

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
February 13, 2014

Present: R. Esau (recording), M. Grobner, M. Hight, M. Jaasma, V. Leyva, J. Page, M. Salameh, J. Sankey, K. Schoenly, R. Werling, S. Zong

Excused: J. Garcia, A. Strahm

Guests: L. Bettencourt, K. Brodie, D. Shimek

- I. **Call to Order.** K. Schoenly called the meeting to order at 2:00 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of January 23, 2014, were approved as distributed.
- IV. **Announcements/Reports.** None to report.
- V. **Subcommittee/Committee Reports.** None to report.
- VI. **Old Business**
 - A. **Repeat Courses Policy.** Deferred until L. Bernardo is able to provide campus comparison information for review.
 - B. **Syllabus Requirements.** K. Schoenly provided a revised and much shorter resolution and policy for review. It was suggested that the rationale contain the phrase "appropriate means" instead of "easiest way." Following discussion, it was moved by V. Leyva, seconded by M. Grobner, and voted unanimously to approve the Resolution for Syllabus Requirements and the revised Policy for Syllabus Requirements (a revision of 12/AS/82/EX Course Requirement Information). The resolution and policy will be forwarded to the Senate Executive Committee for Academic Senate consideration.
 - C. **Affirmative Action Committee Report.** Members of the Affirmative Action Committee (L. Bettencourt, K. Brodie, D. Shimek) joined the UEPC to discuss the current draft of the Campus Diversity Statement. The Affirmative Action Committee conducted research within the CSU to gain as much information as possible to develop a campus policy statement on diversity. More than a simple statement on diversity, the committee articulated programs and what the campus should be doing for diversity. The committee is asking the UEPC whether or not what has been produced to date is reflective of diversity in the curriculum. It was suggested the term "gender identity" be added to the first paragraph and the term "equality" be used in place of equity in the last paragraph. In the second bullet point, it was unclear how the recruiting and hiring of staff relates to diversity in course materials and discussions in the classroom. "Students" should be added to the sentence in the last paragraph "...through the attitudes of campus administrators, faculty, staff, and students." With these suggestions, the committee will continue refining the document and proceed

toward the end goal of issuing a formal Policy Statement on Diversity via faculty governance. The UEPC members thanked the committee for its work and looks forward to supporting the final version through the approval process.

- D. Student Fee Advisory Committee Guidelines and Procedures.** A track-changes version of the revised Student Fee Advisory Committee Guidelines and Procedures document was received by the UEPC. Concerning the interpretation of the executive order governing Category III laboratory fees, it was suggested that VP S. Espinoza be invited to the next UEPC meeting to offer clear direction on the expectations surrounding the funding of laboratory fees. Compared to other CSU campuses, it appears that the proposed guidelines and procedures may be more strict than necessary. The UEPC members are asked to review the document closely and come prepared to discuss further at the next scheduled UEPC meeting.
- E. Curriculum Policy for Selected Topics or Special Studies Courses.** B. Eudey was unable to attend the UEPC meeting as previously scheduled. She will be contacted to be rescheduled for a time certain to address the UEPC members concerning Selected Topics and Special Studies courses.

VII. New Business.

- A. New Concentration: Bachelor of Arts in Kinesiology, Concentration in Health Promotion.** The UEPC members reviewed the new concentration proposal for the Bachelor of Arts in Kinesiology, concentration in Health Promotion as a first reading item. The proposal was developed in response to the need for a more specialized concentration to enhance students' career goals of health promotion and to provide an alternative major/concentration to the large number of pre-nursing majors that weren't accepted into the nursing program. Health Promotion is the utilization of Public Health research and prevention as well as the education needed to seek behavior change through the intervention methods of Health Education. The UEPC members would like to invite the department chair to the next scheduled UEPC meeting for a time certain to discuss the proposal. Also, in the interest of time, the proposal will be forwarded to the Faculty Budget Advisory Committee for consultation regarding the resources requested in the proposal.
- B. Instructor Withdrawal Policy.** Two issues have been forwarded to the UEPC for consideration regarding the current Instructor Withdrawal Policy. 1) The current Instructor Withdrawal Policy doesn't define a start date for online courses so it is difficult for instructors to know the window to allow for administratively dropping a student. 2) The Instructor Withdrawal policy allows instructors to withdraw a student who doesn't attend the first day of classes and doesn't notify the instructor within 24 hours. The instructor has until census to IW the student. The Enrollment Management Committee is asking the UEPC to consider allowing the instructor to IW students for other reasons. Regarding the first issue, for online students, it was moved by V. Leyva, seconded by S. Zong, and voted unanimously to include a statement on the Instructor Withdrawal Policy indicating that students in online classes must check in within 48 hours of the first day of instruction of the semester or they will be dropped with an IW. R. Werling will draft the revised policy and K. Schoenly will draft the resolution for review at the next scheduled UEPC meeting. Regarding the second issue, it was suggested that the UEPC members share the following statement with their colleagues: "If a student misses any class sessions within the first week of the

semester without notifying the instructor, the instructor may IW the student.” Discussion will continue at the next scheduled UEPC meeting.

- 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. **Two-Pass Registration System Report.** Deferred.
 - H. **Latin Honors.** Deferred.
 - I. **OIT Maintenance Days.** Deferred.
 - J. **Policy for Change of Major, Adding a Second Major, Adding an Additional Minor.** Deferred.
- VIII. **Other (information only).** The next UEPC meeting is scheduled for Thursday, February 27, 2014, from 2:00-4:00 p.m., in MSR 200.
- IX. **Adjournment.** The meeting adjourned at 3:58 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary