

University Educational Policies Committee
California State University, Stanislaus
Meeting Minutes
January 28, 2016

Present: L. Bettencourt, L. French, K. Hoover, M. Jaasma, K. Liu, N. Mostajo, S. Schraeder (recording), K. Stone, M. Thomas, M. Thompson, R. Werling, S. Zong

- I. **Call to Order.** K. Stone called the meeting to order at 2:02 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed with revisions. The Technology and Learning Subcommittee Year-End Report for 2014/15 agenda item was completed on December 10, 2015. The agenda item will be removed from the UEPC agenda for January 28, 2015.
- III. **Approval of Minutes.** The minutes of December 10, 2015 were approved as distributed.
- IV. **Announcements/Reports.** K. Stone reported that Academic Senate welcomes suggestions for ways to spend Student Success funds. Suggestions should be sent to the Senate Executive Committee, Vice President Suzanne Espinoza, and Provost Strong.
- V. **Subcommittee/Committee Reports**
 - A. **University Writing Committee Minutes (10/15/15).** Deferred until revisions for the minutes of October 15, 2015 are received by the UEPC.
- VI. **Old Business**
 - A. **Policy for Change of Major, Adding a Second Major, Adding an Additional Minor.** In 2014, the UEPC forwarded a memo to the Academic Senate in regards to students changing majors, adding a second major, and adding an additional minor. The policy stated that “students who have reached 90 units and wish to change their major or add a minor or second major, are required to develop a plan to demonstrate they can complete the new major or minor by the time they reach 140 units. This plan must be approved by the new department chair and dean. Exceptions to this policy must be approved by the new department chair and dean.” The Academic Senate returned the policy to the UEPC and requested that the policy be accompanied by data that shows that the policy is needed at Stanislaus State. L. Bernardo reported that she and J. Tillman met to discuss data collection about changes of major, additions of a second major, and additions of additional minors. They determined that data collection requires additional support from the Office of Information Technology. L. Bernardo will submit a request for further assistance. Bernardo reported that Harold Stanislaw (Professor, Psychology) has been receiving data about STEM students changing majors for the last three years and that this data might be useful for the UEPC as well. Bernardo will review Dr. Stanislaw’s data to see if it would be useful to the UEPC and report on the status of the data collection at the next scheduled meeting.
 - B. **Academic Program Review: Cognitive Studies (BA).** After the completion of an Academic Program Review, it was recommended that the Cognitive Studies degree program be considered for suspension. However, after completing the Special Program Review, the Dean recommended that the program not be suspended. K. Stone reported that Dean

Grobner, College of Science, is looking to reinvigorate the Cognitive Studies (BA) and that Provost Strong has submitted a letter of support of reinvigorating the program. The UEPC will no longer be required to review the program unless further requests are submitted.

- C. Course Time Modules.** Discussions about a process to develop a new policy for a revised policy for course time modules at Stanislaus State continued. K. Stone noted that suggestions offered by the Office of Enrollment Services were useful. Stone suggested that she work with Enrollment Services further to develop revised time modules, and that she represent the reasons for the necessity to revisit the course time modules and the suggested solutions to Academic Senate as an information item. Members agreed that this was a useful way to receive feedback about course time modules. Discussion will continue at the next meeting and after the Academic Senate reviewed the information.
- D. Draft Calendar for College Year 2019-2020.** Discussion about the draft calendar for College Year 2019-2020 continued. Members continued to explore the possibility of a non-instructional day the day before Thanksgiving. In order to preserve the equal number of instructional Wednesdays in the semester, if the Wednesday before Thanksgiving was a white day, a Tuesday would have to operate on a Wednesday schedule. This option was not supported by UEPC. K. Hoover motioned to maintain the current draft of the calendar without developing an additional non-instructional day and to accept the draft calendar for College Year 2019-2020. L. Bettencourt seconded and the committee voted to unanimously approve the motion. The draft calendar will be forwarded to the Academic Senate with an attachment of the campus calendar policy as an information item.
- E. New Grading Option.** The discussion of potential changes in Title 5 affecting passing grades in the Golden Four led to the request to add this item to the UEPC agenda. No further instruction has been received by the committee about potential changes. The item will be deferred and removed from the agenda until more definitive information is provided to the UEPC.
- F. Academic Program Review Timeline.** M. Jaasma reported that there were some additional revisions to the Academic Program Review Timeline. Jaasma noted that three units of assigned time will be given to all departments. The term “external reviewers” was revised to “external consultants.” Lastly, it was noted that the implementation plan was moved from the Provost level to the dean level. Committee members reviewed revisions to the timeline and a discussion occurred about the process of requesting external consultants. It was noted that the language for requesting external consultants should be more direct. The committee offered the use of the following language: “The department chair/program administrator requests that the college dean facilitate an external evaluation of the program.” M. Jaasma will submit a single document with revisions included as track changes (line in, line out) at the next scheduled meeting.
- G. Individual Study Policy and Form Discrepancy.** The committee continued its discussion about the required approvals for Individual Study requests. The course number, 6980, is listed in the policy but not included on the request form. S. Schraeder reported that per the curriculum records a 6980 course was last offered in the early 2000s. M. Thomas motioned, L. Bettencourt seconded, and it was voted unanimously to remove the “6980” course number

from the policy. Members will request feedback from their departments. K. Stone will present this item as an information item at the next Academic Senate meeting. L. Bernardo will provide K. Stone with data on Individual Study courses.

VII. New Business

A. New Academic Certificate: Live Sound and Recording Arts Technician Certificate. The committee discussed the proposal for the new academic certificate. The committee completed the first reading of the proposal. K. Stone will send a memo to the chair of the music department to request clarifications about parts of the proposal. Discussion of this item will continue when clarifications have been provided to the UEPC.

B. Policy for Repeat/Replace Course Grades. A concern about the policy for repeating/replacing course grades was brought to the UEPC chair. The current petition form requires signatures from the major advisor and the Director of Enrollment Services. It was noted that the department for the course replacement request is not consulted. L. Bernardo will ensure the back of the petition form clearly identifies which signatures are required for a specific petition. Additionally, Bernardo will replace the “Winter Term” line with “Course Replacement Request” and request for signatures from the “Major Chair,” the “Dept. Chair of Course Replacement Request,” and the “Director of Enrollment Services” for undergraduate and post bac students. K. Stone noted that the revisions to the form do not require policy revisions. The revised form will be reviewed at the next schedule UEPC meeting.

C. Review Process for Selected and Special Topics Courses. Deferred.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, February 11, 2016 from 2:00 to 4:00 pm in MSR 200.

IX. Adjournment. The meeting adjourned at 4:03 p.m.

Respectfully submitted,

Sarah Schraeder, Recording Secretary