

**COMMITTEE ON EDUCATIONAL POLICY  
MINUTES**

**September 29, 2010  
Wednesday, 11 am-1:30 p.m., Kerr Hall, Room 307**

Present: Holly Cordova (NSTF Rep), Nathaniel Deutsch, Cormac Flanagan, Pam Hunt-Carter (Registrar, *ex officio*), Alma Natalia De Castro (SUA Rep), Melissa Gwyn, Eric Porter, John Tamkun (Chair), Susanna Wrangell (Staff), Eileen Zurbriggen,

Absent: Lourdes Martínez-Echazábal (Provost Rep).

Guests: Margie Claxton (Associate Registrar), Mark Cioc (Interim VPDUE), Elaine Kihara (Academic Preceptor Designee), Barbara Love (Articulation Officer), Michael McCawley (Associate Director of Admissions).

**Executive Session 11-11:15 a.m.**

During executive session, members voted to invite the following standing guests for fall quarter 2010: Mark Cioc (Interim Vice-Provost and Dean for Undergraduate Education), Margie Claxton (Associate Registrar), Elaine Kihara (Academic Preceptor Designee), Barbara Love (Articulation Officer), Michael McCawley (Associate Director of Admissions).

**I. Announcements, and Approval of Minutes**

Chair Tamkun updated committee members about meetings this week. The first Senate Executive Committee (SEC) meeting was yesterday. There will be a Forum on Post Employment Benefits (PEB) on October 1, 2:00 – 4:00 p.m. at Cervantes and Velasquez Room at Baytree Conference Center. CEP 2009 -10 Annual Report will be sent out in the next couple of weeks. Next week John will attend the UCEP meeting in Oakland and report back at CEP's next meeting.

**Approval of Minutes:**

Comments and corrections: Remove all names of committee members and use clear and concise language.

**Action Item: Include revised version in next week's packet.**

CONSENT AGENDA: For Information Only:

Chair Tamkun discussed the reviewing petitions process, CEP refers to past practices and the Chair and Analyst tries to adhere to these principals. CEP members agreed with the past CEP decisions on routine petition approvals delegated to staff which include:

- Waiver of 1 – 2 credits for graduating seniors, in good standing and it is their last quarter;
- GE Writing Intensive with evidence of proof from instructor;
- Chair Tamkun will continue to approve pedagogical and exceptional petitions.

**II. Request for Feedback on SCR 9.3 from CRJE (carry forward)**

CEP discussed the request from Committee on Rules, Jurisdiction and Elections (CRJE) on SCR 9.3. Changing the wording from “graded” to “scored” on this regulation would bring SCR 9.3 into compliance with systemwide regulations. As CRJE Chair explains, the word “scored” provides direction on how to give honors on thesis and not specifically about the grading system. CEP members felt they needed more information before a decision could be made.

**Action Item:** CEP will send a request to CRJE Chair John Jordan on what options CEP has in the range of a conforming change or additional work for CEP.

### III. NES Guidelines

CEP feels strongly that the NES guidelines need to be re written with less emphasis on importance, NES has changed on campus and this needs to be reflected in the guidelines. Members felt a complete revision was not necessary but that revisions should be completed to be in compliance with the recent legislative changes. After updating the guidelines, CEP will contact faculty who actually are going to use them and see if they are useful. Chair Tamkun asked for a volunteer to make a minimum revision and bring back to committee. CEP will also need to contact departments to review their Honors statements for the catalog in light of the new NES, make changes and submitting to CEP for approval.

**Action Item:** CEP will review draft guidelines in three weeks, on October 27.

### IV. GE Credit for Transfer Students

Guests Associate Director of Admissions McCawley and Articulation Officer Love , presented a short recap on incoming undergraduate student transfers who were assigned to catalog year 08-09 to satisfy their GE requirements taken elsewhere. Students satisfy their requirements with IGETC or ASSIST programs. Students in sciences and engineering must be re-evaluated. There were over 1000 courses reviewed for lower division. Using the 08 - 09 catalog year gives greater choice and flexibility for students. Students and transfer students can both be on the same program if they choose to but must petition for older GEs. CEP members were invited to visit the database for course description, catalog, course number, and California Community College link indicating which course it articulated to in our system. For future reviewing a field was designed for CEP members to comment.

Next steps:

- CEP must decide on who delegates setting catalog year for GE for 2011-12 Articulation (Fall 2012 last year to change catalog rights.);
- Re affirming decision from last year, CEP members delegated to staff and the administration;
- CEP members are needed to go into individual records to make decisions or Chair Tamkun;
- New GE ASSIST will be available next summer, 2011.

Members were concerned with having enough GE courses being offered for fall 2011 and 2012 (in the old system). Usually only two are necessary: the Topical and Writing Intensive. Students can take a transfer course in the summer that can meet the GE requirement, especially for students who come back after a couple of years. This doesn't appear to be a problem. The W and DC must be completed at UCSC.

**Action Item:** CEP members approved to continue delegating to staff and the administration based on the 2009-10 committees' criteria for old GE guidelines.

CEP members were asked to take a look at the new web site and need to convey guidelines and best practices for future incoming freshmen on the new GE designations. Members were asked to check in your discipline and review the denied decisions. This will be continued at our next meeting.

### V. GE Courses Brief overview

Chair Tamkun projected data on capacity from the curriculum and leave planning database (CLP) He calculated the expected projected capacity for approved and pending GE courses. The total 50,000 seats

a quarter, total number of 164, 392 maybe or may not be a good estimate based on credit per course. The GE seat need is about 51,000 per quarter based on what CEP has already approved one in seven courses will be carrying the new GE designation.

One fourth of enrolled students should be able to take a GE course, however, there are no seats in PR-S, ER and PR or the CLP has not been updated yet. Also the number of offerings were not known at the time CEP was approving GE designations. This information is helpful when contacting departments and colleagues on feedback of GE course needs or excess.

CEP pending ER, PR and TA courses now have a higher review priority.

***Action Item: CEP members approved posting the revised GE guidelines on the CEP public website along side with the revised FAQs section. Departments will be notified and the link will go into the 2009 – 10 annual report.***

***CEP approved GE checklists for internal member use only and will be posted on the member's site. Forms will also be available in hard copy for committee members when reviewing courses.***

CEP will create a list of guideline questions for departments on course offerings. Department guidelines questions must be specific to the course offering and not be a yes or no answer. GE justification should describe the course and address each specific course or courses for the major. What the course content is and give examples. CEP will create check lists for members to use for faster review process. By creating clear and specific criteria, the work load can be reduced for members and department staff. These forms could be used immediately for future submissions and allow the sub committees to have reference documents to streamline the process.

**Action Item :CEP members will discuss next meeting on how to create questions for departments to justify course content, designation, etc.**

Carry forward to next meeting:

#### **VI. Review of Program Statements and Course Proposals**

Members should email issues on program statements to John that CEP needs to review.

These departments will be flagged and CEP can quickly check those departments who planned in Fall Quarter to offer these courses.