

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
March 8, 2012

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

Excused: R. Floyd, K. Stone

Guests: L. Bernardo, E. Littlepage

- I. **Call to Order.** B. Foreman called the meeting to order at 2:03 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of February 23, 2012, were approved as distributed.
- IV. **Announcements/Reports.** None to report.
- V. **Old Business**
 - A. **Super Senior Classification.** It was agreed to address agenda items A., D., and E. together using the lens of the current Undergraduate Policy on Academic Advising. Items A., D., and E. will be deferred until further information is received from the Ad Hoc Advising Committee.
 - 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. The working group met on March 1, 2012. K. Schoenly has been working with A. Thomas to collect existing departmental transportation forms and procedures for required field trips. With the loss of the motor pool, the costs for providing transportation has shifted from the University-wide level down to the department-level without additional funding being allocated to cover transportation costs. A concern that faculty have regarding EO 1062 is the provision that states the campus “must provide for an alternate assignment for students unwilling to accept the risk of participation.” The Chancellor’s Office provided clarity that in the case where the field trip is a requirement for the degree, the provision applies to the specific field trip but not the degree requirement. In practice, this means that a student may opt out of a field trip to one site, but the student should know that they must complete the program requirement by participating in another field trip(s) either at another site or another time. A student not participating would receive an incomplete for failing to meet the field trip requirement as part of the requirement for the degree. H. Kornuta reiterated the importance of making sure the course syllabus includes clear language regarding the field trip requirement. The working group is developing a policy draft and it will be made available to the UEPC members for the next scheduled UEPC meeting.

- 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. The working group met on March 1, 2012. The policy draft will be made available to the UEPC members for the next scheduled UEPC meeting.
- D. Mandatory Advising Policy for Undeclared Students.** See item A. above.
- E. Policy for Declaration of Major.** See item A. above.
- F. Individual Study.** Deferred until the Provost forwards a draft policy revision for consideration.
- G. Program Suspension Policy.** The draft Policy for the Suspension and Discontinuance of Academic Programs needs further revision, removing the term “decision” and replacing it with “recommendation” when citing the role of the Provost. The draft will need to be updated to include the revised paragraph stated in the minutes of the previous meeting. Discussion will continue at the next scheduled UEPC meeting.
- H. Credit Hour Policy.** H. Kornuta requested that the UEPC members review the draft Credit Hour Policy and the draft revision to the Academic Calendar Policy in preparation for discussion at the next scheduled UEPC meeting.
- I. Academic Program Review.** H. Kornuta and E. Littlepage joined the UEPC to provide an overview of suggestions that have been made for improving the organization of the Academic Program Review (APR) process. The UEPC conducted an evaluation of the APR process in 2009, which resulted in recommendations for improvement including 1) alignment between annual reporting and APRs, 2) program reviews linked to planning/budget, 3) comparative data/external consultants, 4) “closing the loop,” 5) increased use of direct assessment methods, 6) Institutional Research (IR) data connected to student learning outcomes (SLOs), and 7) increased student participation. As a result of the feedback and recommendations, the following actions have been taken: 1) integration of the APR annual report processes, 2) reorganization of the APR procedures, 3) technology support for reporting (w-drive, TaskStream), 4) developing direct assessment methods (Assessment Facilitators), 5) technology support for assessment (TaskStream), 6) IR data linked to SLOs; electronic delivery of data, and 7) student participation in assessment of First-Year Experience/English. It was also suggested that the APR procedures could be more user-friendly. As a result of many presentations and discussions, the APR procedures have been reorganized by topics, external consultant’s role (previously external reviewer) has been clarified, the APR self-study template was created, and the Implementation Plan and Annual Report templates were revised. H. Kornuta is seeking general impressions from the UEPC and is planning to meet with the college deans and department chairs to update them on the revisions to the APR process. Initial feedback received from the UEPC members included comments that the redesign is helpful; aligning the APR process with accreditation schedules and integrating those two processes makes great sense; having a place to archive (w-drive; TaskStream) is helpful; the process is useful; there is a lot of information to digest and is somewhat overwhelming. Discussion will continue at the next scheduled UEPC meeting.

- J. Two-Pass Registration System.** Following the Academic Senate discussion regarding the Resolution for Two-Pass Registration System, it was suggested that the 12 unit marker for the first pass be revised to 9 units plus one course. Recognizing that the PeopleSoft system only deals with unit maximum amounts (as opposed to course maximum count), it was suggested that the resolution be revised to state 9 units for the first pass, the resolution be re-titled to include “one year pilot,” and to keep the revised registration priority order as seniors, master’s and credential students, juniors, sophomores, freshmen, and unclassified post baccalaureate students. The revised Resolution for Two-Pass Registration System (one year pilot) will be sent to the SEC for Academic Senate consideration.
- VI. New Business**
- A. Resolution for Enrollment Containment.** Deferred.
- B. Repeat Policy.** Deferred.
- VII. Subcommittee/Committee Reports.** Minutes were received from the Assessment of Student Learning Subcommittee (10/3/11, 11/7/11, 12/5/11), the Technology and Learning Subcommittee (2/2/12), and the University Writing Committee (2/7/12).
- VIII. Other (information only).** The next UEPC meeting is scheduled for Thursday, March 22, 2012, from 2:00-4:00 p.m., in MSR 200.
- IX. Adjournment.** The meeting adjourned at 4:06 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary