

Renaë Floyd (1) Counseling

Eric Broadwater, (1) COA

Tzu-Man Huang, (2) CBA

Kenneth Schoenly, (2) CNS

Valerie Lester Leyva (2) CHHS

Koni Stone, Speaker of the Faculty

AVPAA/ALO Halyna Kornuta, Executive Secretary

Mehran Khodabandeh, Student Rep.

### **University Educational Policies Committee Membership and Charge**

**Section 2.0** There shall be a standing committee of the Academic Senate on educational policies, hereinafter referred to as the University Educational Policies Committee (UEPC).

2.1 The UEPC shall be composed of twelve voting members including a chair and chair-elect who are both tenured. There shall be eight additional faculty members including a library representative, a counseling representative, and one representative from each college, and the Speaker.

The elections shall be conducted by the Committee on Committees, according to the procedures in Article VI., Section 3.2.

One full-time student shall be appointed by the President of Associated Students for a one year term.

An executive secretary shall be appointed by the President of the University.

a) The Chair shall serve as a member of the Senate Executive Committee. The term of office of the Chair shall be one year.

b) The Chair-elect shall serve one year as a member of the committee and the following year as the Chair. The Chair-elect will serve as chair in the absence of the Chair. The chair-elect shall serve as a member of the Faculty Budget Advisory Committee.

c) Faculty members of UEPC, except the chair and chair-elect shall have terms of office of three years. The terms shall be staggered at the onset by lot. The terms of new members shall commence on the final day of scheduled classes of the academic year.

2.2 The duties of the UEPC, undertaken in conjunction with College curriculum committees, shall be to:

a) Formulate, review, and recommend to the Academic Senate undergraduate curricular policy.

b) Review and evaluate proposals for new undergraduate programs and courses for study based on approved criteria and procedures.

c) When requested, evaluate 7-year program reviews for existing undergraduate, graduate degree, and post baccalaureate programs, and recommend one of the following: continuation without modification, continuation with specified modifications, or discontinuance.

d) Review plans for academic development in both on-and off-campus undergraduate programs (including extended education and distance learning).

e) Submit an annual report to the General Faculty at the Spring General faculty meeting.

f) Consult with and recommend to the Provost/Vice President for Academic Affairs in the interpretation of the University's undergraduate curricular and instructional policies.

g) Maintain close liaison with the Faculty Budget Advisory Committee and the Graduate Council and consult with these bodies on policy issues of mutual interest, such as scheduling, grading, calendar preparation, registration, and resource allocations.

h) Oversee and evaluate the General Education Program.

i) Prepare the academic calendar.

j) Upon proper constitution of the curriculum committees within the colleges, the UEPC may delegate any

of its powers to those committees. The curriculum committee of each college shall inform the committees of the other colleges of matters which may impact their respective curricula through the distribution of

their minutes. If no objections are expressed within fifteen (15) working days from distribution, the proposed changes will become effective and will be reported to the Vice Provost. The following issue(s) shall be referred to UEPC.

1) an objection that cannot be resolved by the respective committees or the deans of the respective colleges within a reasonable period of time; 2) matters where there is no established university curricular policy; 3) matters where there is a dispute over the interpretation of existing policy; 4) matters where there are extenuating circumstances that require immediate attention or determination.

k) College committees shall have authority to:

1) approve new courses not for General Education credit; 2) delete existing courses; 3) change titles, descriptions, and unit values of existing courses; 4) approve cross-and dual-listed courses; 5) approve changes in the majors provided such changes do not increase the total number of units in the combined required prerequisite and major courses and do not require an increase in university resources.

This authority includes all courses in the regular semesters and the Winter Term except Multidisciplinary courses.

l) In all other curricular matters, college committees shall make recommendations to the appropriate subcommittee of the UEPC. In no case should these matters come to UEPC without the recommendation of the college committee.

m) The UEPC reserves the right to review any matters delegated to the college committees.

2.3 UEPC shall, in consultation with the Committee on Committees, establish and discontinue ad hoc subcommittees as it deems appropriate and necessary. There are four standing subcommittees of UEPC: General Education; University Writing, Assessment of Student Learning, and Technology and Learning. The name, function and membership of all subcommittees shall be published to the faculty. The Committee on Committees shall appoint subcommittee members in consultation with the chair of UEPC.

**Subcommittee membership shall be:**

**General Education Subcommittee:** Six members from the faculty; no more than one from each college. There shall be at least three tenured members on the subcommittee. The Faculty Director of General Education shall be an ex-officio, non-voting member.

**University Writing Committee:** Seven members from the faculty; two faculty from the English Department, five additional faculty with no more than one from any college. The Faculty Coordinator for the Writing Proficiency Screening Test shall be an ex-officio, non-voting member of the committee.

**Assessment of Student Learning Subcommittee:** Seven voting members, four faculty with no more than one from any college, two additional faculty members currently serving as Assessment Coordinators of their academic programs, and one student representative appointed by the President of Associated Students. The Coordinator for Assessment of Student Learning, the Director of the Faculty Center for Excellence in Teaching and Learning, and the Faculty Director of General Education shall be ex-officio, non-voting members.

**Technology and Learning Subcommittee:** Seven voting members: a library representative, five additional faculty with no more than one from any college, and a student representative appointed by the President of Associated Students.

At least three of the faculty members will be tenured. At least three of the faculty members will have experience in the instruction of distance-learning courses and the student will have completed a course with a distance-learning component. The Chief Information Officer shall be an ex-officio, non-voting member.

Terms of the subcommittee members shall be two years, terms to be staggered at the onset by lot. Subcommittee members may include non-members as well as members of UEPC. Each subcommittee elects its own chair each year. The charge of a subcommittee shall be to formulate, review, and recommend to UEPC any policy issue within its purview. Subcommittees under whose purview is the approval of courses for general education or writing proficiency credit have the authority to approve or disapprove those courses.