

California State University, Stanislaus
University Educational Policies Committee
December 7, 2000

Present: B. Betts, J. Elliott, C. Floyd, A. Petrosky, S. Phillips, A. Reith, K. Stone, and M. Thompson
Excused: D. Demetrulias, A. Karr, and K. Potts
Guests: F. Hilpert, J. Klein, M. Manoharan, and S. Oppenheim

- I. **Call to Order.** M. Thompson called the meeting to order at 1:07 p.m.
- II. **Approval of Agenda.** The agenda was approved with two additions: V.K. Applied Studies and VI.T. Cesar Chavez Holiday.
- III. **Approval of Minutes.** The minutes of November 9, 2000, were approved as distributed.
- IV. **Announcements/Reports.** The committee thanked the AVPAA for providing refreshments during these long working meetings. M. Thompson made the following announcements: (1) The residency requirement resolution will be taken as a discussion item to the Academic Senate. (2) A draft charge for the Academic Technology Subcommittee has been forwarded to the Off-Campus/Distance Learning Subcommittee and to the Provost for consultation. (3) The deadline for campus indicators for the accountability goals, originally due January 19, has been extended to March 5, 2001.
- V. **Old Business**
 - A. **Resolution: Taping of Classes in Stockton.** M. Manoharan and S. Oppenheim attended the meeting to discuss taping of classes in Stockton. Prior to this meeting, S. Oppenheim responded in writing to questions that the UEPC raised during its November 9 meeting. Also, M. Manoharan consulted with our legal counsel in the Chancellor's Office and forwarded legal counsel's responses to questions she raised.

Following discussion M. Manoharan requested that the Off-Campus/Distance Learning (OCDL) Subcommittee develop a taping policy to be reviewed and approved by the UEPC and the Senate. Key issues include the dissemination of information to students, protection of faculty, tape storage duration, and control at taping sites. S. Oppenheim will draft a policy document and forward to S. Brockman for the OCDL Subcommittee to review. The UEPC requests a draft policy from the OCDL Subcommittee by February 15, 2001.

M. Manoharan will notify faculty that beginning winter term 2001 tapes are not to be taken home by students, and tapes will be erased after one week. S. Oppenheim will notify students informing them that CSU Stanislaus tapes all ITV classes for technical reasons and that tapes are erased if there are no technical problems. Also, if instructors wish to tape their class for their own personal use, this is permissible.
 - B. **Off-Campus/Distance Learning Subcommittee Annual Report.** At the November 9 UEPC meeting the committee raised questions regarding the document that was included with the Off-Campus/Distance Learning (OCDL) Subcommittee 1999/2000 annual report titled "The Vision." S. Oppenheim responded via email prior to this meeting to the questions raised by the UEPC during its November 9 meeting. This document was written by S. Oppenheim in 1995, reviewed and revised several times by the Provost's Deans Council, and eventually approved by the Off-Campus/Distance Learning Subcommittee in May 2000.

The document states that the OCDL Subcommittee should “review and assess both curriculum and resources of distance learning and that the subcommittee should work cooperatively with departments, determining costs and academic effectiveness, types of offerings, budget for marketing, space for faculty at off-campus sites, and appropriate space for classes.” The document also states that “annual reviews should be conducted for each distance learning site or mode of instruction.” It was clarified that curriculum and mode of instruction reviews are not intended to prescribe to faculty. Annual reviews allow for swift decision-making regarding future courses. These reviews would also be used to create long range plans to assure programs are fully offered at sites or through modes of instruction, rather than only parts of programs.

S. Oppenheim reiterated that a strong OCDL, perhaps at the University level, is needed to assist the new Director of Mediated and Distance Learning. Following discussion the committee agreed to accept the OCDL Subcommittee’s 1999/00 annual report.

- C. **Off-Campus/Distance Learning Subcommittee Charge.** In November 1997 a draft membership and charge was forwarded to the Off-Campus/Distance Learning (OCDL) Subcommittee for review and approval. The UEPC recently received a revised draft charge (dated 10/13/00) from the OCDL Subcommittee. Following discussion the revised draft charge for the OCDL Subcommittee was approved to include the modifications made by the UEPC.
- D. **General Education Pilot Program.** Deferred.
- E. **120 Units to Baccalaureate Degree.** Deferred. UEPC is awaiting a response from the provost.
- F. **Resolution Concerning Students in ITV Courses.** Deferred.
- G. **Challenge Examination Fees.** M. Thompson reported that students do not have to pay the state university fee for challenge exam courses. During discussion questions were raised. What do other CSU campuses charge for challenge exams? How many challenge exams were administered per year over the past five years through the testing office? The committee recommended doing a facnet query stating that the UEPC is looking into the possibility of raising the fee charged for challenge exams. Faculty should be asked how long it takes to give a challenge exam (including preparation, administration, evaluation, paperwork related to the challenge exam, and meeting time—the total time it takes to administer one challenge exam). D. Saugstad will be requested to query other campuses regarding challenge exam fees.
- H. **Resolution: Five-Year Program Review of Interdisciplinary Program Minors.** Some interdisciplinary minor programs have no funds allocated. Out of 40 minors in the catalog, 36 are incorporated in departmental reports; of the six interdisciplinary minors, at least three have no release time associated with coordination of the minor. These programs originally grew from a commitment to create minors to help CSU Stanislaus achieve university status. F. Hilpert requests an exemption from five-year program review for those interdisciplinary minor programs that have no release time provided. It was noted that resources are not provided for program minors. Discussion included whether to provide an exemption or encourage that funding be provided for all reviewed programs. Would this resolution be a means to force funding? At least two other faculty members involved in interdisciplinary programs are in accord with the arguments in the resolution.

- I. **Master Academic Plan.** The committee discussed the MAP draft mission statement. The UEPC requests clarification of the composition of the committee and the length of term of committee members (e.g. how many MAP committee chairs have served since MAP's inception?) The provost will be invited to attend the next UEPC meeting.
 - J. **Accountability Goals/Indicators.** Each campus has been asked to submit accountability goals for key performance areas for academic years 2002-03 and 2004-05 by March 5, 2001. CSU Stanislaus will respond to areas 1 and 3-9. The UEPC briefly discussed performance area and indicator #1—quality of baccalaureate degree programs. Faculty have gained the opportunity for input on the goals, and some goals would likely only come from the faculty input, e.g., decreasing the student:faculty ratio. M. Thompson requested that a copy of the report on performance area #10 (quality of graduate and post-baccalaureate programs) be distributed to the committee and requested that the committee consider input for indicator #1. Institutional Research and Assessment will provide information.
 - K. **Applied Studies.** Deferred.
- VI. **New Business.**
- A. **University Writing Committee Annual Report—1999/00.** Deferred.
 - B. **Program Review: Special Major (BA/BS) (1998/99).** Deferred.
 - C. **Program Review: Women's Studies (Minor) (1998/99).** Deferred.
 - D. **Program Review: Business Administration (BS)—Accounting (1998/99).** Deferred.
 - E. **Program Review: Business Administration (BS)—Finance (1998/99).** Deferred.
 - F. **Program Review: Business Administration (BS)—Management (1998/99).** Deferred.
 - G. **Program Review: Business Administration (BS)—Marketing (1998/99).** Deferred.
 - H. **Program Review: Business Administration (BS)—Operations Management (1998/99).** Deferred.
 - I. **Program Review: Computer Information Systems (BS) (1998/99).** Deferred.
 - J. **Program Review: Physical Education and Health (BA) (1998/99).** Deferred.
 - K. **Program Review: Bachelor of Vocational Education (1997/98).** Deferred.
 - L. **Center/Institute Review: Behavior Intervention Services (1998/99).** Deferred.
 - M. **Center/Institute Review: Child Development Center (1998/99).** Deferred.
 - N. **Remediation Plan.** Deferred.
 - O. **Academic Calendars: 2002/03 and 2003/04.** Deferred.
 - P. **Structure for Interdisciplinary Programs.** Deferred.

- Q. **Program Review: Master of Business Administration.** Deferred.
- R. **Program Discontinuance: Bachelor of Vocational Education.** Deferred.
- S. **Student Representation on the Academic Program Review Subcommittee.** The UEPC received a communication from the chair of the Academic Program Review Subcommittee requesting assistance from the UEPC in securing a student representative to serve on the committee. This year, as in previous years, attempts were made of the ASI President to provide student representation on this committee, but without result. The suggestion was made that student representation might be encouraged as a service learning opportunity—possibly an MDIS leadership class. M. Thompson will follow-up with J. Fox.
- T. **Cesar Chavez Holiday.** It is anticipated that the CSU Board of Trustees will adopt a resolution designating Cesar Chavez Day (March 31) as a paid holiday for CSU employees. Since this holiday may become effective spring 2001, UEPC was requested to consider how this action would affect the academic calendar during spring 2001.

Following discussion the committee agreed that the best solution is to convert Reading Day on May 23 into a “Friday” instructional day. This would preserve the number of Friday instructional days and lower the number of academic workdays from 172.5 to 171.5 (within system policy). This recommendation will be discussed at the 1/8/01 SEC meeting with the expectation that the recommendation will then be forwarded to the provost.

- VII. **Subcommittee Reports.** Minutes were received from the Academic Program Review Subcommittee (10/23/00 and 11/6/00) and the Off-Campus/Distance Learning Subcommittee (10/4/00).
- VIII. **Other.** None.
- IX. **Adjournment.** The meeting adjourned at 4:00 p.m.

Respectfully Submitted,

Jeanne Elliott
Recording Secretary

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