

California State University, Stanislaus  
University Educational Policies Committee  
Meeting Minutes  
**October 10, 2013**

Present: R. Esau (recording), J. Garcia, M. Grobner, M. Hight, I. Littlewood, K. Liu (proxy for G. Dinwiddie) J. Page, M. Salameh, K. Schoenly, A. Strahm, S. Wood (proxy for R. Werling), S. Zong

Excused: G. Dinwiddie, M. Jaasma, R. Werling

Guests: L. Bernardo, B. Duggan, C. Gonzalez, D. Shimek, C. Whitman

- I. **Call to Order.** K. Schoenly called the meeting to order at 2:01 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of September 26, 2013, were approved as distributed.
- IV. **Announcements/Reports.** K. Schoenly announced the 2-Pass Registration System Resolution was approved by Academic Senate with a friendly amendment made to the third resolution. It will now move forward for the President's approval, in time to set the system up for the next registration cycle.
- V. **Subcommittee/Committee Reports.** None to report.
- VI. **Old Business**
  - A. **CSU Executive Order 1064 – Student Internships and Service Learning Placements.** The Policy for Student Internships and the Policy for Service Learning Student Placements have been forwarded to the Senate Executive Committee for Academic Senate consideration. A resolution has been drafted to accompany each policy. Following discussion, it was moved by A. Strahm, seconded by M. Grobner, and voted unanimously to approve each resolution. Discussion will continue at the next scheduled UEPC meeting regarding the procedures for implementing the policies.
  - B. **Repeat Courses Policy.** L. Bernardo reported to the UEPC members that there is no modification available for PeopleSoft for an automated process for repeat checking during the registration process. It is currently handled manually. It is possible to build a modification, but it will take time and testing prior to implementing. Enrollment Services and the Office of Information Technology (OIT) are currently working on a modification in PeopleSoft to fulfill requirements for Executive Order 1037. There may be a place in that modification to place an alert message that would pop up when students attempt to register for a course they are repeating for a second time. The message will alert the student that they must fill out a form in order to register for that particular course. The student will not be able to register for the course automatically; instead, it would be handled manually once the form has been filled out, signed, and approved. Adding any type of modification to the registration process will slow down the system overall. L. Bernardo will work with OIT to

determine the feasibility of adding an alert message, conduct testing of the modification, and report back to UEPC the results of the testing. She will also update the UEPC members with more information concerning EO 1037 and how the designed modification for PeopleSoft will be used for compliance with EO 1037.

- C. 11/AS/08/UEPC – Instructional Materials Accessibility Policy.** B. Duggan, D. Shimek, and C. Whitman joined the UEPC to report progress made on the Accessible Technology Initiative at CSU Stanislaus. A hard copy update was distributed to the UEPC members. The UEPC is responsible for overseeing the Instructional Materials Accessibility portion of the initiative as defined in 11/AS/08/UEPC-Instructional Materials Accessibility Policy and for preparing an annual report updating the Provost on progress being made toward improving accessibility for students requiring alternate media. Regarding the Instructional Materials Accessibility portion of the report, progress on the deliverables is classified as being not started, initiated, defined, established, managed, or optimized. For 2013/14, the Accessible Technology Initiative Steering Committee goal is to increase the annual reporting indicators by identifying the measures currently listed as “not started” or “initiated” and working to improve them by a minimum of one level. Instructional Materials has been the primary focus of this effort. Discussion ensued regarding deliverables 3.5 and 4.6, noting that the language used is passive – “it may be possible” or “OIT will explore” – instead of indicating decisive actions. B. Duggan responded that it is not possible to report more decisively because there are unknowns for how data can be captured and analyzed. The Chancellor’s Office is looking for measurable growth and continual progress and that is how the report is framed. As part of UEPCs responsibility, K. Schoenly drafted the annual report for the Provost based on the summaries received from the Office of Information Technology, the Library, and the Disability Resource Center. With this new update provided, K. Schoenly will revise the draft report and allow the UEPC members to review it at the next scheduled UEPC meeting.
- D. OIT Maintenance Days for 2014/15 and 2015/16.** B. Duggan, C. Gonzalez, and C. Whitman joined the UEPC to continue discussions on moving the OIT Maintenance Days for Spring 2014 from January 16-17, 2014, to December 26-27, 2013. The current Academic Calendar Policy stipulates the identification of the OIT Maintenance Days and the dates being proposed do not conform to the policy. Following discussion, it was moved by A. Strahm and seconded by M. Grobner to eliminate section C.2.d. of the Academic Calendar Policy. The motion passed with 5 yes votes, 2 no votes, and 2 abstentions. K. Schoenly will prepare a resolution for removing the OIT Maintenance Days from the Academic Calendar Policy. The UEPC members will review the resolution at the next scheduled UEPC meeting.
- E. Course Proposal Procedures.** Deferred.
- F. Syllabus Requirements.** Deferred.
- G. Affirmative Action Committee Report.** D. Shimek joined the UEPC to update the members regarding affirmative action and talk specifically about diversity in the curriculum. A packet of information was shared in hard copy form. R. Esau will scan the documents and place them on Bb for the UEPC members to review. D. Shimek is working with the Affirmative Action Committee in preparing a campus policy on diversity. He is asking that the UEPC members prepare a statement on diversity in the curriculum to be included in the draft

policy. M. Salameh suggested that an ASI representative be included on the Affirmative Action Committee. D. Shimek responded favorably to the suggestion. Discussion will continue at the next scheduled UEPC meeting.

- H. **G.E. Goals and Outcomes.** This item is tabled and will be removed from the agenda until the G.E. Task Force brings forward recommendations for action.
  - I. **G.E. Infrastructure and Assessment.** This item is tabled and will be removed from the agenda until the G.E. Task Force brings forward recommendations for action.
  - J. **Rationale for Prioritizing Room Assignments.** Deferred.
  - K. **Grade Appeal Policy.** Deferred.
  - L. **Student Fee Advisory Committee Guidelines and Procedures.** Deferred.
  - M. **Curriculum Policy for Selected Topics or Special Studies Courses.** Deferred.
- VII. **New Business.** None to report.
- VIII. **Other (information only).** The next UEPC meeting is scheduled for Thursday, October 24, 2013, from 2:00-4:00 p.m., in MSR 200.
- IX. **Adjournment.** The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

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