

**COMMITTEE ON EDUCATIONAL POLICY  
MINUTES**

**June 08, 2011**

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

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

Absent: Cormac Flanagan, Holly Cordova (NSTF Rep), Justin Riordan (SUA).

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

**I. Announcements and updates.**

Minutes approved this week with corrections: May 25, and June 1, 2011.

Petitions this week:

- Requests for Graduate Student Instructors (GSI) – 0.
- Requests for Undergraduate Student Teaching Assistants – 0.
- Request for Add or Late Drop. – 6 (1 denied) .
- GE substitutions –4 .
- Requests for Other. –2.
- Requests for Grade Change (W grades): – 4.
- Requests for Grade Option P/NP to Letter Grade: – 2 (1 denied).

Transfer Articulation Course Reviews this week: None

**I. Follow Up Procedures for Reviewing Course Approvals, Program Statements and DC Plans**

Members will re-address the course approval, catalog statements and DC processes next fall, everyone agreed the forms and check lists helped streamline the processes. The course approval form for revisions to existing courses will be updated by the CEP Chair and then reviewed by next years committee for additional edits and approval.

***Action Item: The revised forms will be addressed by the 2011 -12 CEP committee.***

**II. Mid Cycle Review of Astronomy and Astrophysics**

Members felt the request to change the review cycle from five years to eight years unproblematic. CEP members were perplexed by the comment on sponsoring courses without sections as being forbidden by CEP at the time of the last external review. CEP would welcome and encourage the department to directly contact CEP in the fall to clear up any issues on this matter, any concerns or new submissions of the course or courses in question.

***Action Item: CEP members support the eight year cycle and will clear up any misunderstanding of sections being required for large lecture courses in our response letter.***

**III. CEP's Policies on Selective Admissions to a Major**

The policy was approved and the guidelines for departments to reference will need to be finalized in the Fall by next years committee. The policy and guidelines will be approved via email. Both will be sent out with CEP's annual departmental letter and annual report early next fall.

***Action Item: CEP members will approve the policy and guidelines for departments to reference via email. The guidelines will be updated and reviewed by next year's committee.***

**IV. Academic Integrity Policy**

CEP members reviewed the revised policy with the changes CEP requested. The members felt the wording must be changed to should or shall in reference to instructors explaining the policy in their syllabus. There needs to be general understanding that the student is also responsible for knowing about this policy. Faculty have a zero tolerance policy on campus. CEP remains somewhat confused about how the Colleges and Student Affairs will handle records pertaining to a single violation of the Academic Integrity Policy. We assume that isolated incidents of academic dishonesty will not be shared with other institutions or potential employers, but this was not clearly stated in the revised policy. Students need to be forewarned in general, a first offense can be reported as long as it is listed in the students file at the time of the information request. CEP members recommended a boiler plate for a syllabus with this included in the letter to all departments when the Provosts visit and present the updated policy. Members approved the policy and will re- address this issue in the Fall.

***Action Item: Chair Tamkun will send a response with changing the word should, and make sure this information is distributed to all departments educating faculty members and students.***

So attests,

John Tamkun, Chair  
Committee on Educational Policy