

University Educational Policies Committee
California State University, Stanislaus
Meeting Minutes
February 25, 2016

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

Excused: L. Bettencourt

- I. **Call to Order. Call to Order.** K. Stone called the meeting to order at 2:07 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of February 11, 2015 were approved as distributed.
- IV. **Announcements/Reports.** K. Stone reported that she will meet with the University Writing Committee to discuss the reliability and validity issues of the WPST. This item will also be discussed at the Senate Executive Committee. K. Stone will also report to the Technology and Learning Services Committee that their year-end report for 2014-2015 was accepted by the UEPC.
- V. **Subcommittee/Committee Reports**
 - A. **General Education Subcommittee Minutes.** The General Education Subcommittee minutes of October 30, 2015 and November 13, 2015 were approved as distributed with a minor editorial revision.
 - B. **Technology and Learning Services Subcommittee Minutes.** The subcommittee discussion of CourseMatch was reviewed and discussed by the UEPC. The Technology and Learning Services Subcommittee minutes from September 10, 2015 were approved with minor editorial revisions.
 - C. **Assessment of Student Learning Subcommittee Minutes.** The subcommittee minutes of November 10, 2015 for the Assessment of Learning Subcommittee were approved as distributed.
- VI. **Old Business**
 - A. **Policy for Change of Major, Adding a Second Major, Adding an Additional Minor.** The UEPC is awaiting further data to assess a policy for change of major, adding a second major, and adding an additional minor.
 - B. **Course Time Modules.** K. Stone reported that the Course Time Modules recommendations of the UEPC were shared with the Academic Senate as an information item. K. Stone shared changes made to the presentation as suggested by the SEC. Stone noted that there was a Graduate Council suggestion to add the 6:00 – 8:40 p.m. time block to the module grid. It was noted that there was a suggestion to give graduate programs scheduling priority for the afternoon and evening timeslots. A discussion occurred about the evening scheduling discussions at past Academic Senate meetings. K. Stone reviewed the Academic Senate

meeting minutes with the UEPC. There was some interest in how other campuses deal with their course time modules. A question was asked at the Academic Senate about space for courses in Modesto. It was clarified that this was the Stanislaus Alliance space used for University Extended Education programs. There was a discussion about a new position that would specifically work on reviewing scheduling in the Provost's office. M. Jaasma noted that no information had been distributed about such a position. M. Jaasma asked for clarification on how the scheduling system works and if policies can be policed in the scheduling system. G. Nuno noted the system cannot dynamically police policies. There was a suggestion to add a day-time cohort column to the course time modules. A suggestion was made to allow scheduling of courses that fit the course time modules and then allow considerations for courses outside of course time modules. It was noted that these exceptions should be reviewed by the college deans. It was suggested that hybrid classes should indicate the dates and time they will meet so that they can be accommodated appropriately. A discussion occurred about what percentage of a department's schedule can be used during prime time. The UEPC defined prime time as Mondays to Thursdays from 9 a.m. – 2 p.m. It was noted that the policy should indicate that no more than 80% of a department schedule should have start times in prime time. The UEPC discussed how to present the resolution, policy and time modules grid. K. Stone will draft the resolution and policy, and make revisions to the course time modules grid by the next scheduled UEPC meeting as suggested by the UEPC.

- C. Academic Program Review Timeline.** K. Stone will share the Academic Program Review (APR) Timeline with a faculty member that requested to review the timeline. The UEPC discussed sharing the timeline changes with the Budget and Planning Committees of the colleges. K. Stone will provide the committees with copies of the revised APR Timeline.
- D. Individual Study Policy and Form Discrepancy.** M. Jaasma shared that Vice President Shimek requested to speak to the UEPC on the Individual Study Policy. K. Stone will invite Vice President Shimek to the next scheduled UEPC meeting and ask that any documents be shared prior to the next meeting. L. Bernardo submitted data that provided information on the number of individual study sections for the last three fall terms. A discussion occurred about the data. There was a question about which college deans currently require their signature for individual study forms. K. Stone will request this information from the deans.
- E. New Academic Certificate: Live Sound and Recording Arts Technician Certificate.** The UEPC requested some revisions and clarifications to the new academic certificate proposal for a Live Sound and Recording Arts Technician Certificate. D. Kavasch, Department of Music chair, submitted a revised proposal for a Live Sound and Recording Arts Technician Certificate. The UEPC reviewed and discussed the revisions. M. Jaasma noted that she received feedback from the Chancellor's Office that campuses can offer a certificate state-side and through Open University. Jaasma noted that the Dean of the College of Arts, Humanities, and Social Sciences also clarified that the courses for the certificate do not fill to capacity. Therefore, it was noted that offering the certificate through Open University would not pose an enrollment problem. It was moved by L. French, seconded by K. Liu, and approved unanimously by the UEPC to recommend the Live Sound and Recording Arts Technician Certificate for approval. K. Stone will submit the certificate proposal with a resolution to the Academic Senate.

- F. Policy for Repeat/Replace Course Grades.** Deferred until revised form is received by the UEPC.
- G. Review Process for Selected and Special Topics Courses.** A new form for Selected and Special Topics Courses was presented to the UEPC. The forms for these courses removes some of the sections not required for modifying topics for these types of courses. The definitions for Selected and Special Topics courses were shared with the UEPC. It was requested that the definitions are included on the form for clarification. A revised version will be submitted to the UEPC.
- VII. New Business.** No new business to discuss.
- VIII. Other (information only).** The next UEPC meeting is scheduled for Thursday, March 10, 2016 from 2:00 to 4:00 pm in MSR 200.
- IX. Adjournment.** The meeting adjourned at 4:01 p.m.

Respectfully submitted,

Sarah Schraeder, Recording Secretary

KS:ss