

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
February 9, 2012

Present: E. Broadwater, R. Esau (recording) M. Hight, M. Huang, L. Johnson, M. Khodabandeh, H. Kornuta, V. Leyva, K. Schoenly, K. Stone, A. Strahm

Excused: R. Floyd, B. Foreman, C. Roe

Guests: L. Bernardo

- I. **Call to Order.** L. Johnson called the meeting to order at 2:09 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of January 26, 2012, were approved as distributed.
- IV. **Announcements/Reports.** L. Johnson thanked A. Strahm for agreeing to serve as the UEPC representative on the ad hoc Advising Committee. It was announced that the Bachelor of Science in Health Science New Degree Program Proposal has been referred by the Senate Executive Committee to the Faculty Budget Advisory Committee prior to going before the Academic Senate for consideration. It was suggested that the proposal be divided into smaller pdf documents so that it can be distributed electronically via email to the FBAC members. In lieu of sending all of the course proposal forms with the program proposal, a summary of resource requirements noted on the course proposal forms will be prepared and sent to FBAC in advance of the meeting. H. Kornuta requested that Academic Program Review be added to the next UEPC agenda along with a time certain of a half hour to ensure adequate discussion time.
- V. **Old Business**
 - A. **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 was suggested in a previous meeting that procedures can be developed under the already existing Policy on Undergraduate Academic Advising. L. Johnson asked the UEPC members if they felt the Super Senior issue is worth pursuing and if the issue merits its own policy. L. Bernardo reported that federal guidelines for Financial Aid does not allow students to receive aid after 180 units and that federal guidelines stipulate that aid may be granted for courses leading to a single degree – i.e., financial aid will only pay for a student's first degree, not for a second degree. Following discussion, it was moved by A. Strahm, seconded by M. Huang, and voted unanimously to review the current Policy on Undergraduate Academic Advising. The ad hoc Advising Committee will be looking at the current Policy on Undergraduate Academic Advising. It was suggested that further discussion and action be deferred until A. Strahm is able to attend the ad hoc Advising Committee meeting and report back to the UEPC so that efforts to address this issue are not duplicated. It was agreed that a memorandum should be sent to M. Jaasma thanking her for bringing this issue to the attention of the UEPC and acknowledge that the current students being affected are being attended to by Enrollment Services and the Financial Aid office in consultation with department advisors.

- B. CSU Executive Order 1062 – Field Trip Policy and Procedure.** H. Kornuta reported there is a working group that is dealing with the formulation of a Policy on Field Trips based on the Executive Order 1062 and current campus practices. This group is set to convene again in February 2012.
- C. CSU Executive Order 1064 – Student Internships.** H. Kornuta reported there is a working group that is dealing with the formulation of a Policy on Student Internships based on the Executive Order 1064 and current campus practices. This group is set to convene again in February 2012.
- D. Mandatory Advising Policy for Undeclared Students.** M. Khodabandeh reported the Associated Students, Inc. agreed with instituting a mandatory hold on registration for academic advising at 60 units for regular students. For transfer students, they should be given a one semester grace period if they have transferred to CSU Stanislaus with 60 units completed.
- E. Policy for Declaration of Major.** Deferred.
- F. Individual Study.** Deferred.

VI. New Business

- A. Program Suspension Policy.** Additional revisions to the Policy for the Suspension and Discontinuation of Academic Programs were received from J. Strong. The UEPC members reviewed the current draft with revisions. Recognizing that the UEPC and J. Strong are in disagreement, it was suggested by H. Kornuta that, perhaps, there be a different way to approach the organization of the policy language for greater clarity. The anchor to the policy needs to be the Academic Program Review process, honoring what faculty have already done in the review and assessment of their academic programs. The policy needs to be built on principles and practices that are currently in place. H. Kornuta will distribute a revised working draft of the Policy for the Suspension and Discontinuation of Academic Programs in advance of the next scheduled UEPC meeting. It will contain a comparison of the version received from J. Strong. Discussion will continue.
- B. Calendar for College Year 2012/13.** The Calendar for College Year 2012/13 was reviewed and approved by the UEPC in 2010 after being revised to accommodate the new 2-semester format versus the previous 4-1-4 semester calendar. When the calendar was prepared originally, the campus was not informed of the earliest permissible fall start date. According to the Chancellor's Office coded memorandum HR 2011-12, the earliest permissible start date for fall 2012 is Friday, August 17, 2012. With this information, the Calendar for College Year 2012/13 needs to be adjusted once again. A draft was reviewed. Following discussion, the UEPC approved the change of the fall semester start date to Friday, August 17, 2012, which shifted the first day of instruction to Wednesday, August 22, 2012. There is now a special instruction day on Friday, December 7, 2012. That day will now meet on a Monday schedule. In reviewing the entire draft calendar, it was suggested to begin the spring 2013 semester on Thursday, January 24, 2013, thus making the first day of instruction on Monday, January 28, 2013. It was also suggested to remove the Reading Day for the spring semester as students will have the entire weekend available for examination preparation prior to the start of final

examination week. Following discussion, it was moved by V. Leyva, seconded by K. Schoenly, and voted unanimously to approve the changes to the Calendar for College Year 2012/13 with the caveat that all of the suggested changes work within the policy requirements for calendar preparation. R. Esau will forward the revised recommended calendar to the Provost for review and approval.

- C. **CSU Executive Order 1065 – General Education Breadth Requirements.** For information purposes only. This Executive Order doesn't require any UEPC action. It states that general education will not have to be retaken for a second baccalaureate degree.
 - D. **Credit Hour Policy.** WASC has reminded institutions about the importance of a credit hour policy, resulting from a U.S. Department of Education regulation (July 1, 2011) to be in compliance with definitions of credit hours. They have also provided a checklist of requirements that would be available as evidence during a WASC review. Most of these requirements were included in the 11/AS/10/UEPC Academic Calendar Policy. H. Kornuta suggested that the UEPC should create a separate Credit Hour Policy that would meet the federal requirements, specifically updating the distance learning section in order to demonstrate that online curriculum is meeting the Carnegie classification for credit hours. A draft policy will be shared at the next scheduled UEPC meeting.
- VII. **Subcommittee/Committee Reports.** Minutes were received from the General Education Subcommittee (10/26/11, 11/30/11, 12/13/11, 1/26/12), the Technology and Learning Subcommittee (11/3/11, 12/1/11), and the University Writing Committee (11/16/11). It was suggested that the review of the minutes be placed as the first agenda item at the next scheduled UEPC meeting.
- VIII. **Other (information only).** H. Kornuta reported that she met with the General Education Subcommittee Chair and B. Foreman regarding a candidate recommendation for the position of Faculty Director for General Education. Because the spring semester is underway, the original compensation offered for the position requires a reduced level of funding for spring 2012. The compensation revision has been sent to the candidate and a response is expected soon.
- IX. **Adjournment.** The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary