

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
March 11, 2010

Present: R. Asher, D. Demetrulias, R. Esau (recording), A. Garza, I. Littlewood, M. Martin,
P. Petratos, C. Stessman

Excused: E. Broadwater, S. Filling, R. Floyd, D. Heredia, K. Nainby

Guest: J. Mayer, M. Richards

- I. **Call to Order.** I. Littlewood 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 February 25, 2010, were approved as distributed.
- IV. **Announcements/Reports.** D. Demetrulias thanked the UEPC members for all of the work that occurred in preparation for the WASC reaccreditation site visit. Two of the items indicated by the WASC site team during the exit interview were to continue the momentum and place as a high priority on general education, including direct assessment, the recertification of general education courses, and enhancing the First-Year Experience and General Education Summit Programs. The UEPC will need to keep these items on its agenda once the final recommendations are received by WASC. D. Demetrulias will be attending the WASC annual meeting as the Accreditation Liaison Officer. She will keep the UEPC informed of any changes to the multiple stage review now used by WASC. I. Littlewood reported the Academic Senate voted to approve a resolution commending highly the entire Self Study Team which worked tirelessly on the WASC reaccreditation efforts. The UEPC wishes to also commend highly the work of the Self Study Team, in particular, D. Demetrulias, S. Stryer, and S. Davis. The excellent DVD documentary that was created as well as the student quotes on the printed posters displayed around the campus impressed the WASC site team visitors. They mentioned that they had never seen anything like it on any other campus. Also, UEPC extends its appreciation to S. Morgan-Foster in recognition of her work and dedication to this campus
- V. **Old Business**
 - A. **Online Courses.** I. Littlewood will be setting up a meeting with D. Demetrulias, M. Hight, and B. Duggan to work on a revision of the policy language to include dual-mode instruction and to offer greater clarity between policy, recommendations, and guidelines. 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. **Priority Registration.** The current registration priority at CSU Stanislaus is determined by units completed within class level in the following order: seniors, master's and credential students, freshmen, juniors, sophomores, and unclassified post baccalaureate students. Because the UEPC is considering a change in priority registration, J. Mayer,

Faculty Athletic Representative, and M. Richards, Athletic Director, joined the UEPC to present a proposal that would allow students involved in university-sanctioned activities to be given a special priority registration status. A registration policy from Sonoma State University was distributed to the UEPC members to review. It gives students identified as priority students the opportunity to register first for classes. The priority students are grouped into four categories including 1) students who are registered with Disabled Student Services; 2) students who participate in intercollegiate sports governed by the NCAA; 3) students who participate in an ongoing, university-sanctioned activity that significantly benefits the university; and 4) students on a Presidential Scholarship. As the budget at CSU Stanislaus is being reduced and class sections are being cut as a result, it is getting increasingly difficult for students to register for the required classes in order to progress toward degree completion. As a result, student athletes who must maintain a 2.0 GPA, always be enrolled in 12 units per semester, and make progress toward degree in order to participate in athletics at the NCAA II level are differentially impacted. UEPC asked whether it would help to allow a two-pass registration system to be implemented (i.e., allowing students to register for two classes only during the first round of registration and then allowing a second registration period for the remaining classes still required). Both J. Mayer and M. Richards agreed that this would help the student athletes. Following discussion, it was suggested that L. Bernardo be consulted regarding the Sonoma State University registration model in order to render an opinion on how it might be implemented at CSU Stanislaus. If the two-tier multi-pass registration model were to be implemented, that may resolve the issue for student athletes as well as the issue presented at the previous UEPC meeting – that of sophomores being last on the priority registration process. It was determined that the two-tier multi-pass registration model be considered without any change in the current priority registration. The process would then be evaluated to determine its success. A second approach would be to change the order of priority registration. The third approach would be to implement Sonoma State University's model. I. Littlewood will contact L. Bernardo to discuss priority registration. R. Esau will locate and distribute the definition of university-sanctioned events that was prepared by S. Morgan-Foster and discussed at Academic Senate several years ago.

- D. Academic Calendar Preparation Policy.** The UEPC discussed revisions to the Academic Calendar Preparation Policy. Several revisions were suggested: 1) a generic statement be added pertaining to requisite meeting times including final examinations; 2) non state-supported intercession shall normally be given 3 weeks between the fall and spring term; 3) the academic calendar follows the CSU system requirements noted in the annual coded letter regarding Academic Pay Period Certification and Enrollment Planning and Reporting Calendars; and 4) spring break will be one of the first two weeks in April (the first week of April being defined as the first week of the year in which an April day falls on a week day, Monday-Friday); efforts will be made to have spring break coincide with the local schools spring break, within this two week window; if in a given year it is not possible to link spring break with local schools, then spring break will take place the first week of April. A revised Academic Calendar Preparation Policy will be prepared and discussed at the next scheduled UEPC meeting.

- E. **Draft Academic Calendar for College Year 2011-12.** Deferred.
 - F. **Draft Academic Calendar for College Year 2012-13.** Deferred.
 - G. **Draft Academic Calendar for College Year 2013-14.** Deferred.
 - H. **Draft Academic Calendar for College Year 2014-15.** Deferred.
 - I. **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 make a recommendation to close registration the day before classes start and to encourage faculty to use permission numbers in order to allow students to add classes. The decision to close registration the day prior to classes may be determined by each college. I. Littlewood will present the recommendation to the Senate Executive Committee.
- VI. **New Business**
- A. **Response from R. Giambelluca Regarding the UEPC Report on the Academic Calendar.** Deferred.
- VII. **Subcommittee/Committee Reports.** None were received.
- VIII. **Other (information only).** The next UEPC meeting is scheduled for Thursday, March 25, 2010, from 1:00-3:00 p.m., in MSR 200.
- VI. **Adjournment.** The meeting adjourned at 2:53 p.m.

Respectfully submitted,

Randi Esau
Recording Secretary

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