

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
September 12, 2013

Present: R. Esau (recording), G. Dinwiddie, J. Garcia, M. Grobner, M. Hight, M. Jaasma, I. Littlewood, M. Salameh, K. Schoenly, A. Strahm, S. Wood (proxy for R. Werling), S. Zong

Excused: R. Werling

Guests: L. Bernardo, J. Fox

- I. **Call to Order.** K. Schoenly called the meeting to order at 2:02 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of August 22, 2013, were approved as distributed.
- IV. **Announcements/Reports.** K. Schoenly acknowledged I. Littlewood, serving in the place of J. Sankey as the College of Science representative for fall 2013 and thanked M. Grobner who agreed to serve as the UEPC representative for the Research, Scholarship, and Creative Activity Policies Committee (RSCAPC) (item VI. P. below). J. Sankey will return to the UEPC during spring 2014. The UEPC members welcomed S. Wood, proxy for R. Werling.
- V. **Subcommittee/Committee Reports.** None to report.
- VI. **Old Business**
 - A. **CSU Executive Order 1064 – Student Internships.** J. Fox joined the UEPC to demonstrate the S4 Database. The S4 Database is a CSU System database created for the purpose of capturing and sharing student internship data in an organized, systematic, and centralized manner. The database is currently in its testing phase. Our campus was one of the first campuses to test the software. Four service learning classes have been added to the test site. Students are able to sign the Liability Waiver Form online. All of the community partners that Service Learning currently has agreements with (Memorandums of Understanding) are placed in the database and include details that students would find helpful as they make informed choices for where to conduct service learning. The database will work for internship sites as well and the system will clearly differentiate between internship sites and service learning sites. The software will allow details and special instructions to be added to each site as needed (e.g., if a site requires fingerprinting and social security information, that will be clearly identified so that the student is informed of the requirements prior to signing up for the site). J. Fox said the testing phase has been working well. It is not known when the S4 Database will go live, but she suspects it will be ready for systemwide implementation in fall 2014. K. Schoenly thanked J. Fox for joining the UEPC. He requested that the UEPC members be prepared to devote a large portion of time to discuss the current Draft Policy for Student Internships and the Draft Policy for Service Learning Placements at the next scheduled UEPC meeting.

- B. Two-Pass Registration System Review.** K. Schoenly shared the survey results and recommendations to the Senate Executive Committee (SEC) from September 10, 2013. The SEC recommended that UEPC prepare a new resolution for Academic Senate discussion and then move it to a first reading item at the September 17, 2013, Academic Senate meeting. A draft resolution was shared with the UEPC members. Following discussion, it was moved by A. Strahm and seconded by I. Littlewood to approve the Resolution for Two-Pass Registration System (one year pilot) with revisions as follows: 1) allow students to register for 12 units during the first round of registration; 2) that the two-pass registration system be effective beginning with Spring 2014 registration cycle and be used for two registration cycles; and 3) that a review of the registration system be conducted in order to assess its overall effectiveness for students and administration. The motion passed with 10 yes votes and 1 abstention. The resolution will be finalized and forwarded for Academic Senate consideration.
- C. Repeat Courses Policy.** Deferred.
- D. 11/AS/08/UEPC – Instructional Materials Accessibility Policy.** Deferred.
- E. OIT Maintenance Days for 2014/15 and 2015/16.** Deferred.
- F. Course Proposal Procedures.** Deferred.
- G. Syllabus Requirements.** Deferred.
- H. Affirmative Action Committee Report.** Deferred.
- I. G.E. Goals and Outcomes.** Deferred.
- J. G.E. Infrastructure and Assessment.** Deferred.
- K. Rationale for Prioritizing Room Assignments.** Deferred.
- L. XX/AS/13/FBAC – Local Policy Governing Special Sessions Degree and Academic Certificate Programs Offered Through University Extended Education.** The Senate Executive Committee requested the UEPC review the Local Policy Governing Special Sessions Degree and Academic Certificate Programs Offered Through University Extended Education prepared by the Faculty Budget Advisory Committee (FBAC). Following discussion, it was moved by M. Grobner and seconded by M. Jaasma to approve the policy (10 yes votes, 1 abstention). Notification of approval will be sent to D. Lindsay, chair of FBAC for 2013/14.
- M. Grade Appeal Policy.** Deferred.
- N. Student Fee Advisory Committee Guidelines and Procedures.** Deferred.
- O. Curriculum Policy for Selected Topics or Special Studies Courses.** Deferred.

P. Election of RSCAPC Representative from UEPC to Serve During 2013/14. K. Schoenly announced that M. Grobner volunteered to be the RSCAPC representative from the UEPC during 2013/14.

VII. New Business. None to report.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, September 26, 2013, from 2:00-4:00 p.m., in MSR 200.

IX. Adjournment. The meeting adjourned at 3:53 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

:rle