

**COMMITTEE ON EDUCATIONAL POLICY**  
**MINUTES**  
**May 25, 2011**  
**Wednesday, 11 am-1:30 p.m., Kerr Hall, Room 307**

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

Absent: Cormac Flanagan, Alma Natalia De Castro (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). VCIT Mary Doyle and Director of Applications & Project Management Mark Cianca.

**I. Announcements and updates.**

Chair Tamkun reminded committee members that the spring Senate meeting is Friday, May 27, 2011 at 2:30 p.m. at Stevenson Event Center. Also, members are invited to attend the Committee on Committees (COC) Social to thank you for senate service on Tuesday, June 7 from 4p.m. – 6p.m. at the Center for Adaptive Optics (CAO).

There was a SEC meeting with the candidates and their perspective for the VPAA and VPDUE positions.

Minutes approved this week with corrections: May 4 & 11, 2011 approved with corrections.

Petitions this week:

- Requests for Graduate Student Instructors (GSI): –0.
- Requests for Undergraduate Student Teaching Assistants: –0.
- Request for Late Drop: – 0.
- GE substitutions: – 4.
- Requests for Other: –0.
- Requests for Grade Change (W grades): – 2.

Transfer Articulation Course Reviews this week: None.

**II. Physics Combined B.S./ M.S. Proposal**

Before discussing the new proposal, CEP member Peter Young recused himself. CEP only reviewed the B.S. proposal and will defer to Graduate Council on any graduate course requirements.

Many of the courses listed under the concentrations within the combined major are offered by other departments, including Economics and Environmental Studies; there is no guarantee that they will be offered in the future. This is not a major concern; however, the requirements of the degree can be satisfied without taking any of these courses. We encourage the department to consider listing only Physics courses under the concentrations that will appear in the general catalog. Students should be encouraged to contact the Physics Department for current information about acceptable courses offered by other departments. CEP recommends the proposal to establish a combined Bachelor of Science

(B.S.) and Master of Science (M.S.) program in Physics. All members approved the proposal as submitted.

**Action Item:** *Chair Tamkun will send an approval letter requesting catalog copy being submitted by June 1.*

### **III. Psychology Revised Admissions Policy to Major Proposal and Possible Policy Criteria**

CEP members reviewed the revised admissions proposal addressing CEP's concerns, after CEP member Eileen Zurbriggen recused herself. Members found only one issue with students being able to game the system regarding repeat of a failed course. Psychology has suggested not counting the first F or failed attempt of a course, students may be encouraged to just fail and retake since the first F does not affect their GPA. Psychology confirmed with the AMS department that AMS 2 as an alternative to AMS 3, but this course is only offered in the fall, so students may satisfy the math requirement by taking a higher level math course. Other concerns were taken into account and adopted by the department:

- The policy will be applied to the Psychology Minor;
- The department's DQ policy will be removed from the catalog;
- The department will adopt this new admissions to major policy
- Cognitive Sciences has an approved admissions requirement of a 3.0 GPA approved by CEP and Psychology felt that if students tried to enter the major in a "back door fashion" it seems unlikely that they would be able to meet the overall GPA requirements;
- Psychology is offering students who want to be in the major a second chance policy and CEP would like this to be a precedent for other departments to emulate;
- Psychology would accept a major declaration for students who are over the 90 credit limit on a case by case basis, which members approved;
- CEP members are concerned that gateway courses maybe taught by GSIs and recommends watching class performance;
- Native and transfer students will be treated the same, the revised catalog statement will reflect this;
- Psychology's catalog copy is needed by June 1.

**Action Item:** *CEP will send a letter confirming the proposed policy is approved. CEP supports applying the admissions policy to the minor, recommends deleting the disqualification policy, and have the admission policy instead. CEP approves the second chance policy, AP credits , and math equivalent . For students who are at the 90 credit limit the department would take and consider up to 120 credits on case by case basis. Work load for the department's advisor should be addressed, can it really be managed. The policy is approved for a two year trial, with a progress report next year to see if it should be renewed, or how to revise.*

### **IV. Admissions Qualifications for BMB and MCD Sponsored Majors**

With chair Tamkun recusing himself Peter Young conducted the discussion about the admissions policy submitted by the Biology department for BMB and MCD sponsored Majors. A brief summary was prepared by Peter for members to review before the discussion took place. The changes requested from Biology are for the majors offered by Molecular, Cell, and Developmental (MCD) Biology and the Biochemistry and Molecular Biology (BMB) program . There was no consultation with the Ecology and Evolutionary (EE) Biology department and their majors could be affected by the MCD & BMB majors proposed changes. Both have the same four courses as part of their major requirements. Although members felt the proposal was well written and a lot of thought was put into the admissions policy, members felt some issues needed to be addressed before the committee could approve it. Since the

proposal came so late in the quarter CEP will send a response letter with recommendations for the Biology Department to re submit the proposal in fall quarter when CEP reconvenes.

For BMB:

- Students must have a GPA of 2.5 or greater in CHEM 1B, 1C, BIOL 20A and BIOE 20B, members would like the department to consider these be taught by experienced instructors;
- BIOE 20B is taught by another department, how will the department know it is being taught by an experienced instructor?
- Table 6 : how many of these students didn't make the cut off of GAP 2.3 – 2.7 , it would be nice to have the data;
- BMB has an additional major requirement of a Math course, would the department consider making this a part of the admissions policy to avoid courses taught by outside departments?
- Counting the F's to prevent students "gaming the system" could really hurt a student trying to raise their grade to the 2.5 GPA;
- Students with AP credit for biology classes will not help toward the degree requirements, ask the department to consider counting the scores instead;
- Transfer student GPAs credit equivalent, how will semesters morph into quarters?
- Transfer students should be expected to have a higher GPA than natives, there needs to be data showing transfer students are less well prepared than natives;
- Students who are denied admission to BMB, could they still be eligible for other majors sponsored by the MCD Biology department?
- The EEB department was not consulted, but would they allow students who don't qualify for BMB admission to their major?
- Chemistry series requirement seems appropriate for students to prepare for the major.

For MCD:

- Adding CHEM 108 to the disqualification policy was voted against and is denied;
- Changes to prerequisites, what is the educational objective to adding this course, what skills will this course offer students to ensure they are successful in the major;
- Adding BIOL 105 as a prerequisite for BIOL 110 is reasonable and accepted by CEP;
- DC credit for MCD biology courses limited to Biology and affiliated majors, what are the affiliated majors, CEP would like a definition;
- Admissions policy was well thought out and preparation was extensive, but needs revising;
- Limiting GPA of 2.5 or greater in CHEM 1B, CHEM 1C, BIOL 20A, and BIOE 20B, crucial that experienced instructors teach and ensure a consistency of grading; three of these are not in the department, how will Biology ensure they are also taught by experienced instructors?
- Tables 7 and 8 correlate grades in two upper division courses to lower division introductory courses, the cut off of 2.3 eliminates a large number of students who went on to do well, would the department consider 2.0 or provide better justification for the 2.3 choice?
- All Fs are counted in the average GPA, sometimes there are legitimate reasons a student receives and F, maybe not count the first F and give the students a second chance, CEP realizes some students do try and "game the system" by deliberately failing a class so they can re-take it;
- AP credit will be given for CHEM courses only, students who take BIOL 20A and 20B will not receive credit, is this fair for students in satisfying the major requirement?
- Would the department consider counting the AP scores of 5 as an A and 4 as a B?
- For transfer students, how to articulate the courses they take on the semester system for CHEM 1A, 1B, and 1C as well as GPA evaluation is not clear and no data is provided;

- How does this proposal effect the EEB department, there is no stakeholder statement.

**Action Item:** *CEP members will send a follow up response with recommendations for the department to re submit in fall quarter when CEP reconvenes.*

## **V. Consultation with VCIT Doyle and Mark Cianca**

Chair Tamkun gave a brief summary of what the committee was interested in learning about the AIS system. Faculty want to understand how AIS functions so there are not assumptions made about the system's capabilities when crafting new policy or regulations for academic processes. Here are the questions the committee sent out for our consultation today:

1. *What is the appropriate mechanism for CEP to express concerns about specific shortcomings of AIS? Should we inform the Registrar or Student Affairs or bring our concerns directly to you?*

VCIT response: I am not directly involved with AIS, but the committee is welcomed to send her a written request or concern and she will respond back.

2. *How does ITS prioritize requests for improvements or modifications to AIS?*

The VCIT differed to the Director of Applications & Project Management, Mark Cianca. Director Cianca has been a part of AIS implementation from the beginning, and any issues or needs are based on established governance represented by the steering committee. The steering committee governance group discusses the critical impact the changes may have on the system and then prioritizes the changes to serve the campus business needs.

In the beginning, ITS had set up process with "team leads", who were responsible for: admissions, the registrar, financial aid, and other student functions, etc., there is an on going relationship with the vendor of the application, who distributes patches and updates to the software on a regular basis, some not timely enough. Financial aid changes are always happening; these are pushed by the vendor and have the highest priority due to Federal Regulations. For all other requests, about 4 times per year the steering committee collects requests, updates, and sets priority for changes to the AIS system and software. This is a challenge, AIS is a repository for any academic policy, for transcript generation, the system is constantly updated to meet their business functions. It was not clear when the committee actually meets or if they did meet this year. Originally, ITS was staffed to do this work, to correct or make changes to business practices with 22 FTE in 2006, now down to 12 support staff on the technical side, not sure about the Registrar's side for staff support.

3. *What is the timetable for replacing or augmenting AIS with a system that better serve the need of our campus?*

There is no plan at this time to retire the system based on the maintenance agreement, since it is widely used in many universities across the country. The system's functionality is still serving all business objectives and the software application is fairly common. There may be a systemwide solution or upgrade in the very near future.

**Action Item:** *Chair Tamkun will send a thank you follow up letter to the VCIT.*

So attests,

John Tamkun, Chair  
Committee on Educational Policy