

University Educational Policies Committee
California State University, Stanislaus
Meeting Minutes
March 24, 2016

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

Excused: L. Bernardo, L. Bettencourt, K. Hoover, M. Thompson

I. Call to Order. 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.

III. Approval of Minutes. The minutes of February 25, 2015 were approved as distributed.

IV. Announcements/Reports. None to report.

V. Subcommittee/Committee Reports

A. Assessment and Learning Subcommittee Minutes. A discussion occurred regarding the individual student assessment tools discussed in the minutes for the Assessment and Learning Subcommittee from February 18, 2016. The committee further reviewed and approved the minutes.

B. Graduate Council Minutes. The Graduate Council minutes of December 17, 2015 and February 18, 2016 were reviewed.

VI. Old Business

A. Policy for Change of Major, Adding a Second Major, Adding an Additional Minor. Deferred.

B. Individual Study Policy and Form Discrepancy. K. Stone shared that this agenda item received detailed attention at the most recent Academic Senate meeting. K. Stone noted that the course number "9980" was not included as an option for individual study listings in the policy and that this was added to the policy after the Academic Senate reviewed the document. The members discussed the comments provided to K. Stone and at the Academic Senate meeting. K. Stone welcomed D. Shimek for attending the UEPC meeting to assist with the discussion of the Individual Study Policy revisions. Shimek highlighted that because individual study courses are a faculty assignment it is appropriate per the faculty contract to require a dean to review the assignment of an individual study course. The contract states that the faculty assignments shall be made by the administrator, such as the dean, in consultation with the department chair and faculty member. Shimek commented on the perception that there is a 24 WTU requirement in regards to limiting faculty assignments. He noted that the contract does not provide a limit but rather makes a reference to ensure that the contract is not excessive or unreasonable. Shimek noted that the form and policy are consistent with the contract, and to exclude the dean would be inconsistent with the contract. The UEPC thanked Shimek for his clarification of the contract. The UEPC will return the policy to the Senate Executive Committee and the Academic Senate.

- C. **Review Process for Selected and Special Topics Courses.** The revised form sent to the Academic Senate will be added to Blackboard for the committee to review by the next scheduled UEPC meeting.
- D. **Course Time Modules.** The UEPC reviewed the revisions for the course time module policy suggested by the Senate Executive Committee (SEC). The committee discussed how to further clarify other suggestions, relating to department classroom use and enforcement of policies, provided by the SEC, and revisions were proposed by members. The committee finalized a revised policy and K. Stone will resend the revised policy to the SEC.
- E. **Academic Program Review Timeline.** K. Stone sent a request for feedback from college deans and appropriate college committees affected by the changes to the Academic Program Review Timeline. Stone will provide an update when feedback is received.
- F. **Policy for Repeat/Replace Course Grades.** G. Nuno presented the updated Student Petition for Exception to University-Wide Requirements Form. The form now requires a signature from the department chair of the course requested to be repeated. Previously, only the major advisor signature was required. The form was updated to remove the disability section as it is now handled by the Disability Services Office, and the winter term section was also removed. The catalog requirements for graduate students was also removed because it does not apply to them per university policy. The form will also be edited cosmetically. The committee members did not express any questions. No further discussion or action is required for this item.

VII. New Business

- A. **Grading Option for Golden Four classes.** The committee discussed [Executive Order \(EO\) 1100 – General Education Breadth Requirements](#) (effective February 16, 2015). The EO 1100 notes that “the changes simplify the characterization of learning expected in Area D Social Sciences, and provide greater consistency with the published Standards for the Intersegmental General Education Transfer Curriculum and with minimum grade requirements set in other CSU policies (page 1).” More specifically regarding minimum grade requirements, EO 1100 notes that “a grade of C or better is required of each CSU or transfer student completing courses in written communication in the English language, oral communication in the English language, critical thinking, and mathematics or quantitative reasoning (page 3).” The Stanislaus State General Education Requirement areas affected include areas A1, A2, A3, and B3. EO 1100 applies to all students enrolling for fall 2016 and subsequent terms or those with catalog rights for fall 2016 and subsequent terms. The committee discussed creating a new grading option that excludes the option of a C minus and D grade for General Education (GE) courses affected by this requirement. It was noted that removing the grading option would negatively affect the students GPAs and was unnecessarily punitive to them. Additionally, it was commented that if the grading option was changed for all courses listed in these General Education areas, it would affect students even if they were not completing the course for GE. It was suggested that an informational campaign about these requirement changes would be necessary if a grading option change did not occur. The committee decided that K. Stone will provide information about the change to the departments of English, Communication, Philosophy and Modern Languages, and Mathematics. Information regarding this change will also be shared with all faculty and

the Student Affairs division for purposes of advising and new student orientation. Additionally, it was noted that UEPC should send out reminders of this change to all affected faculty before the beginning of the fall 2016 semester. M. Jaasma noted that she will share this information with the Faculty Director for General Education. K. Stone noted that the information of the changes and the changes regarding Area D requirements will be shared with the General Education Subcommittee.

- B. Adding Course Learning Outcomes in Catalog.** The committee discussed the proposal to add course learning outcomes to the catalog. It was noted that this was a discussion in the University-Wide Assessment Council. If learning outcomes were listed in the catalog, students would be able to access them before their courses started. A discussion occurred about the flexibility of course learning outcomes for instructors. It was noted that course learning outcome changes must be approved by the department chair and the college on a Course Modification form. It was commented that approved course learning outcomes are mapped to program learning outcomes, and if the approved course learning outcomes are not used for the same courses then it diminishes the integrity of the assessment structure. There was a discussion about changes in the fields of study that would require constant changes to learning outcomes for courses. It was noted that course learning outcomes could be written to define skills rather than be focused on course content.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, April 13, 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