

University Educational Policies Committee
California State University, Stanislaus
Meeting Minutes
December 10, 2015

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

Excused: K. Stone

- I. **Call to Order.** M. Thomas, Chair-Elect, called the meeting to order at 2:01 p.m., in the absence of K. Stone, Chair, who was unable to attend due to a conflicting meeting.
- II. **Approval of Agenda.** The agenda was approved as distributed with the revisions.
- III. **Approval of Minutes.** The minutes of November 12, 2015 were approved as distributed.
- IV. **Announcements/Reports.** None to report.
- 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.** Deferred until data is available for review.
 - B. **Academic Program Review: Cognitive Studies (BA).** The UEPC will review a memorandum from M. Grobner, Interim Dean of the College of Science, sent to K. Stone at the next scheduled UEPC meeting.
 - C. **Technology and Learning Subcommittee Year-End Report for 2014/15.** The revised Technology and Learning Services Year-End Report for 2014/15 was reviewed by the UEPC. It was noted that the report included the additional information requested. It was moved by L. Bettencourt, seconded by L. French, and voted unanimously to approve the revised report.
 - D. **Course Time Modules.** The UEPC continued discussing the development of a 15-week course time module and the revision to the Course Time Module policy (19-A-05-SEC). The fall 2015 course schedule grid was reviewed. A discussion occurred about the classroom sizes and the number of students enrolled in the courses. There was a discussion about whether a university-wide task force should be created or if the UEPC should send a revised policy to the SEC for Academic Senate discussion. M. Thomas will draft a letter to call for a university-wide task force to be created. The UEPC will continue discussion at the next scheduled meeting.
 - E. **Draft Calendar for College Year 2019-2020.** The UEPC continued discussion about the draft calendar for the College Year 2019-2020. The issue of adding a non-instructional day on the

Wednesday before Thanksgiving to the 2019-20 College Year Calendar was discussed. The Stanislaus State Academic Calendar Policy, the Reading Day history document, and other Bb documents were reviewed by members. The UEPC will continue its review of the College Year 2019-2020 calendar at the next scheduled UEPC meeting.

F. New Grading Option. Deferred until more information is available.

G. Academic Program Review Timeline. The SEC requested that the UEPC review the Academic Program Review Timeline. It was noted that the Graduate Council is currently reviewing the timeline as well. The new timeline includes changes to when departments send a preliminary self-study report and supporting materials to their college dean. It also notes that electronic copies will be sent by the college dean to the Graduate Council, the Office of Assessment, and the GE Subcommittee when the paper copy is sent to the college dean's office. The Office of Assessment forwards the self-study to UEPC (if requested), GE Subcommittee, and Graduate Council (as applicable). Additionally, the new timeline moves the discussion of final implementation plans from the late fall (Year 8) with the Provost back to early spring (Year 7) with the department's college dean. It was noted that the change should allow APR implementation plans to be coordinated with the college dean's knowledge of college budgets and agreed upon early enough for action to be taken. A brief discussion occurred about the changes in the timeline. Members will bring back information to their departments and return to the next UEPC meeting with any comments. The UEPC will continue its review of the timeline at the next scheduled UEPC meeting.

VII. New Business

A. Individual Study Policy and Form Discrepancy. The UEPC was asked to review the current Individual Study Policy and Individual Study Request form because the college dean approval process is not consistent. The policy (4/AS/05/UEPC) indicates that Individual Study during the Summer Term also requires a Dean's signature, however, the form indicates that the college dean's signature is necessary "as required by College." A discussion occurred about the college budget for and approval of Individual Study courses and about the roles of the college dean and the department chairs when approving Individual Study course request. It was noted that it would be useful to determine the rationale for the 2005 policy revision to require the Dean's signature for summer terms. A discussion occurred about the various reasons that college deans should approve all Individual Study Request forms. M. Thomas will create a revised policy for UEPC review. The UEPC will continue its review at the next scheduled UEPC meeting.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, January 28, 2016 from 2:00 to 4:00 pm in MSR 200.

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

Respectfully submitted,

Sarah Schraeder, Recording Secretary