

**COMMITTEE ON EDUCATIONAL POLICY  
MINUTES**

**June 01, 2011**

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

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

Absent: Mark Cioc (Interim VPDUE), Barbara Love (Articulation Officer), Justin Riordan (SUA).

Guests, Margie Claxton (Associate Registrar), Elaine Kihara (Academic Preceptor Designee), Michael McCawley (Associate Director of Admissions), Physics Professor Onuttom Narayan.

**I. Announcements and updates.**

Chair Tamkun updated committee members on the spring Senate meeting's acceptance of CEP's legislation and report.

Minutes approved this week with corrections: May 18, 2011.

Petitions this week: none

- Requests for Graduate Student Instructors (GSI): -4.
- Requests for Undergraduate Student Teaching Assistants: -0.
- Request for Late Drop: - 0 .
- GE substitutions: - 0 .
- Requests for Other: -0.
- Requests for Grade Change (W grades): - 0.

Transfer Articulation Course Reviews this week: There are only 6 courses left to look over, the course reviews are up to date.

**II. Follow Up VCIT Doyle's Visit**

CEP members had nothing to add other than the visit was informative.

*Action Item: Chair Tamkun has sent a thank you memo to VCIT Doyle.*

**III. Revised Academic Integrity Policy –**

CEP members were still not clear on section D, here is a summary of concerns:

Under Section 1. Principles:

7. for alleged violation of procedural errors only, { remove imposition of inappropriately harsh punishment, or use of improper criteria }

Under Section D: Procedural Appeal Process:

Appeals to the Chancellor will be granted only, { remove or to the Chancellor's designee }

Can a faculty member appeal a tribunal decision? Please make this clear if they can or cannot.

The DG grade notation discrepancy:

For consistency , “under number 9, it says no grade notation will be issued . . .”

Under heading III. Assignment of grade and submission of narrative evaluation-

“the instructor will assign the notation “\_DG\_” for deferred grade.

Please make both “\_DG\_”.

What are the expectations of what a student and a faculty member are responsible for?

Under C. The Academic Tribunal please re-write this paragraph to reflect:

There is no procedure for not guilty, can we put in here then no academic sanctions will be imposed if the student is found not guilty.

There needs to be clarification between the student’s transcript and student’s record, how long the sanction is on the student’s record and does it ever appear on the transcript?

It appears that the student’s career will be ruined by their first offense, if the first offense is not recorded make this clear.

How long the violation is put on the record up to a maximum of 7 years or it appears at the discretion of the college provost.

Here is the paragraph:

“If a student admits guilt or is found guilty of academic misconduct by the Academic Tribunal and if a disciplinary sanction of *suspension* or *dismissal* is imposed, a notation will be made on the student’s official transcript and will remain there for the duration of the sanction. Academic integrity violations are breaches of the UCSC Student Policies and Regulations Handbook. They are noted in the student’s record, and (depending upon the severity of the violation) are maintained on file up to a maximum of seven years. If a student requests that UCSC provide information on his/her academic record to others (e.g., a graduate school, study abroad program, federal office), UCSC must disclose all academic integrity violations on record at the time of the request.”

***Action Item: Send summary out to members and Lourdes will have an update by next week’s meeting.***

#### **IV. CEP’s Policies on Selective Admissions to a Major**

Members agreed the policy should be short and concise, informing departments what needs to be addressed with a form or guidelines for departments to follow. There will be sample admissions policies for reference.

***Action Item: John will send members the draft policy and form or guidelines for comment and finalization at our last meeting next week.***

#### **V. Consultation with Professor Narayan**

Professor Narayan was a guest at the request of CEP to share his expertise on systemwide regulations and policies and how these affect our regulations and policies. All divisional regulations must conform to Senate Regulations. CEP just wanted clarification for the future regarding disqualification from a major which is often confused with disqualification from the University. After 90 credits if student has not completed the requirements to a major, they may not be qualified to declare a major and departments. can refuse to accept them. Students need to be aware of this, but this doesn’t serve the University’s mission. The systemwide Academic Council supports allowing the student to continue

thru the University and completing their degree, if they don't make the first major, the department should have an alternate path, with the ultimate goal of the student completing a degree.

***Action Item: Chair Tamkun will send a thank you follow up to Professor Narayan.***

#### **VI. CEP Activities during the Summer**

CEP supported Chair Tamkun acting on course approvals over the summer that clearly respond to feedback already approved by CEP. Chair Tamkun will also continue, with CEP's authorization, to review student petitions, graduate student instructor appointment requests, undergraduate TA requests, and individual major proposals as time permits this summer. The balance of this year's minutes and the annual report will be completed by email over the summer.

#### **VII. Discussion of Procedures for Reviewing Course Approvals, Program Statements and DC Plans**

CEP members found the forms and check lists streamlined the process for reviewing course approvals, program statements and department DC plans. Members felt there needed to be some consultation next year with a couple of divisions who use boiler plate responses instead of answering in reference to the specific course and syllabus, members often have to send a follow up email for clarification. The course approval form for minor changes will be updated to include a field for departments to comment on changes for quick review by sub-committee members.

***Action Item: CEP will finalize any changes to forms or procedures at our last meeting next week.***

So attests,

John Tamkun, Chair  
Committee on Educational Policy