California State University, Stanislaus  
University Educational Policies Committee  
March 10, 2005 - corrected

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

I. Call to Order. R. Floyd called the meeting to order at 1:05 p.m.

II. Approval of Agenda. The agenda was approved with the addition of S. Davis, time certain at  
2:30 p.m. on agenda item VI. E.

III. Approval of Minutes. The minutes of February 24, 2005, were approved with a correction to the list of attendees.

IV. Announcements/Reports. R. Floyd announced the Open Forum for the third Presidential  
Candidate being held at 3:45 p.m. in the Event Center. She encouraged all members to attend if possible and to forward comments to the Search Committee on all three candidates as soon as possible.

R. Floyd reported that the UEPC Resolution for the Student Petitions Committee Membership and Charge received its first reading at Academic Senate. Following discussion, revisions were recommended. The UEPC members agreed to the revisions. R. Esau will prepare a revised document and send it to D. Bowman for the second reading at Academic Senate.

The UEPC Resolution for the Upgrade of Faculty Computers received approval from the Academic Senate and will be forwarded to the President for review and final approval.

M. Jaasma reported faculty concerns over the Writing Proficiency Screening Test. She reported some faculty have expressed concern that the actions of the University Writing Committee (UWC) could be seen as infringing on faculty freedom in determining who should and shouldn’t be enrolled in their courses. D. Demetrulias reported to the UEPC members that the Graduation Writing Assessment Requirement (GWAR) Program states that students must pass the GWAR screening test before enrolling in a designated WP course. R. Floyd will consult with K. Stone before proceeding further with this issue.

V. Old Business

A. International Students Advising Policy. L. Bernardo provided a statement to be included in the admittance letter for international students. Following discussion, the UEPC members agreed to the following language: “We wish to make certain that you receive allowable credit for courses taken that may meet your requirements in your major/concentration. You are therefore advised to bring a copy (preferably in English) of your catalog, course syllabi, and any other documents that may be useful for determining course credit.” R. Esau will send the suggested language to D. Silbaugh requesting her input. If favorable, a memorandum will be sent to the Senate Executive Committee and Enrollment Services requesting that this language be included in the admittance letter for international students. This additional language will help international students be well informed of what is expected upon their arrival at CSU Stanislaus and should improve the
advising process in determining what courses count toward their major/concentration requirements.

B. **Draft Calendar for College Years 2007-08 and 2008-09.** Deferred pending discussions regarding the Academic Calendar Preparation Policy.

VI. **New Business**

A. **Change in Faculty Options for Grading Students.** E. Peterson summarized the issue surrounding the change in faculty options for grading students. In the past, faculty were allowed to change a grading option for a student late in the semester. Enrollment Services has installed software that allow faculty to input grades consistent with how the student registered for the class. If the student registered for a letter grade, the CR/NC option is not available to the faculty member even if the course allows this type of grading. In order for the student to receive a CR/NC grade, the student would have had to submit an Add/Drop form essentially adding the class as a CR/NC graded class and dropping it as a letter graded class. Enrollment Services will allow a student to change their grading option using the Add/Drop form through the last day of classes during the semester. The faculty feel that this process is a reduction of faculty freedom to grade their students in the manner they choose. Following discussion, E. Peterson will draft a memorandum to R. Pugh and L. Bernardo requesting information regarding the software program and how it can be fixed to allow the same grading freedom that faculty have had in the past. Discussion will continue.

B. **Missed Class Time Policies.** The UEPC discussed the different language found in the Faculty Handbook and the current 2003/05 University Catalog regarding Missed Class Time. Following discussion, the UEPC created a statement for inclusion in the Faculty Handbook, the upcoming 2005/07 University Catalog, and subsequent catalogs. The statement was created in response to a request from Athletics. The UEPC did not feel that creating a policy was necessary or indicated; however, consistency in both of the publications was deemed necessary. The committee members also felt strongly about the need to honor the spirit of academic freedom. The following draft statement will be presented to the SEC for consultation.

**Class Attendance**

Regularity in attending classes is assumed. Students are allowed no specified number of absences, but legitimate absences for which instructors may make allowances are illness, accident, death in family, and university activities which the student is obligated to attend. It is the student’s responsibility to consult with the instructor about their particular policies regarding missed class sessions. The instructor is the judge of the validity of the reasons for absence and of what arrangements, if any, are to be provided for the student to make up class work.

C. **Academic Calendar Preparation Policy.** Deferred.

D. **Consultation on Surveys.** Deferred.

E. **Upper-Division General Education Courses.** S. Davis joined the UEPC for a time certain to discuss a concern from the General Education Subcommittee regarding breadth and depth of general education courses being reviewed by the subcommittee. Some courses being
reviewed serve as a required course within a major as well as a regularly offered general education course. To what extent can the course cover a wide breadth (requirement for general education designation) and, at the same time, a depth for the major? Following discussion, the UEPC instructed the General Education Subcommittee to continue to review courses in their entirety as to how it fits best within the General Education program.

VII. Subcommittee/Committee Reports. Minutes were received from the Academic Technology Subcommittee (12/2/04), the Assessment of Student Learning Subcommittee (12/9/04), the General Education Subcommittee (12/3/04), and the Off-Campus/Mediated/Distance Learning Subcommittee (12/10/04).

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, March 24, 2005, from 1:00-3:00 p.m., in MSR 200.

IX. Adjournment. The meeting adjourned at 2:50 p.m.

Respectfully submitted,

Randi Esau
Recording Secretary