

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
October 8, 2015

Present: L. Bernardo, L. Bettencourt, R. Esau (recording), L. French, K. Hoover, C. Kang, K. Liu, N. Mostajo, S. Schraeder (recording), K. Stone, M. Thompson, R. Werling, S. Zong

Excused: M. Jaasma, M. Thomas

- I. **Call to Order.** K. Stone called the meeting to order at 2:00 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of September 24, 2015, were approved as distributed.
- IV. **Announcements/Reports.** L. Bernardo announced that priority registration appointments for Spring 2016 are being sent out to students tomorrow, 10/9/15. Registration for Spring 2016 opens on 11/4/15. N. Mostajo announced there will be an open forum on academic advising on Tuesday, 11/10/15, from 1:00-3:00 p.m., in the Event Center. It is open to everyone.
- V. **Subcommittee/Committee Reports.**
 - A. **Assessment of Student Learning Subcommittee Minutes (4/29/15).** The Assessment of Student Learning Subcommittee minutes of 4/29/15 were reviewed and approved with a correction to a typo in item IV. C.
 - B. **General Education Subcommittee Minutes (4/28/15, 9/4/15).** The General Education Subcommittee minutes of 4/28/15 and 9/4/15 were reviewed and approved.
 - C. **Graduate Council Minutes (4/30/15).** The Graduate Council minutes from 4/30/15 were reviewed.
 - D. **Technology and Learning Subcommittee Minutes (4/23/15).** The Technology and Learning Subcommittee Minutes of 4/23/15 were reviewed and approved. K. Stone will seek clarification regarding the Technology Service Agreement.
 - E. **University Writing Committee Minutes (4/21/15).** The University Writing Committee minutes of 4/21/15 were reviewed and approved. Discussion ensued regarding item 5.a. *Meeting with the Student Success Committee.* Currently, a passing score on the Writing Proficiency Screening Test is required before students can take a Writing Proficiency course (WP Course). This requirement is detailed in the current Graduate Writing Assessment Requirement (GWAR) Policy – 7/AS/07/UWC/UEPC. A Senate resolution would be needed in order to change the GWAR. The GWAR is subject to periodic review and evaluation at least every five years, as stipulated in Executive Order 665. K. Stone will contact the co-chairs of the UWC to ask when the last review of the GWAR has been conducted.
- VI. **Old Business**

- A. Policy for Change of Major, Adding a Second Major, Adding an Additional Minor.** Deferred until data is available for review in early November 2015.
- B. Academic Program Review: Cognitive Studies (BA).** This item is deferred until the review process has been completed and a recommendation has been forwarded to the UEPC.
- C. Technology and Learning Subcommittee Year-End Report for 2014/15.** The UEPC requested that the Technology and Learning Subcommittee Year-End Report for 2014/15 be revised and resubmitted. K. Stone met with the Technology and Learning Subcommittee chairs. There is hesitancy to rewrite the year-end report, but the subcommittee members agreed to prepare an addendum that will offer the clarification that is needed. This item is deferred until the addendum is received.
- D. Review of the Two-Pass Registration System.** A memorandum was received from VP Espinoza dated October 1, 2015, summarizing the results of the review of the available data of the Two-Pass Registration System. Based on the review, there is no evidence to suggest that any group of students is systematically disadvantaged by the current two-pass registration system. The data do not suggest any relative disadvantage for students based on their registration priority (freshman, sophomore, junior, senior). While individual students may experience challenges in adjusting their personal, work, and academic schedules to accommodate course availability, there are no groups of students who are systematically disadvantaged by the two-pass registration process. The recommendation is to continue the two-pass registration process as it is currently implemented. It was the consensus of the UEPC that enough data has been collected to respond to President Sheley's concerns: 1) Are freshmen and sophomores, even if satisfied, disadvantaged by the current system? 2) Does the number of students in pursuit of multiple majors and/or minors impact registration and progress-to-degree? 3) How about our approach to repeated courses? 4) Are our efforts to address bottlenecks in our course scheduling helping our student's progress toward graduation? K. Stone will draft a resolution and will have it available for review and continued discussion at the next scheduled UEPC meeting.
- E. Course Time Modules.** The current 15 Week Time Modules: Class Scheduling Options by Units & Days Per Week was created in response to the conversion of the 15-Week semester calendar from the previous 4-1-4 Calendar. The modules were modeled after the Senate approved Scheduling Parameters dated November 7, 2005, which detailed parameters for scheduling daytime classes; evening classes; three- and four-units, four days per week classes; laboratories; exceptions; and additional space. The current modules were briefly discussed in the UEPC and at Academic Senate, but they were never made into formal policy. Due to the lack of formal policy and procedures, requests to schedule classes outside of the regular modules are creating inefficiencies. The Ad Astra consulting firm hired to analyze the Schedule of Classes and room capacity from the last 5 years reported that we are not utilizing classroom space well. In order to address the challenges in utilizing classroom space effectively and efficiently, the UEPC has been asked to review scheduling parameters from other CSU campuses to determine if there may be a better model to follow for class scheduling. Following discussion, the UEPC asked L. Bernardo, N. Dunavan, and J. Tillman to study the current time modules and recommend changes in the current time modules that would utilize classroom space more efficiently. The UEPC will then use their

recommendation as a starting point to begin developing an Academic Senate and President approved campus policy for course time modules.

VII. New Business.

- A. Course Proposal Form and GE Goals and Outcomes.** A memorandum dated September 24, 2015, was received from the G.E. Subcommittee. Chair Davis proposed making an addition to the New Course Proposal Form and the Modified Course Proposal Form that would add instructions for preparers to address the new G.E. Goals and Outcomes. R. Esau and S. Schraeder will prepare a draft of each of the forms, indicating how it will look with the descriptive instructions added to the G.E. section. The UEPC will review the drafts at the next scheduled meeting. These documents will be shared with VP Shimek and CFA President Sarraille prior to implementation.
- B. New Concentration: Bachelor of Arts/Bachelor of Science in Chemistry, Concentration in Biochemistry.** The UEPC members reviewed the proposed New Concentration in Biochemistry for the Bachelor of Arts and the Bachelor of Science in Chemistry as a first reading item. The addition of a Biochemistry concentration will give chemistry majors the opportunity to gain an increased background in biochemistry. This will serve students interested in pursuing graduate school in biochemistry or molecular biology. Many of the chemistry majors are preparing for professional programs in health fields such as pharmacy, medicine, dentistry, etc. These professional school programs have prerequisites that align with the biochemistry curriculum. There is anticipation that offering a Biochemistry concentration will also attract students to the Chemistry major, especially those with an interest in both Chemistry and Biology. The American Chemical Society recommends the addition of such concentrations to offer more focused opportunities to undergraduates. The UEPC will continue its review at the next scheduled UEPC meeting.
- C. Program Revision: Bachelor of Arts in Chemistry / Bachelor of Arts in Chemistry, concentration in Biochemistry.** The UEPC members reviewed the Program Revision for the Bachelor of Arts in Chemistry as well as the addition of the proposed New Concentration in Biochemistry to the Bachelor of Arts (BA) in Chemistry. The Biochemistry concentration will be an option to the BA Chemistry majors. The revision to the major will bring the program into better alignment with the concentration and the American Chemical Society guidelines. The Bachelor of Arts students will no longer be required to complete Instrumental Analysis, but, instead, will take Applied Instrumental Methods, which will focus less on the inner workings of instrumentation, and more on the interpretation of data obtained from such instruments. This approach will better serve both BA students who are pursuing the concentration in Biochemistry and those that are not. The BA students will also take Biophysical Chemistry instead of taking a full year of Physical Chemistry lecture and lab. Biophysical Chemistry will offer BA students a wide breadth of knowledge of Physical Chemistry in the context of Biochemistry. The UEPC will continue its review at the next scheduled UEPC meeting.
- D. Program Revision: Bachelor of Science in Chemistry / Bachelor of Science in Chemistry, concentration in Biochemistry.** The UEPC members reviewed the Program Revision for the Bachelor of Science in Chemistry as well as the addition of the proposed New Concentration in Biochemistry to the Bachelor of Science (BS) in Chemistry. The Biochemistry concentration will be an option to the BS Chemistry majors. The revision to the major will bring the

program into better alignment with the concentration and the American Chemical Society guidelines. The Writing Proficiency component of Biochemistry II is being removed and is proposed to be added to the Instrumental Analysis course. The course will undergo review from the University Writing Committee for WP applicability. If approved, the addition of the WP status will ensure that all of the BS Chemistry majors will take a WP course within the major, which will better prepare them for graduate school or other professional endeavors following graduation. The UEPC will continue its review at the next scheduled UEPC meeting.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, October 22, 2015, from 2:00-4:00 p.m., in MSR 200.

IX. Adjournment. The meeting adjourned at 4:02 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

:rle