

University Educational Policies Committee
Meeting Minutes
January 25, 2018

Present: **M. Thompson (chair)**, B. Eudey (chair-elect), T. Bargetto, L. Bernardo, M. Cuan, M. Fleming, L. French, J. Li, B. Powell, S. Schraeder (recording)

Guest: J. Myers (AVP for Faculty Affairs)

Excused: C. Davis, X. Liu, Katie Jaycox, S. Young

- I. **Call to Order.** M. Thompson called the meeting to order at 2:05 p.m.
- II. **Approval of Agenda.** The agenda of January 25, 2018 was approved with the addition of the Single Curriculum Deadlines item, which was inadvertently removed.
- III. **Approval of Minutes.** The minutes of December 7, 2017 were approved as distributed.
- IV. **Subcommittee/Committee Reports**
 - A. **Assessment of Student Learning Subcommittee Minutes.** The minutes of October 9, 2017 and November 13, 2017 were approved as distributed.
 - B. **General Education Subcommittee Minutes.** The minutes of November 17, 2017 were approved as distributed. All recertification of GE courses will occur after the process has been reviewed and affirmed by the Academic Senate.
 - C. **Graduate Council Minutes.** The minutes of November 16, 2017 were reviewed. The committee discussed proposed changes to the Constitution of the General Faculty regarding Graduate Council membership.
 - D. **Technology & Learning Subcommittee Minutes.** The minutes of November 6, 2017 were approved as distributed. The committee briefly discussed "Active Learning" or technology enhanced classrooms. The minutes note that the Office of Information Technology only has staff to support one learning management system. The committee discussed how the Community College System of California has adopted a single platform across the entire community college system.
 - E. **University Writing Committee.** The minutes of November 7, 2017 were approved as distributed.
- V. **Announcements/Reports.** M. Thompson reported that three UEPC items are first reading items at the next Academic Senate meeting: The Senate Executive Committee (SEC) commented on the draft certification and recertification process the following items: 1. perhaps more students and fewer sections. 2. should there be any proportionality to course section sizes. 3. should work of failing students be included in artifact submission; does that make any difference about the quality of information that the campus will get from assessment? The UEPC will ask the Faculty Director for General Education (FDGE) to send a message to faculty regarding the import of the resolutions under consideration.

S. Trevena, Chief Information Officer (CIO), will retire on January 31, 2018. An interim CIO will be assigned and subsequently a national search will be held.

VI. Old Business

A. EO1110 “Assessment of Academic Preparation and Placement in First-Year General Education Written Communication and Mathematics/Quantitative Reasoning Courses”. This item will be discussed in conjunction with item B. EO1100 “General Education Breadth Requirements – Revised.” Last Tuesday, January 23, 2018, AVP Myers and Provost Greer met with C. Davis and M. Thompson to discuss holding General Education forums. The forum(s) would include the GE Subcommittee of the UEPC, UEPC, and the FDGE Wooley. GE Sub also suggested to have department chairs from English and Mathematics present as well. The Provost also suggested that L. Bernardo and G. Nuno also attend. Following common practices for forums, some overview information would be shared and sent to the campus, including the recent letter from the CSU Executive Vice Chancellor Blanchard, and the EO 1100 and 1110. It was suggested that a feedback section could be provided on the General Education website and to stagger the forums for times so more people could attend. Two forums will be held mid-February in FDC. Subsequently it will be assessed if more forums are necessary. The timeline to approve changes will affect updating articulation agreements, advising information, and the ability to evaluate fall transfer information before NSOs/transfer orientations.

The consideration for General Education revisions includes the age 25+ exception relevant to E2, time allowed for changes to D and the UD areas requirements including G. It was indicated that students should be included, either in the proposed forums or in a dedicated forum.

The Provost’s Office will assist scheduling, documents dissemination, etc. Presentation of information should be concise to allow for comments and questions. M. Thompson will share information of UEPCs discussion with the Provost.

B. EO1100 “General Education Breadth Requirements – Revised”. See item VI.A.

C. Active Learning Classrooms. Associate Vice President for Faculty Affairs Jason Myers was introduced and presented the following: In November, Myers sent a memo to C. Davis and M. Thompson regarding a proposal developed in Academic Affairs and OIT to develop Technology Enhanced Classrooms or Active Learning Classroom to address two areas: 1. Introductory level math courses have a very high DFW rate and 2. the system is phasing out remediation. President Junn has some specific expertise in the active learning and pointed a specific direction to address problems in the mathematics courses and supported a trip to see an ALC at CSU Monterey Bay followed up with additional meetings. Then a memo was sent to C. Davis and Thompson to start consultation. In one sense to create a room is a facilities and IT question. We can do that, and we have funding. There is another question of ensuring that such rooms are utilized correctly. Technological enhancements in a TEC/ALC room may make scheduling of the room in

the regular format into a waste of an investment. Academic Affairs seeks support from the committee for the mathematics proposal and consideration of a policy to allow for a different type of scheduling. To be ready for summer conversion the furniture must be ordered in the next two weeks. Longer term, Academic Affairs seeks to work with the UEPC and TLS subcommittee to move forward with a revised academic technology plan for the campus.

S102 is no longer the proposed TEC/ALT mathematics site; the configuration of the windows did not suit the TECALC model. Selecting a different room still brings up use issues. There are two ways Academic Affairs forecasts mitigating that problem: 1. a classroom in the Science building that was informally claimed by a department but not fully utilized. 2. The Provost is working to make sure that hybrid classes are scheduled in a way to minimize loss of room use. The Academic Space Committee, which has faculty representation, can be a resource.

The committee discussed that the current academic technology plan was created in 2003.

What are the scheduling issues that arise when more classroom space is scheduled through the Office of Information Technology? And, how is it determined that a program gets a complete claim to a classroom? How can calls for creation and reservation of such rooms afford equitable opportunities to programs across campus?

The information regarding the proposed classroom is not yet provided in detail.

There are many different reasons for flexibility in scheduling rooms because of specific programmatic needs. Hesitance to focus on a technology-based enhancement that only one program can get rights to since many programs would question the process. A related question is whether a proposal originates with faculty.

Discussion will continue at the next meeting.

- D. Review of Learning Management Systems (e.g., D2L, Canvas, BlackBoard, Moodle, Classroom.** Deferred.
- E. Adding Structured Exploratory Emphases.** This item is a first reading at the next Academic Senate meeting.
- F. General Education Program Assessment Plan.** Deferred. This item is a first reading at the next Academic Senate meeting.
- G. Selection of Campus Learning Management System – Academic Technology Support.** The contract for the current campus learning management system will expire in a year and a half. The Technology and Learning Services subcommittee is reviewing this item as well.
- H. Instructional Materials Accessibility Policy Report.** The policy calls for yearly reports from DRS and OIT. The policy also requires that a list of all course materials be sent to the DRS. The timely adoption of materials noted in the policy is also tied to federal aid

requirements. L. Bernardo will check federal reporting deadlines and consult with DRS. S. Schraeder will query DRS and OIT regarding the policy and invite their feedback. At the next meeting, the committee should consider what actions to recommend, including possible changes to the policy.

- I. **Single Curriculum Deadlines.** (Previously discussed at the August 2017 meeting) S. Schraeder shared the current process for curriculum deadlines for submission to the Office of Academic Programs. In order to accommodate earlier course scheduling dates, curriculum deadlines are under review. The spring deadline is a little-used deadline, and course proposals approved with an effective date for a spring semester do not align with the published online catalog profile because the profile is not updated until the subsequent academic catalog publication. A single curriculum deadline in the fall semester for the subsequent year's academic catalog was discussed. The Office of Academic Programs is and will continue to be flexible regarding deadlines, but a revised deadline would mitigate the issue of having two sources of information regarding curriculum fail to align because of catalog publication. The change would allow for a reduced work load during the winter break for curriculum committees in the colleges. The committee supports the decision to move to one curriculum deadline. S. Schraeder will share a notification with faculty and staff via Academic Affairs as soon as possible.

VII. New Business

- A. **Barnes & Noble Contract/Bookstore Advisory Committee.** Deferred.
- B. **New Subprogram Proposal: B.A. in Liberal Studies Integrated Teacher Education Track.** The committee reviewed the proposal for the B.A. in Liberal Studies program revisions and the request for a new subprogram for the Integrated Teacher Education Track. The committee referred questions to K. Olivant, Department Chair for the Liberal Studies. Discussion and review of the proposal will continue at the next meeting.
- C. **Program Revision: B.S. in Biological Sciences.** Deferred.
- D. **Program Revision: B.A. in Biological Sciences.** Deferred.
- E. **Program Revision: B.S. in Business Administration.** Deferred.

VIII. Referred

- A. **Active Learning Classrooms.** Referred to TLS.
- B. **Review of Learning Management Systems (e.g., D2L, Canvas, BlackBoard, Moodle, Classroom.** Referred to TLS.

- IX. **Other (information only).** The next UEPC meeting is scheduled Thursday, February 8, 2017 from 2:00 to 4:00 p.m. in the MSR 260.

- X. **Adjournment.** The meeting adjourned at 3:58 p.m.

Respectfully submitted,