

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
December 12, 2013

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

- 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 October 24, 2013, were approved as distributed.
- IV. **Announcements/Reports.** None to report.
- V. **Subcommittee/Committee Reports.**
 - A. **Assessment of Student Learning Subcommittee (9/11/13).** Minutes were received from the Assessment of Student Learning Subcommittee (9/11/13) and approved pending correction of a typographical error.
 - B. **Technology and Learning Subcommittee (10/7/13, 11/4/13).** Minutes were received and approved from the Technology and Learning Subcommittee (10/7/13, 11/4/13).
 - C. **University Writing Committee (9/13/13).** Minutes were received from the University Writing Committee (9/13/13) and approved pending correction of abbreviation errors.
- VI. **Old Business**
 - A. **Repeat Courses Policy.** This item is deferred until L. Bernardo is able to update the UEPC with the feasibility of adding an alert message that would pop up when students attempt to register for a course they are repeating for a second time. 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.
 - B. **OIT Maintenance Days for 2014/15 and 2015/16.** K. Schoenly reported that the resolution to remove the OIT Maintenance Days from the Academic Calendar Policy has gone through a first reading at the Academic Senate. It was suggested that the UEPC change the resolution to include language that would stipulate that the Office of Information Technology would consult with the UEPC in determining maintenance days prior to OIT announcing the dates to the campus community. This will be added to the last sentence of the last rationale. The revised resolution will be forwarded to the Academic Senate office in advance of its second reading.
 - C. **Course Proposal Procedures.** The UEPC reviewed the revised course proposal forms. It was suggested that the signature lines be re-ordered on both forms (New Course Proposal Form and Modified Course Proposal Form) so that the Department/Program Curriculum Committee Chair signs first, followed by the Department Chair, College Curriculum Chair, College Dean/Associate Dean, and the Associate Vice President for Academic Planning and Analysis. With that change, the UEPC affirms the forms and is in agreement to proceed with

- the testing phase before implementing the use of the forms campus wide. The course proposal procedures will be rewritten to apply to the new and modified forms.
- D. 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. Following discussion, it was agreed that 12/AS/82/EX Course Requirement Information will be revised to include ADA compliance language. K. Schoenly will draft a resolution for continued discussion at the next scheduled UEPC meeting.
- E. Affirmative Action Committee Report.** Deferred until D. Shimek provides the UEPC with the draft statement of diversity so that the UEPC can begin discussions concerning diversity in the curriculum.
- F. Rationale for Prioritizing Room Assignments.** Deferred until L. Bernardo is able to be present for a discussion on the current process for assigning classroom space.
- G. Grade Appeal Policy.** The UEPC received a request from T. Carter to review the current Grade Appeal Policy. Two issues of concern were noted in the communication: 1) the use of the term "capricious" in the policy, and 2) a perceived ambiguity concerning the "extra procedural settlement" clause in the policy. T. Carter is recommending that a different word other than "capricious" be used to describe the acceptable basis for a student to appeal an instructor's grade and that clarity be added concerning the extra procedural settlement clause. Following discussion, the UEPC members agreed that the term "capricious" is defined clearly in the policy and the interpretation of extra procedural settlement is understandable. The UEPC does not feel that there are any further actions needed. K. Schoenly will communicate the UEPC's opinion to T. Carter. This item will be removed from the agenda.
- H. Student Fee Advisory Committee Guidelines and Procedures.** S. Espinoza will be invited to join the UEPC for a time certain at the next scheduled meeting to present the edits made to the Student Fee Advisory Committee Guidelines and Procedures document.
- I. Curriculum Policy for Selected Topics or Special Studies Courses.** A communication was received from B. Eudey concerning existing or lack of curriculum policy for Selected Topics or Special Studies Courses that would help guide college curriculum committees in its role of reviewing curriculum. The UEPC questioned if this is a University-wide concern or if this is something that can be handled within the college curriculum committee. K. Schoenly will speak with B. Eudey to find out if the particular issues concerning Selected Topics or Special Studies Courses have been addressed in her own college curriculum committee procedures. K. Schoenly will update the UEPC members at the next scheduled meeting.
- J. General Education Area B2.** It is the interpretation of the University Educational Policies Committee that Executive Order 1084 applies to students who are admitted to the nursing program and graduate with a Bachelor of Science degree in Nursing. Those students will receive credit for fulfilling G.E. area B2. For the pre-nursing students who are not admitted to the nursing program, those students will have to complete an additional 3 units of life

science in order to fulfill G.E. area B2. K. Schoenly will prepare a formal statement from the University Educational Policies Committee to share with M. Gunn and with the Academic Senate.

VII. New Business.

- A. Ethnic Studies.** The Faculty Affairs Committee is completing its report concerning Ethnic Studies. There are no curricular issues that need to be addressed by the UEPC at this time. This item will be removed from the agenda.
- B. New Concentration: Bachelor of Arts in Kinesiology, Concentration in Health Promotion.** Deferred.
- C. Instructor Withdrawal Policy.** Deferred.
- D. Priority Registration for Super Seniors (150 units or more).** Deferred.
- E. Minimum GPAs for Minors.** Deferred.
- F. Instructional Technology Needs.** Deferred.
- G. Course Proposals.** Deferred.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, January 23, 2014, from 2:00-4:00 p.m., in MSR 200. K. Schoenly thanked both G. Dinwiddie and I. Littlewood for their service during the fall semester.

IX. Adjournment. The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary