

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
April 5, 2012

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

Excused: R. Floyd

Guests: L. Bernardo

- I. **Call to Order.** B. Foreman called the meeting to order at 2:07 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed with the addition of V. Old Business, item I. Mandatory Advising Policy for Undeclared Majors and item J. Policy for Declaration of Major.
- III. **Approval of Minutes.** The minutes of March 22, 2012, were approved as distributed.
- IV. **Announcements/Reports.** K. Schoenly reported the Ad Hoc Committee on College Reorganization will be distributing its final report following spring break. L. Bernardo reported that priority registration for fall 2012 will be open May 7-16, allowing students to register for 10 units maximum during the first pass. There will be no waitlists available during the first pass. The second pass will begin May 17, allowing students to register for a maximum of 8 additional units and waitlists will be available.
- V. **Old Business**
 - A. **Super Senior Classification.** A. Strahm reported that this topic is being discussed within the Ad Hoc Advising Committee. General discussions and ideas have been posed including: 1) possibly developing policy; 2) possibly changing the elements of the current New Student Orientation (NSO) groups, offering instead more NSO opportunities with a smaller number of students attending; 3) possibly utilizing student interns from the College of Education to assist the Advising Resource Center (ARC) by holding walk-in advising sessions, with faculty from each college committing a few hours every couple of weeks to offer general advising in the ARC. She will keep the UEPC informed of developments.
 - B. **CSU Executive Order 1062 – Field Trip Policy and Procedure.** It was mentioned that there was research conducted last fall by G. Bolton regarding the current transportation issues with Enterprise. He would be willing to share his research findings during the next scheduled workgroup meeting. K. Stone requested that the draft Field Trip Policy and Procedure document be mapped to Executive Order 1062 and to Risk Management policies just so it is clear what is non-negotiable within the policy. H. Kornuta will have this available in advance of the next scheduled UEPC meeting.
 - C. **CSU Executive Order 1064 – Student Internships.** It was reported that this draft policy is still being developed by the workgroup. The working copy is available in Blackboard.

- D. Individual Study.** Discussion continued regarding the conflicting policies on Individual Study. There is a need to have all policies align for consistency. There is some disagreement amongst UEPC members over requiring that the Individual Study process needs to be consistent across colleges. Not all colleges treat Individual Study the same way from a budgetary perspective. For example, in the College of Natural Sciences, faculty do not receive pay for teaching Individual Study. If there is to be consistency across all colleges regarding Individual Study, then all colleges should offer faculty the same workload consistently. According to the memorandum from the Provost, the deans are responsible for enrollment management of their college. H. Kornuta will send a reminder to K. Schoenly and K. Stone to share the documents that are used by the College of Natural Sciences when students take an Individual Study course. It is agreed that the Individual Study policy needs to be consistent in all printed materials. H. Kornuta, B. Foreman, and an additional faculty member will meet to draft a revised policy to be considered by the UEPC.
- E. Program Suspension Policy.** Discussion continued regarding the current draft of the Policy for the Suspension and Discontinuance of Academic Programs. Additional edits were suggested to bring greater clarity. The policy will be placed in final form and resubmitted to the Academic Senate as a first reading item for the April 17, 2012, Academic Senate meeting.
- F. Credit Hour Policy.** H. Kornuta shared that as of July 1, 2011, federal law now requires all accredited institutions to comply with the federal definition of the credit hour. The credit hour is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement and also defined by an institutionally established equivalency that approximates not less than 1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or 2) at least an equivalent amount of work for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. At CSU Stanislaus, much of this language was included in the Academic Calendar Policy. We have been instructed by WASC and the CSU System to have a separate Credit Hour Policy. The draft policy lays out very specifically the number of hours required outside of the classroom for undergraduate, graduate, and doctoral students as found in the Academic Calendar Policy. One of the challenges is how the hour of classroom instruction translates to an online syllabus. UEPC members suggested that the policy include practices such as field trips, internships, and service learning instruction. It was requested that acknowledgement of the out of class time that faculty spend on instruction preparation be included in the policy draft. H. Kornuta responded that it is important to keep in mind the purpose of the Credit Hour Policy – to define the time required for students to achieve learning during the credit hours in their courses. Discussion will continue at the next scheduled UEPC meeting.
- G. Academic Program Review.** Deferred.
- H. Technology and Learning Subcommittee Clicker Report and Recommendation.** Deferred.
- I. Mandatory Advising Policy for Undeclared Students.** The Senate Executive Committee suggested revising the resolution to remove the last resolve which included language concerning funding. Following discussion, it was moved by A. Strahm, seconded by L.

Johnson, and voted unanimously to approve the revised resolution. The resolution will be forwarded for Academic Senate consideration.

- J. Policy for Declaration of Major.** B. Foreman made additional edits to the resolution, clarifying that a hold will be placed on student's registration if the student does not declare a major by the time specified in the policy. Following discussion, it was moved by A. Strahm, seconded by L. Johnson, and voted unanimously to approve the revised resolution. The resolution will be forwarded for Academic Senate consideration.

VI. New Business

A. Advising for Pre-Nursing Students. Deferred.

B. Waitlists. Deferred.

VII. Subcommittee/Committee Reports. None to report.

- VIII. Other (information only).** B. Foreman indicated that two items have moved from the Faculty Budget Advisory Committee: 1) Resolution on the Add/Drop Policy and 2) Resolution for the Bachelor of Science in Health Science. The first item will be placed on the next UEPC agenda to ensure that M. Khodabandeh is present for the discussion as it concerns students. The second item indicates FBAC recommendation of approval of the BS in Health Science for the self-support concentration only. This differs from the UEPC approval of the BS in Health Science with both concentrations. Discussion ensued regarding the proper procedure in bringing this forward to the Academic Senate. Following discussion, it was moved by A. Strahm, seconded by L. Johnson, and voted (with 1 opposition) to send forward to the Academic Senate the resolution from FBAC recommending the approval of the BS in Health Science with the self-support concentration only and the approval from the UEPC for the BS in Health Science with both state-support and self-support concentrations.

The next UEPC meeting is scheduled for Thursday, April 26, 2012, from 2:00-4:00 p.m., in MSR 200. The last meeting of the semester has been scheduled for Thursday, May 3, 2012, from 2:00-4:00 p.m., in **MSR 260** (MSR 200 was not available).

- IX. Adjournment.** The meeting adjourned at 4:20 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary