

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
February 27, 2014

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

Excused: M. Salameh

Guests: L. Bernardo, S. Espinoza

- 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 February 13, 2014, were approved with a correction to the list of members present and excused.
- IV. **Announcements/Reports.** None to report.
- V. **Subcommittee/Committee Reports.**
 - A. **General Education Subcommittee Minutes (10/14/13, 11/25/13).** Minutes were received and approved from the General Education Subcommittee (10/14/13, 11/25/13).
 - B. **Graduate Council (5/2/13, 9/19/13, 10/17/13, 11/21/13, 12/19/13).** Minutes were reviewed for information only from the Graduate Council (5/2/13, 9/19/13, 10/17/13, 11/21/13, 12/19/13).
 - C. **Technology and Learning Subcommittee Minutes (12/2/13).** Minutes were received and approved from the Technology and Learning Subcommittee (12/2/13).
- VI. **Old Business**
 - A. **Repeat Courses Policy.** L. Bernardo shared a spreadsheet indicating the repeat policy from 15 other CSU campuses. Of the 15 campuses, five indicated a more strict policy on repeated courses than what the current Executive Order stipulates. L. Bernardo reported that the automated repeat process is in the testing phase currently. It is a custom module for PeopleSoft from the Chancellor's Office that cannot be changed. Students who attempt to repeat a course beyond their second repeat will receive a pop-up message indicating that they cannot register for the course. It was questioned whether there is a serious budget concern with students repeating courses, making it impossible for first time students to take the course. For Biology, the larger issue concerns transfer students coming from the community colleges expecting to take their introductory biology sequence prior to taking their upper division courses in the major. Those students are not able to get into the class due to repeaters. L. Bernardo will update the enrollment information for repeated courses for fall 2013 so the numbers can be compared to data provided for fall 2011 and fall 2012. Discussion will continue at the next scheduled meeting.
 - B. **Student Fee Advisory Committee Guidelines and Procedures.** S. Espinoza joined the UEPC to present the revised Student Fee Advisory Committee Guidelines and Procedures

- document. The revisions were made to the document so that it aligns with Executive Order 1054, CSU Fee Policy issues January 14, 2011. The Chancellor's Office prepared a FAQ to accompany the Executive Order. It was suggested that some of the language from the FAQ be added to the revised document so there is no confusion over what an allowable expense is for Category III fees. S. Espinoza will incorporate the paragraph and six bullet points from page 3 of the FAQ into the document, placing it before section E, and will correct item B. She will attach the FAQ to the revised Student Fee Advisory Committee Guidelines and Procedures document and resend it to the UEPC members for further review. The UEPC members thanked her for coming and look forward to reviewing the next iteration.
- C. Curriculum Policy for Selected Topics or Special Studies Courses.** B. Eudey is scheduled to meet with the UEPC members on 3/13/14 for a time certain to discuss Selected Topics and Special Studies Courses.
- D. New Concentration: Bachelor of Arts in Kinesiology, Concentration in Health Promotion.** Members of the Department of Kinesiology will join the UEPC on 3/27/14 for a time certain to present the proposed new concentration in Health Promotion for the BA in Kinesiology degree. In preparation for the time certain, K. Schoenly will communicate with E. Hall that the UEPC is questioning the second path of the prerequisites to the major, specifically the issue of whether or not the department is seeking an exception to G.E. area B2 for students completing the second path of prerequisite courses for the major.
- E. Instructor Withdrawal Policy.** A draft resolution and revised Instructor Withdrawal Policy was distributed to the UEPC members. It was noted that the drafts were prepared in isolation of the existing Instructor Withdrawal Policy. Following discussion, new drafts will be created and shared with the UEPC members. Discussion will continue at the next scheduled meeting.
- F. Course Proposal Procedures.** The Senate Executive Committee has requested that the UEPC review the revised Course Proposal Forms once again in light of the optimum and maximum class size boxes no longer included on the form. There is an Enrollment section on the revised form for enrollment planning indicating estimated annual enrollment, projected number of sections by term, and expected faculty to student ratio per section. It was noted that the current practice indicates that it is the role of the faculty, department chair, and the dean to determine class size through the class scheduling process. The course proposal forms are not policy but rather a process by which new courses are proposed and existing courses are modified. It was suggested that both D. Shimek and J. Sarraillé be invited to the next scheduled UEPC meeting to discuss the revised Course Proposal Forms.

VII. New Business.

- A. Priority Registration for Super Seniors (150 units or more).** Deferred.
- B. Minimum GPAs for Minors.** Deferred.
- C. Instructional Technology Needs.** Deferred.
- D. Course Proposals.** Deferred.

- E. **Two-Pass Registration System Report.** Deferred.
 - F. **Latin Honors.** Deferred.
 - G. **OIT Maintenance Days.** Deferred.
 - H. **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, March 13, 2014, 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

:rle