

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES**

March 3, 2010

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

Present: Holly Cordova (NSTF Rep), Cormac Flanagan, Jimin Lee, Roxanne Monnet (Staff), Matthew Palm (SUA Rep), Eric Porter, Deanna Shemek (Provost Rep), John Tamkun (Chair), Peter Young, Eileen Zurbriggen.

Absent: Pam Hunt-Carter (Registrar, *ex officio*), one student rep position is vacant.

Guests: Margie Claxton (Associate Registrar), Elaine Kihara (Academic Preceptor Designee), Bill Ladusaw (VPDUE).

I. Announcements and updates.

Chair Tamkun gave the Committee on Educational Policy (CEP) an update from the recent University Committee on Educational Policy (UCEP). A general discussion of the impact of budget cuts on the curriculum was held. Campuses are considering additional course fees as an option to cancelling courses, elimination of non-essential courses (not required for a degree or a major and does not satisfy a GE requirement), and decreases in the capacity or number of course offerings. UC Davis is discussing whether to limit all majors to just one lab class.

The recent combined Senate Executive Committee (SEC) and Chancellor's cabinet (CabSEC) meeting was reviewed for CEP by Chair Tamkun. The Commission on the Future workgroups are about to issue their initial recommendations.

CEP's communication regarding how to manage issues of instruction should there be a significant disruption caused by the March 4 demonstration was sent earlier this week. The letter strongly encouraged instructors to be flexible. Positive feedback has already been received indicating that the information was timely and helpful. If concerns are raised after the demonstrations, CEP may need to issue a second letter. It is expected that tomorrow's events will essentially shut down the campus. Everyone has been asked to call 459-INFO before heading toward campus to confirm whether the campus will be opened. CEP has asked the administration to be ready to send a closure announcement early tomorrow, if need be. Lack of flexibility could lead to grade grievances.

SEC will sponsor a forum on the Narrative Evaluation System (NES) on March 10, in lieu of a Senate Meeting. The event will be open to all and intended to be a slightly structured conversation.

CEP discussed the issue of late submission of catalog requests. In recent years, those who submitted after ~March 1 received confirmation of receipt of the late request with a note that there was no guarantee that CEP could get to late requests this year.

The Language Program co-chairs have asked to meet with CEP. Professor Marc Cioc wrote to Chair Tamkun to ask to meet with CEP regarding the Language Program curriculum. He indicated that

Humanities Dean Georges Van Den Abbeele had appointed him as co-chair of Language in charge of the curriculum. To date, CEP has received no confirmation of a co-chair arrangement and would like the Dean's formal acknowledgement that he has appointed a co-chair before changing their catalog process. A confirming message will be sent to the dean. In the meantime, CEP will proceed to invite Professors Cioc and Shigeko Okamoto to one of the remaining March meetings.

The program faculty of Community Studies will soon hold a retreat to discuss both the undergraduate and graduate programs. CEP will seek an update concerning their plans for the future of their program.

Chair Tamkun asked CEP whether they supported the deferral of students petitions that would need to come to CEP for a policy discussion this year. The Committee felt the need for more specific information before making a blanket decision, but recognized the need to give clarification to the colleges. A message will be sent to the colleges indicating that CEP will prioritize petitions for students planning to graduate this year, and that the balance will be considered as time permits.

II. Discussion of the process used to review GE course proposals.

The initial process of taking course-specific recommendations from members for general education (GE) proposals and merging the information into an FMpro database went well. Members should return their weekly update of the Excel spreadsheet by the end of next Tuesday.

It was decided that a template letter should go to faculty regarding the need to thoroughly address course approval form supplemental questions. A general blurb will be developed and should be added to the course approval form.

A recusal practice for proposals from one's home department was discussed. Members may choose to provide input to the member(s) who will form a recommendation, and/or answer questions but will not vote on the decision.

III. General Education Topics.

CEP was apprised of the current status of review of Statistical Reasoning (SR) GE proposals. Almost all proposals for the SR looked approvable to the reviewers.

At a future meeting, CEP plans to discuss the appropriateness of putting GE designations on independent studies courses, as well as how to review courses with repeat for credit status (courses with content that differs by the offering).

Assignments for the coming week were confirmed. Members were asked to complete at least 55 reviews by next week. Fall courses should be reviewed first.

IV. Writing-intensive designation on summer courses.

For some years all courses that carried the writing-intensive (W) GE designation and were taught by non-Senate faculty were reviewed before each five-week summer offering, regardless of whether the course was new. As part of the review, departments were to submit course approval documentation to

confirm that the content of the course continued to meet the educational objectives of the W requirement. The goal was to ensure that the course content would follow an approved syllabus and would not be diluted from how that same course occurred during a ten-week quarter.

CEP thought that the course approval forms seemed unnecessary but that what was needed was for sponsoring departments to confirm that the appointed instructor was provided with a syllabus and the educational objectives for the course and asked to follow them.

The Committee will ask Summer Session to include this expectation in the new request for summer session proposals, in lieu of asking for course approval documentation for currently approved W courses. This change would allow all the summer courses to follow the same review process.

So attests,

John Tamkun, Chair
Committee on Educational Policy