

California State University, Stanislaus
University Educational Policies Committee
Meeting Minutes
September 24, 2015

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

Excused: K. Liu

- 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.
- III. **Approval of Minutes.** The minutes of September 10, 2015, were approved with a correction to Old Business item VI. A.
- IV. **Announcements/Reports.** M. Jaasma reported the Course Redesign Showcase is scheduled for Friday, September 25, 2015, from 11:30 a.m.-1:30 p.m., in the Faculty Development Center.
- V. **Subcommittee/Committee Reports.** None to report.
- VI. **Old Business**
 - A. **Policy for Change of Major, Adding a Second Major, Adding an Additional Minor.**

L. Bernardo reported that she met with J. Tillman (Institutional Research) and outlined criteria for extracting information with respect to students who have requested a change of major. Enrollment Services will work with Institutional Research to compile the data with the goal of having the data available for UEPC 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.** K. Stone met with VP Espinoza, L. Bernardo, and M. Gunn. VP Espinoza will provide a summary report to the UEPC. The overwhelming consensus is that the Two-Pass Registration System with a registration maximum of 12 units for the first pass is working fine. The collection of information is from the Fall 2015 registration cycle, including the first pass and the end of the second pass. The data indicates that there are many open seats after the first pass, also that freshmen and sophomores occupy

the majority of the seats in lower-division GE courses. Discussion will continue at the next scheduled meeting.

- E. Draft Report of the CSU Task Force on the Advancement of Ethnic Studies.** K. Stone shared the draft Report of the CSU Task Force on the Advancement of Ethnic Studies with the Departments of Anthropology, Geography, and Ethnic Studies; English; Communication Studies; and Philosophy and Modern Languages, requesting a response by September 11, 2015. Responses were incorporated into a draft UEPC summary of findings. Suggestions were made to strengthen the summary, including adding reference to the 120-unit maximum for degree programs, and addressing the conflicting recommendations for Ethnic Studies courses to be exclusively General Education area G, as well as part of General Education areas A1, 2, and 3. If both recommendations were supported, then the Ethnic Studies departments would have to expand to cover mostly General Education offerings, possibly at the detriment of further development of their major and minor programs. It was mentioned that General Education Area A2 requires responsiveness to guidelines set by national organizations and it takes time and resources to develop the infrastructure and faculty support to mount a program in teaching composition. K. Stone will revise the draft response and send it to the UEPC members via email in order to meet the September 30, 2015, deadline to the Senate Executive Committee of the California State University.
- F. Community College Baccalaureate Degrees.** Following discussion, there was consensus to not pursue this further. It will be removed from the UEPC agenda.

VII. New Business.

- A. Course Time Modules.** M. Jaasma shared results from the consulting firm, Ad Astra Information Systems, hired to analyze the Schedule of Classes and room capacity from the last 5 years. The overall result is that we are not utilizing classroom space well. In reviewing the data, primetime was identified as M-F, 9am-5pm. It was noted that the parameters developed in 2005 (and approved by the Senate) were used to develop the current time modules, making adjustments for the 15-week semesters as opposed to our previous 13-week semester and Winter Term. Currently, there is no approved policy supporting these time modules. Courses are being offered outside of these time modules and this may be contributing to our inefficiency. Ad Astra provided a dashboard to present data. Currently, the Deans have explored the dashboard. M. Jaasma will give K. Stone access to the dashboard and suggested looking at the capacity dashboard in particular. L. Bernardo will begin to pull some data to determine the following: 1) what percentage of classes are M/W only (as opposed to M/W/F)? 2) What percentage of classes extend into the next time block? 3) How many classes are meeting M/W that begin off the hour? 4) What is the total number of 3-hour classes that are held during the daytime? It is the goal of the UEPC to propose scheduling modules that will maximize the utilization of our classrooms. Discussion will continue at the next scheduled UEPC meeting.
- B. Consultation on Courses.** This issue of consultation on courses originated with a memorandum that J. Garcia shared with the UEPC at the end of academic year 2013/14. The UEPC minutes of December 11, 2014, reflected that the UEPC agreed to share a list of proposed new and modified courses with the campus community via Facnet and the Faculty-Only listserv before final approval is sought, thus allowing the faculty to be aware of proposed curriculum, allowing a 2-week opportunity for anyone to contact Academic

Programs to request a copy of the proposal and to file an objection if necessary. If no objections are received within the 2-week timeline, then the course will proceed toward final approval consideration from AVP Jaasma. This process was not implemented during 2014/15. The Senate Executive Committee determined that this process would not really address the concerns that J. Garcia had raised in his original memorandum. The concern was more of a question of the process for resolving disputes during consultation. Following a discussion of the current charge of the UEPC and the sharing of specific examples of consultations that resulted in disputes coming before the UEPC, it was mentioned there is a protocol in place for resolving disputes. It is found in Section 2.2.j of the Constitution of the General Faculty. Therefore, no new procedure is required.

VIII. Other (information only). The next UEPC meeting is scheduled for Thursday, October 8, 2015, from 2:00-4:00 p.m., in MSR 200.

IX. Adjournment. The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

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