

California State University, Stanislaus  
University Educational Policies Committee  
Meeting Minutes  
**January 23, 2014**

Present: R. Esau (recording), J. Garcia, M. Grobner, M. Hight, M. Jaasma, V. Leyva, K. Schoenly, A. Strahm, R. Werling, S. Zong

Excused: M. Salameh, J. Sankey

Guests: L. Bernardo, J. Tiemann-Gonzalez

- I. **Call to Order.** K. Schoenly called the meeting to order at 2:03 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of December 12, 2013, were approved as distributed.
- IV. **Announcements/Reports.** K. Schoenly welcomed the UEPC members to the spring semester and reported that he will apprise the senators at the next Academic Senate meeting on the discussion concerning EO 1084 (Systemwide Nursing Policy) and how it affects nursing majors for G.E. area B2. Following the senate meeting, K. Schoenly will communicate the discussion results with Academic Advising concerning pre-nursing students who end up not earning a degree in nursing. K. Schoenly also reported the Academic Calendar Policy is scheduled for its second reading during the next Academic Senate meeting. If the resolution passes, the UEPC will maintain oversight of the OIT Maintenance dates, but the dates will not be identified formally on the college year calendar. K. Schoenly will send a response to T. Carter concerning the results of the discussion on the Grade Appeal Policy and Procedures.
- V. **Subcommittee/Committee Reports.** None to report.
- VI. **Old Business**
  - A. **Repeat Courses Policy.** L. Bernardo informed the UEPC members that she is not aware of any modification available to handle the restriction of allowing students to repeat a course for the second time only during the second pass of registration. Our current Repeat Courses Policy follows Executive Order 1037. Most other CSU campuses have enlisted a stricter policy concerning repeated courses, allowing students to repeat only once for grade forgiveness. L. Bernardo will conduct a comparison of our campus to other same-size campuses to see what their repeat policies are. Discussion will continue at the next scheduled UEPC meeting.
  - B. **Syllabus Requirements.** The UEPC received a request from B. Eudey to consider updating 12/AS/82/EX Course Requirement Information, which hasn't been updated since 1982. She suggested that the UEPC may wish to make it explicit that certain things must be in a syllabus rather than simply indicating that students be provided necessary information. K. Schoenly provided a draft resolution and revised policy for consideration. Following

discussion, it was agreed that the terms used were too prescriptive. The resolution and policy will be revised and discussion will continue at the next scheduled UEPC meeting.

- C. **Affirmative Action Committee Report.** The UEPC members received a draft Diversity Statement to review. It is unclear what the UEPC is being asked to do with the statement. Some noted that the term “gender identity” should be included and that the bullet points don’t include students. It wasn’t clear what was meant by the term “community” – campus community, external community? Following discussion, the UEPC will invite D. Shimek for a time certain to clarify what UEPCs role is concerning the draft Diversity Statement. Discussion will continue at the next scheduled UEPC meeting.
  
- D. **Rationale for Prioritizing Room Assignments.** L. Bernardo shared the process of assigning classroom space. There is an automated process that handles the class assignments based on a priority manner. Classes that are scheduled during regular time slots get first priority. The other courses which require special time blocks are handled manually. Approximately 1,800 sections are scheduled per semester. During the scheduling process, N. Dunavan, the Class Scheduler, handles well over 500 changes that come in after the schedule has been set. The UEPC members were concerned that all of this falls onto one person and there is no back up. L. Bernardo reported that she has rearranged positions in her area and N. Dunavan now has back up. Cross training is occurring and that person may end up taking on the scheduling of the Extended Education terms (winter intersession and summer term). The UEPC members were satisfied that the scheduling process is being handled in the best way possible. This item will be removed from the agenda.
  
- E. **Student Fee Advisory Committee Guidelines and Procedures.** J. Tiemann-Gonzalez joined the UEPC to discuss the role of the Student Fee Advisory Committee (SFAC) and to summarize the changes that have been made on the Student Fee Advisory Committee Guidelines and Procedures document so that it aligns with Executive Order 1054. The Student Fee Advisory Committee reviews all fees except for the fees that are set by the Chancellor. All fees go through review at SFAC and are approved by the President prior to implementation. In order to bring the document up-to-date with the Executive Order, several changes were made including: 1) adding definitions to the category fees; 2) reducing the size of the committee from 12 to 11 (will no longer require a representative from Advancement on the committee); added a section on how to run a referendum. Most of the other changes required wordsmithing. The UEPC is being asked to review the document and provide feedback. Discussion will continue at the next scheduled UEPC meeting.
  
- F. **Curriculum Policy for Selected Topics or Special Studies Courses.** Deferred.

VII. **New Business.**

- A. **New Concentration: Bachelor of Arts in Kinesiology, Concentration in Health Promotion.** Deferred.
  
- B. **Instructor Withdrawal Policy.** Deferred.
  
- C. **Priority Registration for Super Seniors (150 units or more).** Deferred.
  
- D. **Minimum GPAs for Minors.** Deferred.

- E. **Instructional Technology Needs.** Deferred.
  - F. **Course Proposals.** Deferred.
  - G. **Election of FBAC Representative from UEPC to serve during Spring 2014.**
- VIII. Other (information only).** The next UEPC meeting is scheduled for Thursday, February 13, 2014, from 2:00-4:00 p.m., in MSR 200.
- IX. Adjournment.** The meeting adjourned at 4:04 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

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