

COMMITTEE ON EDUCATIONAL POLICY
MINUTES
September 22, 2010
Wednesday, 11 am-1:30 p.m., Kerr Hall, Room 307

Present: Holly Cordova (NSTF Rep), Nathaniel Deutsch, Pam Hunt-Carter (Registrar, *ex officio*), Melissa Gwyn, Eric Porter, John Tamkun (Chair), Susanna Wrangell (Staff), Eileen Zurbriggen.

Absent: Lourdes Martínez-Echazábal, (Provost Rep.), Cormac Flanagan and SUA representatives (not yet assigned to CEP).

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

I. Introductions and announcements.

Chair Tamkun welcomed new and returning members. Members, representatives, and guests introduced themselves. Chair Tamkun briefly updated members on summer business which continued due to the GE work left over from last year. The 2009-10 CEP allowed Chair Tamkun to make decisions based on criteria that were established at the last meeting in June, 2010. Committee members were reminded of CEP's feedback to Community Studies (CMMU) on their teach out plan and that CEP actually recommended that if room in the program, CMMU should try and accommodate any students who expressed interest in the major before suspension, especially for transfer students. CEP's recommendation was based on CMUU's admissions policy that did not make it into the catalog statement, CMMU was limiting majors based on selection criteria not updated in the 2008-09 or 2009-10 catalog statements. New transfers will be allowed if they have the space. In the past the program has been able to accommodate these requests.

DC proposal decisions follow up from departments include: Italian Studies, German Studies, Psychology and possibly a few more.

There are DC's approved for each major with the exception of the majors sponsored by the Economics department. Economics will be responding with additional information in October or November, 2010. College 8's Topical cluster and Bio-Engineering must be reviewed this quarter.

The EVC Galloway will be visiting the CEP meeting on 10/27 to introduce herself and get feedback on campus direction.

Chair Tamkun has been invited to the Social Sciences Divisional Chair's meeting October 7.

CEP will not be responding to the Post Employment Benefits Information Report and a letter will be sent to Senate Chair Gillman.

II. Confidentiality and consultation statements.

Draft confidentiality and consultation statements were discussed and accepted by CEP.

III. Committee Charge, routine activities, and past practices.

CEP's charge was briefly reviewed by Chair Tamkun. Member responsibilities, routine activities, and guidelines were discussed. The Committee was reminded of some delegations made by former CEPs (routine student petitions, graduate student instructor and undergraduate teaching assistant appointments were delegated to the Committee Chair; routine course approvals, individual major petitions, and minor changes to catalog copy were delegated to CEP subcommittees). CEP decided to continue these delegations but will decide criteria at our next meeting. Senate Executive Committee (SEC) and University Committee on Educational Policy (UCEP) meetings will be attended by the Chair.

IV. External reviews.

Members were reminded of the external review process overall and CEP's specific procedures. There are two stages to each review the first with the Universal Charge where the committee may add comments and questions. After the review a closure meeting is held which is attended by the committee member representative. Full committee will discuss. but the lead committee member will draft the response. The analyst contacts members by email for each stage of the review. The member who leads the review discussion for CEP will attend the closure meeting for that department. CEP's response letters will be sent under the Chair's name on behalf of the Committee. Members approved list of assignments for leading discussions of this year's external reviews.

V. Subcommittee assignments.

CEP discussed a draft list of subcommittee assignments for course reviews, minor catalog program statement changes, individual major proposals, and student directed seminars. It has been CEP's practice to appoint two members to review proposals from each academic division. A two-person subcommittee is also formed to review all college sponsored proposals. Holly has offered to help on these subcommittees if needed. There were two changes to assignments:

- PB Sciences: Flanagan (F) and Tamkun and Young (W, S);
- Social Sciences: Zurbriggen and Deutsch (F) and Flanagan (W,S).

VI. General Education Topics.

Chair Tamkun projected approved and pending GE requirements per division. GE course approvals were reviewed by two members and discussed in full committee last year. They reviewed 700 with about 8 remaining. Many could not be approved due to content or required additional information or clarification. Summer responses were acted on by Chair Tamkun based on established criteria. Proposals with questions were delayed until fall quarter.. One CEP member expressed the need for more lower division TA courses across the divisions. Chair Tamkun has a spreadsheet available for members to view. GEs pending with minor revisions are

at 115 only 8 must be reviewed . During the summer a generic letter was sent to departments on what feedback and revisions CEP requested and now responses are being received.

The Committee will decide next meeting how to prioritize these requests.

Suggestions:

- Prioritize: Winter, Spring and Fall;
- If minor revisions, quick approvals by Chair Tamkun?;
- Subcommittees approve or members with expertise developed by GE category?
- Members would send feedback to John and Margie on questions for departments.

CEP approved Chair Tamkun to approve, if trivial issue. Chair Tamkun will be providing list of approved and pending courses to members in our next meeting packet.

VII. Course Approval Process.

Chair Tamkun discussed the process that will be used to review other course proposals and program statements. Last year the course approval process was to discuss all proposals and revise the guidelines. CEP cannot change the regulations without Senate approval. Checklists were developed for consistency, completed and emailed to the chair then imported into a database. We will not be maintaining this procedure this year, it was suggested subcommittees review for their divisions and still use checklists to help make recommendations. Discussion on reviewing process based on expertise developed by last year's members or contact a committee member with the expertise.

A CEP guest had questions with the guidelines when she was going down the course lists and suggests members to re review and bring questions back to committee. Based on her experience she developed a guide for lower and upper division classes that helped set the precedent for GE designations.

Members agreed to comment on check list course approvals with minor changes at the next meeting. Margie will follow up with departments, so it is important to give clear and concise recommendations.

VIII. Issues/topics for 2010-11 and member items.

Members were provided with a list of possible issues and tasks for 2010-11 to consider for the next meeting.

- Parameters on limits for admission to Majors or disqualification policies
 - VPDUE office is addressing the issue on limits to Majors or disqualifications since the UC GPA is 2.0 and most majors have a 3.0 GPA requirement.
 - Impaction could happen if these statements come forward this fall without any policy or feedback to departments.
 - Department justification in program statements unclear what skills(demonstrate) are necessary to achieve major requirements.
- Review of existing majors with impacted status CEP will take up again. The Divisional Deans need a solution to this problem.
- Student minimum enrollment 12 vs. 15

Regulation not being enforced that student enroll in 15 credits. Raised by CAFA chair. Letter from Provost Ferguson.

- Revise Guidelines for Narrative Evaluations to reflect the changes to Regulation 9.2 approved at April 2010 Senate Meeting
- Members items
 - Catalog statements and department program statements be consistent
 - Educational Issues of Inequality for excellence
 - Reading Period before final exams
 - UCDC informal consultation
 - Consent agenda for petition approvals

So attests,

John Tamkun, Chair
Committee on Educational Policy