

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
December 8, 2011

Present: E. Broadwater, S. Clapper (recording) B. Foreman, M. Hight, M. Huang, L. Johnson, M. Khodabandeh, H. Kornuta, K. Schoenly, K. Stone, V. Leyva

Excused: M. Bender, R. Floyd, C. Roe

Guests: L. Bernardo, J. Boffman, M. Jaasma, K. Nemeth, M. Perea-Ryan

- I. **Call to Order.** B. Foreman called the meeting to order at 2:07 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of November 10, 2011, were deferred until the next meeting.
- IV. **Announcements/Reports.** There were no announcements or reports.
- V. **Old Business**
 - A. **Super Senior Classification.** B. Foreman introduced M. Jaasma to contribute to the discussion of the Super Senior Classification. Currently there is not a policy that specifies procedures for addressing students who have earned over 120 units and who have not applied for graduation. It would be helpful to have one in order to best advise students in their educational decisions. M. Jaasma gave some background and context to the Super Senior Classification, noting that she and L. Bernardo were tasked with contacting students who had earned more than 120 units and had not yet applied for graduation. L. Bernardo and M. Jaasma gave a number breakdown of the students by units earned: 8 students with 170 units or higher; 48 students with 140-170 units; and 20 students with 120-140 units. It was discussed that there are several reasons for the Super Seniors: double-majors, transfer students, students who are unaware of their faculty advisors, availability of courses, and the need to stay enrolled full-time for financial aid. UEPC will determine whether a policy and/or procedure should be developed.
 - B. **CSU Executive Order 1062 – Field Trip Policy and Procedure.** Deferred.
- VI. **New Business**
 - A. **CSU Executive Order 1064 – Student Internships.** Deferred.
 - B. **CSU Executive Order 1065 – General Education Breadth Requirements.** Deferred.
 - C. **Mandatory Advising Policy for Undeclared Students and**
 - D. **Policy for Declaration of Major.** Both the Mandatory Advising Policy for Undeclared Students and the Policy for Declaration of a Major were discussed in tandem. Currently, there is not a policy that addresses when and if a student must declare a major. While it would seem difficult for a student to continue to make progress towards a degree without a declared major, there are students (3) who have earned between 170-210 units and remain

undeclared. L. Bernardo noted that on average, CSU Stanislaus students change their major four times. H Kornuta noted that there is research revealing why students change their majors, and perhaps determining what the tipping point was for our students, i.e., what made them stay with their final decision, would be helpful to understand the pattern on our campus. M. Jaasma asked that UEPC develop a policy that includes when a major is to be declared in relation to the number of units earned, and that it address the mandatory advising also. ASI President, M. Khodabandeh, will confer with the ASI Board for input and report back to the UEPC for further action.

- E. New Degree Program Proposal: Bachelor of Science in Health Science.** B. Foreman opened the discussion by framing it with three points: the proposal has already been through the review process in the past; more information is needed about the course content; and clarification is needed on the two concentrations, self- and state-support, within the proposal. B. Forman welcomed J. Boffman, K. Nemeth, and M. Perea-Ryan to contribute to the discussion.

M. Perea-Ryan provided background to the Health Science proposal: a Task Force that began in College of Human and Health Sciences in 2006 as a response to the large number of pre-nursing students in proportion to the number of students who applied to and the number of students accepted into the nursing program (600:200:60). As a viable option to some of those students not accepted, a degree in Health Science was considered. In 2009, the original Health Science proposal was approved by UEPC, but was held over by FBAC due to budgetary concerns. In spring 2011, the Health Science proposal was revived after community partners asked for a degree completion program to be developed that was specific to health administration. Two concentrations are included in the current B.S. in Health Science proposal: health administration and health advocacy. The health administration concentration would be available the first year and be delivered through University Extended Education; the health advocacy concentration would begin the second year and be run on the state-side. J. Boffman distributed a hand out that further distinguished the differences between the two concentrations. H. Kornuta suggested in order to place the state-side program in the context of the current program prioritization climate, the display include a notation that it would only begin “pending state-budget funding.”

Discussion continued with a detailed description of the course offerings and the distribution of those courses among the Colleges of Business Administration, Education, Human and Health Sciences, and Natural Sciences. The rationale of hiring a visiting lecturer (VL) as the program director vs. tenure-track faculty member was discussed, along with a potential applicant’s incentive to accept a position considering geography, length of contract, and vetting opportunities.

The Health Science designation in the title of the program was discussed also, as it related to students’ perceptions and expectations surrounding the definition of “science.” Within the industry, and among the other CSUs, the degree title does include Health Science and is generally understood to represent members in the Allied Health fields. The degree will provide an option for students who may not otherwise be able to enter the nursing program, and for working professionals who will need to have earned a degree in order to maintain their licensure (e.g., radiology technicians by 2015).

B. Forman inquired about the deadlines to be met in order to keep the proposal moving forward, and K. Nemeth relayed that approximately nine months lead time would be desirable for the recruiting and marketing component. It was agreed that as SEC and Academic Senate are not meeting again until early 2012, UEPC will discuss the proposal at its January meeting. Prior to that meeting, the chair will compose additional questions for response by the program advocates.

F. Credit Hour Policy. Deferred.

VII. Subcommittee/Committee Reports. Minutes were received from the General Education Subcommittee (9/28/11), the Technology and Learning Subcommittee (10/6/11), and the University Writing Committee (10/19/11).

VIII. Other (information only). B. Forman relayed to the members the points discussed with C. Polhemus regarding the motor pool:

1. Negotiate with Enterprise: the University must have a minimum number of rentals per month for a satellite to be located on campus.
2. Travel forms: Working on making them less onerous.
3. Cost: Department accounts could pay for the rentals collectively.
4. Demand: If programs have enough demand for field trips, it is possible to rent vans by the month or over the course of the semester.
5. Purchase: Departments could buy and maintain the vans.
6. Live Scan for drivers: Selected employees must be live-scanned. Up to this point, drivers have not been. <http://www.csustan.edu/HR/Apps-Forms-Policies-Procedures/Documents/FingerprintPolicy.pdf>
7. Age of drivers: Must be at least 21 (insurance issue).
8. Renting over the weekend: Try to reduce costs for drop-offs that take place after normal business hours.
9. Gas Cost: Pay for only the gas used.

The members also discussed the current EO regarding fieldtrips. While an alternative is to be offered in certain situations, it is important to faculty that students are made aware that the educational experience is not going to be the same as participating in the fieldtrip.

IX. Adjournment. The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Susan Clapper, Recording for R. Esau