

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
August 22, 2013

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

Excused: G. Dinwiddie, J. Sankey, R. Werling

Guests: L. Bernardo

- I. **Call to Order.** K. Schoenly called the meeting to order at 2:04 p.m., welcoming everyone to the University Educational Policies Committee for 2013/14.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of April 25, 2013, were approved as distributed. The May 9, 2013, UEPC meeting was cancelled.
- IV. **Announcements/Reports.** K. Schoenly read the duties of the University Educational Policies Committee as published in the Constitution of the General Faculty.
- V. **Subcommittee/Committee Reports.**
 - A. **Assessment of Student Learning Subcommittee (4/10/13).** Minutes were received and approved from the Assessment of Student Learning Subcommittee (4/10/13).
 - B. **General Education Subcommittee (3/19/13).** Minutes were received and approved from the General Education Subcommittee (3/19/13).
- VI. **Old Business**
 - A. **CSU Executive Order 1064 – Student Internships.** At the conclusion of the spring 2013 UEPC meetings, it was determined that additional discussion was needed on the Draft Policy for Student Internships. L. Johnson sent questions to A. Thomas, J. Fox, D. Da Rosa, and M. Jaasma following the 4/25/13 UEPC meeting. The questions had to do with the following aspects of the draft policy: 1) The Executive Order defines an internship as "...an off-campus activity designed to serve educational purposes..." The policy brought to UEPC has expanded this definition to say "... an on- or off-campus activity..." What was the reason for inserting "on- or" in the Draft Policy for Student Internships? 2) Under scope of policy, it is indicated that the policy does not apply to students enrolled in nursing, allied health, social work, or education credential program. Are these programs exempt solely because they have other insurance coverage? Are there other programs that could be exempt because they can demonstrate adequate insurance coverage? 3) If students are working in regulatory agencies that provide insurance coverage, is compliance with our Internship Policy still required? 4) Are there specific course designations/numbers that would indicate a course that was required to comply with the policy? If so, specification of these in the policy might help faculty recognize when student placements are subject to the policy. M. Jaasma will confer with A. Thomas to address these questions. J. Fox will be invited for a time certain at the

- next scheduled UEPC meeting to demonstrate the S4 Database, a database that has been created by CSU Monterey Bay for the purpose of capturing and sharing student internship data in an organized, systematic, and centralized manner. Discussion will continue at the next scheduled UEPC meeting.
- B. Waitlists.** C. De Vries submitted a document “Waitlisting Strategies Under the Two-Pass Enrollment System” to the UEPC on March 20, 2012. The 2011/12 and 2012/13 UEPC members deferred discussion of the document pending results of the Two-Pass Registration System Review by Enrollment Services. The review has been conducted and is discussed in agenda item VI. C. One of the scenarios presented in the document – Scenario 1: No Waitlists in First-Pass Registration – is how the two-pass registration system is set up currently. It is working well. No further discussion is required by the UEPC. This item will be removed from the agenda.
- C. Two-Pass Registration System Review.** During spring 2013, the Office of Institutional Research in cooperation with Enrollment Services, developed and administered the “Two-Pass Registration Process Survey” in order to gather feedback from students concerning their experiences and perceptions of the process. Based on results of the survey, the Enrollment Management Committee made the following recommendations to the UEPC concerning the Two-Pass Registration System: 1) Retain the 2-Pass System but change the first pass to 12 units. 2) Continue to have registration appointments for both passes. 3) Allow waitlists with the first pass; however, waitlists will not be rolled until after the 2nd pass is completed. Discussion ensued concerning the recommendations. L. Bernardo reported there was a marked decrease in student phone calls during the two-pass registration process, indicating that students were generally more successful in registering for the courses they needed. It was suggested that the survey results be shared as a discussion item during Academic Senate. Following discussion, K. Schoenly will present the survey results and recommendations to the Senate Executive Committee on September 10, 2013. It was noted if there are any changes to be made to the pilot two-pass registration process, a decision and approval will need to be in place before the end of September in order to set up the registration process for spring 2014 registration (i.e., if the recommendation to increase the units to 12 on the first pass is accepted, that change will need to receive final approval from the President before the end of September in order to make the changes in the programming for the two-pass registration system). Discussion will continue at the next scheduled UEPC meeting.
- D. 27/AS/11/UEPC – Add/Drop Policy.** The UEPC members reviewed the latest version of the 27/AS/11/UEPC Add/Drop Policy that contained text changes and recommendations from the Faculty Budget Advisory Committee. If approved, the policy was going to result in charging students a small fee for adding or dropping a course(s) after the add/drop deadline. The policy was an attempt to deter students from adding or dropping courses after the established deadline. Following discussion, it was determined that the policy was not going to achieve the results the UEPC was hoping to achieve. The UEPC members agreed to table this item.
- E. Repeat Courses Policy.** Deferred.
- F. 11/AS/08/UEPC – Instructional Materials Accessibility Policy.** Deferred.

- G. **OIT Maintenance Days for 2014/15 and 2015/16.** Deferred.
 - H. **Course Proposal Procedures.** Deferred.
 - I. **Syllabus Requirements.** Deferred.
 - J. **Affirmative Action Committee Report.** Deferred.
 - K. **G.E. Goals and Outcomes.** Deferred.
 - L. **G.E. Infrastructure and Assessment.** Deferred.
 - M. **Rationale for Prioritizing Room Assignments.** Deferred.
 - N. **XX/AS/13/FBAC – Local Policy Governing Special Sessions Degree and Academic Certificate Programs Offered Through University Extended Education.** Deferred.
 - O. **Grade Appeal Policy.** Deferred.
 - P. **Student Fee Advisory Committee Guidelines and Procedures.** Deferred.
 - Q. **Curriculum Policy for Selected Topics or Special Studies Courses.** Deferred.
- VII. **New Business**
- A. **Election of RSCAPC Representative from UEPC to Serve During 2013/14.** K. Schoenly will work on securing a UEPC representative to serve on the Research, Scholarship, and Creative Activities Policy Committee during 2013/14.
- VIII. **Other (information only).** The next UEPC meeting is scheduled for Thursday, September 12, 2013, 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