

California State University, Stanislaus  
**University Educational Policies Committee**  
February 26, 2004

Present: B. Carroll, D. Demetrulias, R. Esau, M. Estrella, R. Floyd, E. Hall, M. Jaasma, L. Johnson,  
P. Peters, C. Watkins  
Guests: C. Andrés, L. Bernardo, J. Boffman, R. Pugh, P. Rutishauser, K. Shipley

- I. **Call to Order.** C. Watkins called the meeting to order at 1:00 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of February 12, 2004, were approved as distributed.
- IV. **Announcements/Reports.** C. Watkins reported that she is unable to attend the March 2, 2004, Senate Executive Committee meeting. R. Floyd agreed to attend in C. Watkins absence.
- V. **Old Business**
  - A. **Draft Proposal for Issues and The Review of the 12/12/01 Academic Program Review Pilot.** D. Demetrulias reported that the draft Academic Program Review Procedures document is being revised as there are some issues that require further clarification. D. Demetrulias will work with M. Jaasma and L. Johnson to finalize the draft and forward it to the UEPC members by next week, a week in advance of the next UEPC meeting. Upon receiving the revised document, the UEPC members are asked to review carefully the document for consistency and clarity and to bring comments and questions to the next scheduled UEPC meeting on March 11, 2004. The Academic Program Review policy is not being changed at this time. The Academic Program Review procedures are being revised. The UEPC is the body that is charged with handling the procedural aspects of the academic program review process according to the constitution. The revised procedures will be forwarded to the SEC and Academic Senate for commentary and information only.
  - B. **Principles of Assessment of Student Learning.** The UEPC wishes to thank the Assessment of Student Learning Subcommittee for its efforts in developing the Principles of Assessment of Student Learning. C. Watkins will develop a revised resolution for the Principles of Assessment of Student Learning and provide it to the UEPC members for discussion at the next scheduled UEPC meeting.
  - C. **Program Revision: Bachelor of Arts, Agricultural Studies – Concentration in Agricultural Biology.** The UEPC received a memorandum from A. Kohlhaas confirming that the Department of Biological Studies is in agreement with the program revision for the BA in Agricultural Studies, Concentration in Agricultural Biology. Following discussion, it was moved by B. Carroll, seconded by L. Johnson, and voted unanimously to approve the program revision for the Bachelor of Arts, Agricultural Studies – Concentration in Agricultural Biology effective summer 2004.
  - D. **Program Revision: Liberal Studies Concentration in Spanish.** C. Andrés and K. Shipley joined the UEPC for a time certain to discuss the program revision for the Liberal Studies Concentration in Spanish. Of concern to the UEPC is the equivalent coursework and/or

experience requirement. The requirement should be clarified, especially for students who are proficient in the Spanish language and can move directly into a third-year Spanish course with the consent of the instructor. C. Andrés stated that the majority of the students who would take this concentration would come in at the upper division level (SPAN 3010). The majority of the students aren't taking the beginning Spanish courses. The UEPC is requesting that the 1<sup>st</sup> and 2<sup>nd</sup> year Spanish courses become prerequisites to the Concentration and that the Department of Modern Languages develop placement tests to define clearly Spanish proficiency for course placement should some students desire to move directly into 3<sup>rd</sup> year Spanish courses. Equivalent units for SPAN 2010 and 2020 (6 units) or SPAN 2011 and 2015 (6 units) could be granted to the student upon passing the placement test. For those students who don't possess proficiency in Spanish, the prerequisite courses would be valuable in preparing them for the 3<sup>rd</sup> year Spanish courses. C. Andrés will revise the program revision and forward it to the Liberal Studies Advisory Committee for approval prior to returning it to the UEPC for action. The UEPC also requested that C. Andrés include a syllabus for SPAN 3610 (the second LIBS Inquiry course) as part of the program revision packet. K. Shipley stated agreement with this process for ensuring program modifications are consistent with the requirements by the California Commission on Teacher Credentialing.

- E. Policy on Enrollment Process.** L. Bernardo, R. Pugh, and P. Rutishauser joined the UEPC for a time certain to discuss the proposed revisions to the Policy on Enrollment Process. The Senate Executive Committee requested that the Graduate Council and the UEPC consult and bring forth a recommendation regarding issues raised at the October 28, 2003, Academic Senate meeting. The issues included Add/Drop procedures, Waitlist procedures, STAN registration following the first day of class, Instructor approval for Adds following the first day of class, and availability of Add/Drop boxes. The UEPC understands the need to automate the enrollment process but also asserts the right of faculty to give the final approval for students to add their courses following the first day of classes. Add/Drop boxes are located inside and outside of the MSR building and are shared with Cashier's Office and Financial Aid/Scholarships. For security purposes, efficiency of response, and recognition of staffing demands, Enrollment Services (ES) prefers that Add/Drop boxes remain in MSR. It has been found that the Add/Drop box system is not completely trustworthy or efficient. Following discussion, the UEPC recommended that ES institute a 5-class day Add period for Fall/Spring 2004/05 as opposed to the current 10-class day Add period following the first day of classes. In addition, it is agreed that ES will prepare a simplified explanation of key enrollment procedures to alleviate some of the confusion surrounding the process. These procedures will be sent to all departments, faculty, and staff on campus prior to the beginning of open registration. The UEPC's agreement to shorten the add period is an immediate action to alleviate some elements of the problems regarding enrollment processes related to technology/Banner, but the UEPC will also continue discussion to seek long-term solutions. C. Watkins will inform the Academic Senate of UEPC's action as an informational item.
- F. Resolution: Summit Program Proposal.** The UEPC discussed the resolution for the Summit Program Proposal. Minor revisions were made to the document. Following discussion, it was moved by R. Floyd, seconded by L. Johnson, and voted unanimously to

approve the Resolution: Summit Program Proposal. R. Esau will finalize the document and forward it to the Senate Executive Committee (SEC) requesting a time certain for M. Jaasma to attend the SEC meeting when the resolution is placed on the agenda.

- G. Resolution: Policy for Discontinuance of Academic Programs.** Following the 11/18/03 Academic Senate's first reading of the Resolution for the Policy for Discontinuance of Academic Programs, the University Educational Policies Committee met on 12/4/03 and discussed additional policy revisions based on the suggestions raised during the Academic Senate meeting. Following discussion, the UEPC agreed to the suggested revisions and incorporated them into a revised Resolution for the Policy for Discontinuance of Academic Programs. C. Watkins will send the revised resolution to the Academic Senate for a second reading and action at the next scheduled Academic Senate meeting.
- VI. New Business**
- A. Degree Requirements for the Minor at CSU Stanislaus.** Deferred.
- B. Intellectual Property Rights Procedures for Televised, Online, and Web-Assisted Courses.** Deferred.
- VII. Subcommittee/Committee Reports.** Minutes were received from the Assessment of Student Learning Subcommittee (1/27/04), the Off-Campus/Distance Learning Subcommittee (2/5/04, 12/01/03), and the University Writing Committee (11/21/03).
- VIII. Adjournment.** The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Randi Esau  
Recording Secretary

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