

California State University, Stanislaus  
University Educational Policies Committee  
Meeting Minutes  
**September 26, 2013**

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

Excused: G. Dinwiddie

- 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 September 12, 2013, were approved as distributed.
- IV. **Announcements/Reports.** K. Schoenly announced the 2-Pass Registration System Resolution went through a discussion and first reading during Academic Senate without any voiced concerns or issues. It was recommended that another survey be taken following the pilot. The resolution will go to a second reading at the October 1, 2013, Academic Senate meeting. D. Shimek and C. Whitman will be joining the UEPC at its October 10, 2013, meeting for a time certain at 2:30 p.m. J. Page, member of the Associated Students, Inc. Board of Directors for Business, will be joining the UEPC meetings at 3:15 p.m. in order to allow M. Salameh, the Associated Students, Inc. President, to attend class.
- V. **Subcommittee/Committee Reports.**
  - A. **Assessment of Student Learning Subcommittee (5/1/13).** Minutes were received and approved from the Assessment of Student Learning Subcommittee (5/1/13).
  - B. **General Education Subcommittee (5/15/13).** Minutes were received and approved from the General Education Subcommittee (5/15/13).
  - C. **Graduate Council Minutes (4/18/13).** Minutes were received and reviewed from the Graduate Council (4/18/13).
  - D. **Technology and Learning Subcommittee (11/2/12).** Minutes were received and approved from the Technology and Learning Subcommittee (11/2/12).
  - E. **University Writing Committee (4/9/13, 5/7/13).** Minutes were received and approved from the University Writing Committee (4/9/13, 5/7/13).
- VI. **Old Business**
  - A. **CSU Executive Order 1064 – Student Internships.** The UEPC members reviewed the draft Policy for Student Internships. Edits were suggested for item E. 3. b), changing the sentence to read “an evaluation of the facility to identify potential risks [and how they should be mitigated].” Following discussion, it was moved by A. Strahm, seconded by M. Jaasma, and voted unanimously to approve the policy with the edit. The UEPC also reviewed the draft Policy for Service Learning Student Placements. Edits were suggested for item E. 2. b), changing the sentence to read “an evaluation of the facility to identify potential risks.” Following discussion, it was moved by A. Strahm and seconded by M. Grobner to approve the policy with the edit. The motion passed with 9 affirmative votes and 1 abstention. The

- policies will be revised as noted and will be forwarded to the Senate Executive Committee for Academic Senate consideration. The UEPC members reviewed the accompanying procedures document, the *Memorandum of Understanding (MOU) for Student Placements in Applied Settings*. It was suggested to revise section III. B. to read “UNIVERSITY will assign STUDENT(S) to the AGENCY from one or more academic programs” and to change the length of agreement term to begin in August instead of September due to the beginning of the fall semester being in August instead of September – a one year term beginning with the start of the fall semester. The remaining procedural documents—Student Internship Agreement and Service Learning Student Agreement—will be reviewed at the next scheduled UEPC meeting.
- B. Repeat Courses Policy.** The UEPC is ready to move forward with a revision to the current Repeat Courses Policy but cannot do so until L. Bernardo is able to confirm whether it’s possible to allow registration for courses being repeated for the second time (course taken once, repeated once, then repeated again for a second time for academic credit) to occur only during the second round of registration. Discussion will continue at the next scheduled UEPC meeting.
- C. 11/AS/08/UEPC – Instructional Materials Accessibility Policy.** K. Schoenly will draft the annual report for the Provost based on the summaries received from the Office of Information Technology, the Library, and the Disability Resource Center. The draft report will be reviewed at the next scheduled UEPC meeting.
- D. OIT Maintenance Days for 2014/15 and 2015/16.** The UEPC has received a request from C. Gonzalez, the Executive in Charge of University Extended Education, to move the OIT Maintenance Days for Spring 2014 from January 16-17, 2014, to December 26-27, 2013, citing concerns with classes being conducted during Winter Intersession using Blackboard. Following discussion, the UEPC sees no detriment from a faculty perspective to having the OIT Maintenance Days moved to December; however, because the dates do not conform to the current Academic Calendar Policy, discussion will continue at the next scheduled UEPC concerning the Academic Calendar Policy. The UEPC will invite B. Duggan, C. Gonzalez, and C. Whitman for a time certain to discuss possible changes needed for the Academic Calendar Policy in order to satisfy the current request for changing the OIT Maintenance Days.
- E. Course Proposal Procedures.** Deferred.
- F. Syllabus Requirements.** Deferred.
- G. Affirmative Action Committee Report.** Deferred.
- H. G.E. Goals and Outcomes.** Deferred.
- I. G.E. Infrastructure and Assessment.** Deferred.
- J. Rationale for Prioritizing Room Assignments.** Deferred.

- K. Grade Appeal Policy.** Deferred.
- L. Student Fee Advisory Committee Guidelines and Procedures.** Deferred.
- M. Curriculum Policy for Selected Topics or Special Studies Courses.** Deferred.
- VII. New Business.** None to report.
- VIII. Other (information only).** The next UEPC meeting is scheduled for Thursday, October 10, 2013, from 2:00-4:00 p.m., in MSR 200.
- IX. Adjournment.** The meeting adjourned at 3:56 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

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