

California State University, Stanislaus  
University Educational Policies Committee  
Meeting Minutes  
May 8, 2014

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

Excused: V. Leyva

Guests: T. Gillihan, D. Shimek, C. Whitman

- I. **Call to Order.** K. Schoenly called the meeting to order at 2:00 p.m.
- II. **Approval of Agenda.** The agenda was approved with the addition of Old Business item E. Course Proposal Forms.
- III. **Approval of Minutes.** The minutes of April 10, 2014, were unavailable for review. R. Esau will send them to the UEPC members via email to be reviewed and approved.
- IV. **Announcements/Reports.** The Instructor Withdrawal Policy will be up for its second reading at the Academic Senate on 5/13/14. The Course Proposal forms were discussed during Senate and the UEPC has been requested to review the forms again.
- V. **Subcommittee/Committee Reports.**
  - A. **Assessment of Student Learning Subcommittee Minutes (3/3/14).** Minutes were reviewed and approved from the Assessment of Student Learning Subcommittee (3/3/14).
  - B. **General Education Subcommittee Minutes (3/11/14).** Minutes were reviewed and approved from the General Education Subcommittee (3/11/14).
  - C. **Graduate Council Minutes (3/20/14, 4/17/14).** Minutes were reviewed from the Graduate Council (3/20/14, 4/17/14).
  - D. **Technology and Learning Subcommittee Minutes (3/3/14).** Minutes were reviewed and approved from the Technology and Learning Subcommittee (3/3/14).
  - E. **University Writing Committee Minutes (2/28/14).** Minutes were reviewed and approved from the University Writing Committee (2/28/14).
- VI. **Old Business**
  - A. **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. It was agreed that a minor must have a minimum grade point average of 2.0. A policy and resolution for Minimum Grade Point Average for Minors will be drafted and reviewed at the next scheduled UEPC meeting. This will be a carry-over item for fall 2014.
  - B. **Instructional Technology Needs.** M. Jaasma withdrew this item from the agenda. There is no longer a need for this item to be discussed.

- C. Course Proposals.** The UEPC members examined the draft resolution submitted by B. Carroll. The resolution states that “decisions regarding approval or disapproval of a course proposal shall be made solely on the basis of the quality of the proposal” and that “the rationale for withholding approval of a course proposal shall be framed solely in terms of the quality of the proposal.” The UEPC is currently charged with looking at the merit of courses and programs, judging the quality of those programs and courses based on academic merit. It is the opinion of the UEPC members that the UEPC operates in tandem with the other established governance committee processes. The UEPC members feel this resolution reaffirms the process that is currently in place and does not warrant continued discussions. This item will be removed from the agenda.
- D. Two-Pass Registration System Report.** In anticipation of the Two-Pass Registration System one-year pilot coming to an end, K. Schoenly drafted a resolution and policy for the Two-Pass Registration System for the UEPC to review. Recognizing that we still aren’t offering enough classes to meet all the registration needs of our students, it was mentioned that students were receiving permission numbers during the first pass and not using them until the second pass, thus gaming the registration system in their favor. L. Bernardo suggested that the permission numbers expire after the first pass. Students will have to use them during the first pass or they will expire. They will then have to request another permission number for the second pass. Because our campus is not an impacted campus, we are required to take every student who qualifies and meets the posted enrollment deadlines. Transfer students have the highest priority, even over 4.0 freshmen. Following discussion, edits were made to the resolution and the policy. The revised resolution and policy will be forwarded to the Senate Executive Committee for Academic Senate consideration at the May 13, 2014, senate meeting.
- E. Course Proposal Forms.** The draft course proposal forms were shared at Academic Senate, causing a lively discussion concerning the asterisk and footnote which was added to the optimum and maximum class size columns. Some felt that it caused more confusion rather than clarification. It was also mentioned there is a lot of institutional memory concerning curriculum approval processes, but there is not a central place to have the approval processes written down. It was recommended that the UEPC take on the task of developing a document that contains processes and practices for curriculum approvals. M. Jaasma is seeking the UEPCs recommendation concerning the draft course proposal forms. The UEPC members reached consensus to remove the asterisk and footnote from the draft course proposal form. The course proposal form is a university form that is housed in the office of Academic Programs. It is the mechanism by which new courses are developed and existing courses are modified.

**VII. New Business.**

- A. Latin Honors.** The UEPC was asked to look at the current Latin Honors (Cum Laude, Magna Cum Laude, Summa Cum Laude) in comparison to the other CSU campuses and affirm that this is still what is best for our campus. This item will be a carry-over item to fall 2014.
- B. OIT Maintenance Days.** OIT is requesting that June 4-5, 2014, be designated as OIT Maintenance Days. Following discussion, it was moved by A. Strahm, seconded by M. Jaasma, and voted unanimously to approve June 4-5, 2014, as OIT Maintenance Days.

- C. Policy for Change of Major, Adding a Second Major, Adding an Additional Minor.** Deferred until fall 2014.
- D. Program Revision: Bachelor of Arts in Art, Concentration in Art History.** Deferred until fall 2014.
- E. 2013/14 Annual Report: Assessment of Student Learning Subcommittee.** The UEPC wishes to thank the members of the Assessment of Student Learning Subcommittee for their hard work and dedication. Following discussion, it was moved by A. Strahm, seconded by M. Jaasma, and voted unanimously to approve the 2013/14 Annual Report of the Assessment of Student Learning Subcommittee.
- F. 2013/14 Annual Report: General Education Subcommittee.** The UEPC wishes to thank the members of the General Education Subcommittee for their hard work and dedication. Following discussion, it was moved by A. Strahm, seconded by M. Hight, and voted unanimously to approve the 2013/14 Annual Report of the General Education Subcommittee.
- G. 2013/14 Annual Report: Technology and Learning Subcommittee.** The UEPC reviewed the 2013/14 Annual Report from the Technology and Learning Subcommittee, noting there was no student representative listed with the committee membership. Following discussion, it was moved by A. Strahm, seconded by S. Zong, and voted unanimously to accept the report with gratitude for the work that was conducted by the Technology and Learning Subcommittee during 2013/14.
- H. 2013/14 Annual Report: University Writing Committee.** The UEPC reviewed the 2013/14 Annual Report from the University Writing Committee. The UEPC commends the committee for its hard work and dedication. The UEPC would like to request that the UWC look at developing a fully online Writing Proficiency Screening Test so that fully online degree programs may be able to offer this testing option. It was noted that CJ 3700 was listed as being reviewed as a WP course. CJ 3700 is not a WP course. CJ 3170 is. It was moved by M. Jaasma, seconded by A. Strahm, and voted unanimously to approve the 2013/14 Annual Report of the University Writing Committee pending a correction of CJ 3700 to CJ 3170.
- I. 2013/14 Annual Report: University Educational Policies Committee.** K. Schoenly drafted the 2013/14 Annual Report for the University Educational Policies Committee. Following its review, the UEPC members suggested edits and corrections. The final version will be shared with the Academic Senate office and reported at the Spring 2014 General Faculty Meeting.
- J. Accessible Technology Report.** T. Gillihan, D. Shimek, and C. Whitman joined the UEPC to present the *Update on ADA Compliance & CSU Accessible Technology Initiative (ATI) Progress at CSU Stanislaus*. T. Gillihan joined OIT to work fully on the subject of accessibility. She is the central contact for accessibility on campus, serving as a resource for faculty. Her role is one of communication and awareness. She will be presenting resources to faculty at the New Faculty Orientation. She asked that the UEPC members look at the OIT website, reviewing the tutorials and general information regarding accessibility, and to let her know if anything is missing. It was suggested that faculty, perhaps, self-identify to their students if they have a known disability. This may help students to feel more comfortable in seeking out resources, services, and testing. T. Gillihan and M. Salameh will discuss further

communication ideas for the campus community. K. Schoenly thanked the guests for coming and updating the UEPC on the progress of the CSU Accessible Technology Initiative.

**VIII. Other (information only).** K. Schoenly thanked the members of the UEPC for their hard work and dedication during 2013/14. The members responded with thanks to K. Schoenly for his leadership. The UEPC will break for the summer and will resume its meeting schedule for 2014/15 on Thursday, August 28, 2014, from 2:00-4:00 p.m., in MSR 200.

**IX. Adjournment.** The meeting adjourned at 4:04 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

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