

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES****May 04, 2011****Wednesday, 11 am-1:30 p.m., Kerr Hall, Room 307**

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

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

I. Announcements and updates.

Sub-committee members were reminded to visit Margie on course approvals for fall quarter 2011. Chair Tamkun updated members on the UCEP meeting where the budget was discussed and online course approval for the pilot program. ASSIT information is currently out of date for our campus, updating is done systemwide, and is not updated in a timely manner. This is not good for prospective students. Not really sure who to contact about this, the UCSC Articulation office submitted the changes months ago. CEP members congratulated representative McCawley for receiving the Outstanding Staff Award from the UCSC Alumni Association.

Minutes approved this week with corrections: March 9, 30, April 6, and 13, 2011.

Petitions this week:

- Requests for Graduate Student Instructors (GSI) –2.
- Requests for Undergraduate Student Teaching Assistants – 2
- Request for Grade Options –5, two denied.
- GE substitutions (2Ws) – 8, 1 denied.
- Requests for Grade Change (W Grade) –1.
- Request for Waiver of Credit for Graduation–1.

Transfer Articulation Course Reviews this week: members were asked to complete the review of course credit articulation at the website. Next meeting discuss so that admissions can draft a policy for staff to use when evaluating transfer credit.

Action Item: Put discussion of articulation credit policy on next week's agenda.

II. AIS and Transfer Credit Rule-Binding

CEP Guest Michael McCawley handed out a draft last week for members to approve. CEP members were concerned with the limitation of the system on transfer credit rules. AIS cannot do this easily and would require a module be built to streamline the process. CEP members felt strongly that AIS needs to meet the campus's critical needs which it does not do. CEP members discussed the possibility of a transitional period in order to have ITS fix it properly. There is the ability to process transfer credit manually, it just takes longer, more Admissions and department staff time and is currently not a huge number. Automation should fill in some of this gap, which is done by staff now and could be a possible issue in the future for the campus as a whole. CEP members would like to know what can and cannot be done in AIS instead of making any assumptions of the system's functionality.

For instance, SCR A9.1.8 was designed as a fail safe for students who just may not fit certain majors. A student who receives a D or F in a class may repeat the class a second time, if the course is again failed the student may only take the course again with permission from their college. AIS has no mechanism to prevent students from enrolling multiply times. This year the VPDUE's office ran a pilot program and ran into one glitch with a course in the PBSci division, in which students had enrolled more than two times. The pilot will be tested again in fall quarter and in winter quarter there will be a patch built in AIS. Students were barred from enrolling this winter and had to go in and talk to advisors. The AIS system is critical to the mission of UCSC and it appears priorities get pushed back if a faculty member makes a special request, these are moved to the top of the list and implemented, with out consultation of affected units in the Registrar's Office.

Action Item: *Draft a pre consultation document for the May 18 agenda. Members should send in any comments to John and cc Susanna.*

III. Film and Digital Media Course Designation Request

Film and Digital Media (FDM) is requesting removing the GE designations from their major required courses: FILM 20A, 20B, 20C, and 20P, and limit enrollment to 40 for their majors only.

The department would like to put the GE requirements on the 80 series courses, 80A, 80T, 80S, 80X, for non majors which will serve more students as large lectures. The majors will then complete necessary GE requirements with other upper division courses. This is a loss of the PR-C for campus, shifts the balance, but only 40 students will be effected so the impact should be low. PR-C is only a 2 credit course and the department should be able to develop a course on an as needed basis. CEP members felt the proposal was helpful for students and the campus as a whole.

Action Item: *CEP members supported the proposal and voted to approve, the registrar's office will confirm with the department.*

The committee took a break for 15 minutes.

IV. Revising CEP's Policies on Selective Admission and Disqualification to a Major

Before the discussion on revising existing CEP policies on admissions and disqualification to a major, members discussed what a pre requisite course is designed to do. Departments are using pre requisites in unusual ways some of these courses are taught by two different departments, even though the courses are thought to be the same, content is not always merged cohesively, but have the same designation. Both must be taken before moving through the major's pathway. For example, Biology and Anthropology combined courses, the anthropology students don't know the biology background and can run into trouble. This can become a difficult situation with academic support since they lack background in one of the disciplines. Cross listings need to have the same title and same course descriptions. Some of these combined courses are major requirement, is this part of the departments admissions or gating process?

All members were in agreement with the following comments being incorporated into the final draft report for the Spring quarter Senate meeting:

- No disqualification policies, just admissions to a major policy;
- The two fail regulation will be monitored by AIS and provosts and departments will work together on approving additional repeats;
- For consistency, a sub committee chaired by the VPDUE's office and preceptors are developing a form for exceptions that includes a consultation with the department, college, and preceptor;

- One CEP member is concerned that without the necessary data the departments will not be able to move forward on developing a policy;
- CEP members would like to receive a report yearly on disqualification of students from the university, not just the major;
- Computer generated curriculum maps will help students complete their degree;
- Courses must have data from the ladder rank faculty or top lecturers that show indications of student success when using an admissions policy;
- As departments develop major admissions requirements, think about the skills you want students to demonstrate, such as math skills;
- WASC recommended this type of learning outcome be developed for each major by 2013, the skills are linked to the courses which demonstrate success in completing the major.

Action Item: CEP will work on approving the draft for the final report to the Senate via email.

So attests,

John Tamkun, Chair
Committee on Educational Policy