

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES**

**FEBRUARY 1, 2006
12:15-1:45, KERR HALL RM 307**

Present: Floyd Amuchie (SUA representative), Heather Bullock, Tim Fitzmaurice (Non-senate teaching faculty rep), Richard Hughey (Chair), Pamela Hunt-Carter (Registrar, ex-officio), Tracy Larrabee, Anatole Leikin, Roxanne Monnet (ASO staff), Jaye Padgett, John Tamkun.

Guests: Cher Bergeon (Preceptor Rep), Margie Claxton (Academic Editor), Bill Ladusaw (VPDUE), Michael McCawley (Associate Director, Admissions).

Absent: Pedro Castillo (Provosts Rep).

I. Announcements and Updates.

CPB invited a member of CEP to attend a portion of their February 2 meeting when VPDUE Ladusaw would discuss retention and enrollment management with CPB.

The February 8 meeting of CEP will occur in Rm 61 Kerr Hall.

The Senate's Annual Faculty Research Lecture will occur on February 15 at 8 p.m.

COT will co-sponsor with the Center for Teaching Excellence the annual Teaching and Learning Symposium on February 16 from 1-5 p.m. at the University Center.

Members, reps, and guests were provided with a copy of the final letter that went to the Chair of CoC regarding CEP structure (whether to split into two committees by forming a Committee on Courses), the length of weekly meetings, and regarding the number of regular guests to CEP meetings.

CAFA is working with the central administration regarding the amount of Regents Scholar funding that comes to UCSC, having learned that our campus allocates the least local funding of any campus. CEP will consider text to be provided by CAFA for a joint resolution to the Senate.

The Committee received a brief update regarding UCEP issues. UCEP is considering the creation of a task force for undergraduate education. Our UCEP rep has invited feedback from Committee members.

The GE subcommittee, with guest Professor John Isbister, will present their draft proposal at CEP's February 15 meeting.

Members were encouraged to meet with the Academic Editor very soon regarding summer course approvals.

II. Minutes. The January 25, 2006, minutes accepted as amended.

III. Forum on Undergraduate Retention.

On February 10, from 3:30-5 p.m., CEP will co-sponsor with the administration a Forum on Undergraduate Retention in the Stevenson Event Center.

IV. Writing Intensive (W) General Education Designation Topics

The Committee reviewed feedback from the W subcommittee and from the Director of the Writing Program. They were apprised of historical information related to the W since its establishment.

Among the topics discussed were:

How to ascertain that students have learned what was intended of the W gen ed credit.

Learning by exposure through new documents versus revisions.

Explicit instruction of how one writes in the particular discipline.

Peer and tutor review in W courses.

The learning of writing conventions through critiquing of other students' work.

Skills learned through editing papers that the student did not personally create.

The W Subcommittee will meet with the Director of the Writing Program to provide additional feedback to the Committee at the next meeting.

V. Academic Department Review Procedures – feedback to draft.

This topic was carried forward to the next agenda

VI. CPB and GC responses to American Studies external review support.

The Committee discussed the CPB and GC comments concerning the American Studies external review, reaffirmed its letter, and provided advice for its representative to the upcoming meeting.

VII. Grade option petitions

The Committee was apprised of an Advanced Information System (AIS) issue that has added to the petitions that come before the Chair. After attempting certain activities in AIS, one must formally “submit” the information. Students are expressing a lack of clarity as to whether or not they have completed the process of submission. Committee members added that the same challenges exist in AIS for faculty, as relates to the process of submitting grades.

CEP vested the Registrar with the authority to approve requests associated with adding/dropping courses as long as there is evidence in AIS that the attempt was made by the add/drop deadline. Likewise for changes in grade options: if there appears to be evidence that an action was taken by the deadline to change the grade option, the Committee gives the authority to the Registrar to approve the change. The Registrar will prepare guidelines for review. Requests that do not meet the guidelines will come to the Chair of CEP. The Registrar will consult with the Committee as needed on these matters in the future.

VIII. Exam policy procedures and letter of announcement.

This topic was carried forward to the next agenda.

IX. CMPS 104B as a capstone.

With the addition of the report described in a recent email from the department chair, CMPS 104B was approved by CEP to serve as a capstone course effective spring quarter 2006.

X. Publication of Individual Majors in the catalog or other official campus publications

This topic was carried forward to the next agenda.

XI. Extension of Enrollment

This topic was carried forward to the next agenda.

XII. THEA80H- Hamlet Conundrums.

The Committee discussed the materials provided for past offerings of this course. In particular they noted the lack of a required face to face meeting, the lack of a final examination, and the low rate of return on student evaluations of instructor performance.

The discussion evolved to fully on-line courses in general. The committee will discuss UC Davis hybrid course procedures and policies in order to discuss this further at the next meeting.

The Director of Admissions noted that there is a BOARS policy which specifies that for transfer credit, only the content of the course is to be considered, not the delivery methods.

Attest:

Richard Hughey, Chair
Committee on Educational Policy