

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

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

Excused: R. Floyd

Guests: D. Da Rosa, L. Renner, L. Richmond

- 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 March 11, 2010, were approved as distributed.
- IV. **Announcements/Reports.** I. Littlewood reported a resolution was presented to the Academic Senate asking for a postponement of time and resources be given to departments in order to implement the changes to the new Academic Calendar. The resolution was moved to a second reading and was approved. I. Littlewood distributed a Curricular Review Proposal from the University of Nevada, Reno, dated March 1, 2010, for information only. This document was distributed by President Shirvani at Academic Senate.
- 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 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.** This item will be removed from the agenda until additional information is 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. UEPC is looking at the possibility of implementing a two-pass registration system (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). I. Littlewood consulted with L. Bernardo regarding the two-tier multi-pass registration model. If it were to be implemented, that may resolve the issues presented at previous UEPC meetings – student athletes and that of sophomores being last on the priority registration process. L. Bernardo will be speaking with other campuses that use the two-pass registration process to find out how well it works. I. Littlewood also inquired about closing enrollment prior to the first day of classes. This would allow students to add classes by permission number only and would prohibit students getting into classes automatically prior to waitlisted students being added to the class. Following

discussion, it was moved by S. Filling, seconded by M. Martin, and voted unanimously to recommend the closing of registration at 11:59 p.m. the day before classes are set to begin. Currently, the College of Natural Sciences does this and it has proven to be highly successful. Discussion will continue at the next scheduled UEPC meeting.

- D. Academic Calendar Preparation Policy.** The UEPC discussed the revisions made to the Academic Calendar Preparation Policy which included: 1) a generic statement added pertaining to requisite meeting times including final examinations; 2) a statement added that non state-supported intercession shall normally be given 3 weeks between the fall and spring term; 3) a statement be added that 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) noting that 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. Following discussion, the UEPC members agreed to send out a survey to the campus community asking faculty, staff, and students their perspective on the placement of spring break. D. Heredia and I. Littlewood will work with Institutional Research to develop the survey and send it out. Also, the UEPC members requested D. Demetrulias to add draft language to the policy pertaining to class duration, expected outside preparation time for students, as well as adherence to the final examination schedule. A revised policy will be made available for further discussion 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.

VI. New Business

- A. Response from R. Giambelluca Regarding the UEPC Report on the Academic Calendar.** An email dated February 23, 2010, was received from R. Giambelluca in response to the UEPC's questions to the President regarding the Academic Calendar Report prepared by the UEPC.
- B. Undergraduate Academic Advising Policy.** L. Renner joined the UEPC to discuss the Undergraduate Academic Advising Policy to make sure that his office (Academic Advising) is doing a good job at advising. He wanted to know if there has been any feedback from faculty regarding the policy since its implementation in 2008. Because departments are coming up with great ways to advise their students, his office is thinking of creating an advising "best practices" document so that ideas could be shared across disciplines. He would like to encourage departments to provide mandatory advising, especially to first-time freshmen. It was suggested that an "Advising Best Practices

Summit” be held to allow participants to demonstrate how advising is done in their respective departments. When invited to do so, L. Renner and his staff offer training to departments on advising. It was noted that Psychological Counseling Services used to host workshops on good studying skills. Those workshops were recorded and may be available in the Library. It was suggested that perhaps those workshops could be updated and made available to students online. L. Renner asked if there are faculty who have done these types of classes, to please forward their names to him.

- C. New Degree Program Proposal: Master of Arts in Digital Media and Visual Anthropology.** The UEPC reviewed the new degree program proposal for the Master of Arts in Digital Media and Visual Anthropology as an information item. The program is being proposed as a pilot, self-supported program, to be offered spring 2011. The campus would have 5 years to seek formal approval from the Chancellor’s Office or discontinue the program. The UEPC noted that it was a strong academic proposal but questioned the level of student demand especially since it will be offered as a self-support program through University Extended Education. It was suggested that the department consider offering courses online and through hybrid delivery to allow students from outside the region to participate in the program without having to travel to Tracy for all of the classes. It was recommended that consultation occur with the Department of Art and the Department of Computer Science. Knowing that master’s programs are required to have a minimum of 5 full-time faculty in the program, it was noted that the faculty listed in the proposal are experts in anthropology but not digital media. It was recommended that other faculty with expertise in the applied portion of the program be identified and invited to participate in the program.
- D. UEPC Meeting Time.** It was requested that the UEPC change its meeting time to 2:00-4:00 p.m. beginning next college year 2010/11. Following discussion, it was agreed that the UEPC meetings will be held on the 2nd and 4th Thursdays from 2:00-4:00 p.m. beginning in college year 2010/11.
- E. Minimum Enrollment for Classes.** I. Littlewood received an inquiry from B. Carroll asking if there is a current policy on the minimum enrollment of a class section. B. Carroll stated the minimum enrollment number seems to have been increasing during the current budget crisis. The UEPC feels the question implies a resource issue which should be left up to the colleges to handle. I. Littlewood will ask for clarification from B. Carroll.
- F. Examinations – Mid-term, Final.** It was brought to the attention of the UEPC that some faculty are scheduling mid-term examinations outside of assigned class times. Following discussion, the UEPC members recommended placing language in the Academic Calendar Policy stating that midterm examinations shall be administered only during the regular course meeting times.
- VII. Subcommittee/Committee Reports.** Minutes were received from the Assessment of Student Learning Subcommittee (12/8/09) and the Graduate Council (1/21/10).
- VIII. Other (information only).** The next UEPC meeting is scheduled for Thursday, April 22, 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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