

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

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

Excused: M. Grobner, M. Salameh

Guests: B. Eudey, J. Sarraillé, D. Shimek

- I. **Call to Order.** K. Schoenly 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 27, 2014, were not available for review. Approval is deferred until the next scheduled meeting.
- IV. **Announcements/Reports.** It was announced that M. Grobner has been selected for jury duty, serving on a two month trial. He will not be able to attend the remaining spring UEPC meetings. The Committee on Committees is determining whether a replacement is needed.
- V. **Subcommittee/Committee Reports.**
 - A. **Assessment of Student Learning Subcommittee Minutes (12/11/13).** Minutes were received from the Assessment of Student Learning Subcommittee (12/11/13). The minutes were approved pending a correction of the term "roll" to "role."
 - B. **Technology and Learning Subcommittee Minutes (2/10/14).** Minutes were received and approved from the Technology and Learning Subcommittee (2/10/14).
 - C. **University Writing Committee Minutes (10/25/13, 12/13/13).** Minutes were received and approved from the University Writing Committee (10/25/13, 12/13/13).
- VI. **Old Business**
 - A. **Repeat Courses Policy.** L. Bernardo was unable to attend today's meeting and was not able to share the fall 2013 data on course repeats. This item is deferred until the next scheduled meeting.
 - B. **Student Fee Advisory Committee Guidelines and Procedures.** The UEPC members reviewed the most recent draft of the Student Fee Advisory Committee Guidelines and Procedures document. K. Schoenly will send an email to S. Espinoza, thanking her for incorporating all of the suggestions made by the UEPC, and thanking her for giving the UEPC an opportunity to review the document.
 - C. **Curriculum Policy for Selected Topics or Special Studies Courses.** B. Eudey joined the UEPC members to discuss Selected Topics and Special Studies Courses, specifically to request that curriculum policy be created for handling Selected Topics and Special Studies courses. Currently, there is common knowledge that a selected topics course may be offered

twice at the undergraduate level and once at the graduate level. Special Studies courses are not limited on how many times they can be offered. What isn't understood is the required approval process for these types of courses. It was stated that each college is able to determine how they wish to handle Selected Topics and Special Studies, whether these courses need to be reviewed by the college curriculum committee or be streamlined by allowing these types of courses to bypass that level of review and move immediately to the dean's review. The purpose of selected topics is to provide faculty with the opportunity to test out new courses and encourage new faculty to teach courses in their area of expertise. There is not a current policy in place specific to Selected Topics or Special Studies courses. It was suggested that a curriculum handbook be developed that would provide a central place for existing curriculum policies and best practices. The UEPC thanked B. Eudey for coming. Following discussion, the UEPC recommends flexibility and procedural simplicity for creating and teaching Selected Topics and Special Studies courses. K. Schoenly will prepare a statement and share it with the Academic Senate concerning these types of courses. Discussion will continue at the next scheduled UEPC meeting regarding the suggestion for developing a curriculum handbook.

- 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. The Faculty Budget Advisory Committee (FBAC) reviewed the new concentration proposal and has no fiscal concerns. FBAC reminded the UEPC that the Health Sciences degree included a proposed concentration on Health Education which wasn't supported by FBAC due to fiscal concerns. The Health Sciences degree with the Health and Leadership Administration concentration was approved for offering through University Extended Education as a self-support program of study. The Health Education concentration was not approved for state-side funding. FBAC suggested that Kinesiology consult with the School of Nursing since there may be some curriculum overlap. It was mentioned that the proposal indicates there are no new Library resources required for the new concentration. Whenever new faculty positions are requested, it usually indicates that additional library resources will be needed as well. The Library would like to plan for this. K. Schoenly encouraged the UEPC members to read through the proposal and the accompanying new course proposals. Discussion will continue at the next scheduled meeting.
- E. Instructor Withdrawal Policy.** A revised resolution and revised Instructor Withdrawal Policy was distributed to the UEPC members. Following discussion, it was suggested to add a specific time to the logon requirement, 48 hours after 8am (PST) on the first day of the semester. With that addition, the revised IW policy and resolution will be sent to the Senate Executive Committee for Academic Senate consideration.
- F. Course Proposal Procedures.** D. Shimek and J. Sarraillé joined the UEPC to discuss the revised Course Proposal Forms (New and Modified). The Senate Executive Committee asked that the draft forms be returned to the UEPC for continued discussions once it was brought to attention that the optimum and maximum class size columns were not included on the

revised forms. D. Shimek shared his recollection of the discussion with L. Johnson, former Chair of the UEPC, of whether or not the optimum/maximum class size should be included on the form. Class size is an item that is decided upon between the dean, department chair, and faculty member. The number indicated on the form is not a permanent decision on the size of the class, although faculty often perceive it as permanent because when they develop the pedagogy and marshal resources for a new course, class size needs to be taken into account. Once a course has been approved, the class size is determined in consultation with the dean, department chair, and faculty member. It is a violation of the faculty contract if the class size is changed without proper consultation between the dean, department chair, and the faculty member. The Data Element Dictionary, used to determine the course classification based on the method of instruction, uses the term “normal class size.” There is a section on the revised form that deals with enrollment planning for the proposed course (estimated annual enrollment; projected number of sections by term; expected faculty to student ratio per section). J. Sarraillé emphasized that faculty own the curriculum and that it is the faculty’s job, responsibility, and duty to meet the needs of the students through the curriculum. He contends that the optimum and maximum class size is part of the design of the course. If those numbers are not present, he feels that it is making it possible for managers to come in and change the course. D. Shimek agrees that faculty do own the curriculum and they do own the size of the class, but there is a consultative process in place between the dean, department chair, and the faculty member for determining the class size. Class size is not assigned at the course/catalog level in PeopleSoft. Class size is assigned at the schedule level. Much discussion followed as there is a need for faculty to retain such information when designing curriculum and incorporating pedagogy in their courses. Despite assurances by D. Shimek that course maxima are decided in consultation (between the dean, faculty, and department chair), faculty exchanged stories that such changes have occurred in the past. Contingent and tenure-track faculty are particularly at risk in this situation in that they may feel compelled to agree to a change that they are not comfortable with. D. Shimek will speak with the deans and the department chairs to address the importance of following the consultative process when determining class sizes. If the process is not working as it should, then it needs to be addressed. Discussion will continue at the next scheduled meeting.

- G. Syllabus Requirements.** It was suggested by the Senate Executive Committee (SEC) to add “learning goals” to the list of syllabus requirements. The UEPC members agreed. K. Schoenly will make the edit and return the resolution and policy to the SEC for Academic Senate consideration.

VII. New Business.

- A. Priority Registration for Super Seniors (150 units or more).** A request was received from the Associated Students, Inc. (ASI) via the Enrollment Management Committee concerning priority registration. Student leadership would like students who have completed 150 units or more to not receive priority registration. The students think the super seniors should not be allowed to register before all the other seniors who are trying to graduate timely. M. Jaasma shared that this request would affect approximately 70 students out of thousands. Both M. Jaasma and L. Bernardo have worked very closely with the super seniors and have been able to move them toward graduation. After 150 units, financial aid is no longer an option for these students. They are attending classes using their own financial means. It was suggested that the super seniors not be allowed to register during the first pass. J. Page

voiced concern over the suggestion. She will take the suggestion back to the ASI for further discussion. The UEPC will continue discussion once the ASI voice is known.

- B. Minimum GPAs for Minors.** Currently, there is no minimum GPA requirement for minors. Only two minor programs (Chemistry and Business) list a minimum GPA requirement for completion. Following discussion, it was agreed that a minor must have a minimum grade point average of a C-. Consultation with L. Bernardo will occur to determine if a new policy is required or if the GPA requirement for a minor can be added to an existing policy. Discussion will continue at the next scheduled meeting.
 - 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 27, 2014, from 2:00-4:00 p.m., in MSR 200.
- IX. Adjournment.** The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary