

California State University, Stanislaus  
**University Educational Policies Committee**  
**Meeting Minutes**  
**February 25, 2010**

Present: R. Asher, E. Broadwater, D. Demetrulias, R. Esau (recording), S. Filling, A. Garza,  
D. Heredia, R. Floyd, I. Littlewood, M. Martin, K. Nainby, P. Petratos, C. Stessman

Excused: F. Lin

Guest: L. Bernardo, S. Poole, K. Shipley

- I. **Call to Order.** I. Littlewood called the meeting to order at 1:00 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed with the addition of item VI. H. Access to Class Rosters for PeopleSoft.
- III. **Approval of Minutes.** The minutes of January 28, 2010, were approved as distributed.
- IV. **Announcements/Reports.** I. Littlewood welcomed K. Nainby and D. Heredia to the membership of UEPC. K. Nainby is serving as the College of Humanities and Social Sciences Representative during spring 2010 in the absence of M. Bender. D. Heredia is serving as the Associated Students, Inc. Student Representative for the remainder of 2009/10 in place of R. Albert who had a class schedule conflict for spring 2010. It was announced that H. Shirvani joined the Senate Executive Committee meeting on 2/16/10. The subject of program discontinuance was discussed. H. Shirvani stated that proposals for program discontinuance will be reviewed by the Provost's Deans Council, the University Budget Advisory Committee, and the University Educational Policies Committee. I. Littlewood argued that it should come to the UEPC first. H. Shirvani agreed. H. Shirvani stated there are no programs on the list for degree program elimination. The projected elimination of the Computer Information Systems program is due to two faculty members retiring. P. Petratos stated the two faculty members have agreed to retire and that the decision to eliminate the CIS program is not based solely on retirement issues. I. Littlewood inquired about the UEPC Report on the Academic Calendar and that the UEPC is still awaiting a response from H. Shirvani. It was also announced that the General Education Academic Program Review recommendations have been accepted by the Provost. A copy of the letter from the Provost was made available.
- V. **Old Business**
  - A. **Online Courses.** A revised Policy for Technology Mediated Courses and Programs was received from the Technology and Learning Subcommittee. The document appears to be more streamlined although still missing a few elements such as dual-mode courses. It was suggested that I. Littlewood, D. Demetrulias, M. Hight, and B. Duggan meet to work on revising the language to include dual-mode instruction and to offer greater clarity between policy, recommendations, and guidelines. I. Littlewood will contact M. Hight and B. Duggan to schedule the meeting. Discussion will continue once the revised document is received.
  - B. **Discussion of Addition of Non-Tenure Track Faculty Member to UEPC.** Deferred until information has been received from the Senate Executive Committee.

- C. Program Revision: Bachelor of Arts in Liberal Studies: Elementary Teaching Content Preparation.** The program revision for the Bachelor of Arts in Liberal Studies: Elementary Teaching Content Preparation was reviewed as a second reading item. K. Shipley joined the UEPC to inform the members that the program revision being reviewed by UEPC has undergone additional revisions. The Department of Liberal Studies is working with University Extended Education to develop workshops for students preparing for the CSET examinations. The newest program revision will now be a reduction in units for the degree program so the UEPC no longer needs to review the document. The UEPC thanked K. Shipley for her work and dedication to the success of the Liberal Studies students. This item has been removed from the UEPC agenda.

**VI. New Business**

- A. Priority Registration.** The current registration priority is determined by units completed within class level in the following order: seniors, students in master's and credential programs, freshmen, juniors, sophomores, and unclassified post baccalaureate students. L. Bernardo and S. Poole joined the UEPC to discuss the possibility of changing the registration priority. S. Poole proposed the following change to the registration priority order: seniors, classified master's, juniors, sophomores, continuing freshmen, classified credential, unclassified post baccalaureate, and incoming freshmen, citing that the current order of registration frequently causes the classes to fill with freshmen and only allows sophomores a chance to be on the waitlist for a class. L. Bernardo stated that enrollment growth in the freshmen class has been significant over the past three years. The question of whether the current registration priority is impeding students from degree completion needs to be studied, recognizing that changing registration priority will satisfy some but may cause other issues to arise. D. Heredia stated that students would want the order to be seniors, juniors, sophomores, and then freshmen. Following discussion, I. Littlewood asked the UEPC members to seek feedback from the colleges and departments concerning a change in registration priority. Discussion will continue at the next scheduled UEPC meeting.
- B. Academic Calendar Preparation Policy.** Deferred until the next scheduled UEPC meeting.
- C. Draft Academic Calendar for College Year 2011-12.** The UEPC discussed the draft academic calendar for college year 2011-12. Comments were made regarding placement of commencement on a Thursday/Friday instead of a Friday/Saturday. There was discussion of the placement of spring break to coincide or not coincide with the spring break of the local school districts. Discussion will continue at the next scheduled UEPC meeting.
- D. Draft Academic Calendar for College Year 2012-13.** Deferred.
- E. Draft Academic Calendar for College Year 2013-14.** Deferred.
- F. Draft Academic Calendar for College Year 2014-15.** Deferred.

- G. Student Self-Enrollment in Classes After the Semester Begins.** At present, students are allowed to self-enroll in classes up to five days following the beginning of the semester without the approval of the instructor. L. Bernardo stated that if instructors take roll on the first day of classes and every student on the roll is not present, the students receive an “instructor withdrawal.” This then allows those open seats to be taken by students who are able to add the class, which does not allow the waitlisted students to get the empty seats. One solution is to close registration one day before the first day of classes and only use permission numbers to allow students to add classes after the beginning of the semester. Following discussion, the UEPC members agreed to close registration the day before classes start and to encourage faculty to use permission numbers in order to allow students to add classes.
- H. Access to Class Rosters for PeopleSoft.** It was discussed that instructors of lecture components who are not teaching any of the laboratory components are unable to view the class rosters of the laboratory sections. L. Bernardo will work on fixing the viewing access of the lecture instructors so they are able to view the class rosters of the laboratory sections.
- VII. Subcommittee/Committee Reports.** Minutes of the University Writing Committee were received and reviewed (9/30/09, 11/18/09).
- VIII. Other (information only).** The Special Sessions Local Policy was distributed to the UEPC members for information. The 15-Week Time Modules: Class Scheduling Options was distributed to the UEPC members for information. The next UEPC meeting is scheduled for Thursday, March 11, 2010, from 1:00-3:00 p.m., in MSR 200.
- VI. Adjournment.** The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Randi Esau  
Recording Secretary

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