

Committee on Educational Policy
Minutes
Wednesday, November 07, 2012
Kerr Hall Room 307, 11 a.m.-1:30 p.m.

Present: Mark Anderson, Lora Bartlett, Pam Hunt-Carter (Registrar, *ex-officio*), Olof Einarsdottir, Tracy Larrabee (Chair), Stephen Sweat (NSTF Rep.), Ted Warburton, Susanna Wrangell (Staff), and Jim Zachos.

Absent: James Wilson, Max Hufft (SUA Rep.), Maria Jennings (SUA Rep.), Ronnie Lipschutz (Provost Rep.), Richard Hughey (VPDUE), Michael McCawley (Director of Admissions).

Guests: Cher Bergeon (Academic Preceptor Designee), Margie Claxton (Associate Registrar), Barbara Love (Articulation Officer).

Executive Session

Chair Larrabee updated members on this week's meetings which included UCEP and SEC. At UCEP members discussed WASC, UC Online Education and UCR and UCORP portfolio reviews which included UCO Lick. SEC members discussed the upcoming Senate meeting on November 28th which will now be a forum on online education, sponsored by Committee on Teaching (COT). VPAA Lee has formed a steering committee for WASC and will be meeting quarterly.

I. Announcements and Updates:

Member Anderson updated the committee on the meeting with advising staff for guidelines with disqualification and admission policies and the problems students can encounter. Some problems with admissions policies, center around the major declaration policy, students take courses in the major without being declared or accepted in the major. Advisors are concerned that admissions policy requirements with high GPA's may affect the student population. Another concern is with departmental appeals processes. Appeals processes are not standardized on campus and can be problematic. For a future agenda item, CEP may want to set guidelines or create a process map for departments to reference. For advising, transfers can sometimes be delayed when being held to a different set of requirements, but CEP has a long standing precedent for transfer students to be held to the same requirements as natives or compromise based on equity. Chair Larrabee updated members and guests on the Community Studies Major. VPAA Lee is negotiating with one of the colleges to host the major and a draft proposal and MOU are being drafted for senate review in the very near future.

Chair Larrabee reminded members to check with their departments or division on TA/undergraduate teaching ratios and report back at our November 28 meeting, members approved the consent agenda.

II. External Review follow up if needed

Members reviewed the draft letters for Psychology and Environmental Studies and approved.

III. Economics Department Request for Review of Draft Qualification to the Major Policy

CEP members reviewed the draft qualifications policy, held a thorough discussion and had the following concerns:

- CEP is supportive of the inclusion of calculus, the data provided is convincing. But what are the impacts on transfer students, particularly in light of the fact that three semesters of calculus would be required for most transfer students. Is it necessary to include three terms of calculus in your qualification policy when most native students satisfy this requirement in two terms?
- Capacity challenges with course repetition, the department is requesting only one repeat of a course, repetition of courses is governed by SCR 9.1.8, remind department of changes to AIS to prevent repeated enrollments, and consultation with departments and colleges for exceptional cases.
- GPA seems a bit high with respect to recent graduates, 40% met a 2.35 GPA. Include data graphs in our response.
- Members are concerned if you prevent students from entering the major, the same is true for a minor.
- Request data on impacts of proposed policy with respect to GPA on underrepresented students.
- Request more information on the department's appeals process.
- Declaration deadlines should be removed, these are to be handled by the colleges, including exceptions who have reasonable prospects of qualifying and completing one of the majors within term limits.

CEP members were asked by VPDUE Hughey to investigate the circumstances for several engineering students who were disqualified from majors last spring but notified in the fall. CEP members were concerned as two were juniors and two seniors. Members could not discuss or make a decision without more information from the engineering undergraduate advisor. The task was delegated to Chair Larrabee who will meet with advising in Engineering and report the outcome at our next meeting.

IV. Post - Consultation discussion on VPDG Miller's visit

Members were satisfied with VPDG Miller's visit and will be watching the Rebenching funding during the year. A thank you response will be sent out later today.

V. SUA Request for Course Syllabi added to Student Portal moved forward due to lack of time.

VI. Course Objectives and Guidelines form VPAA Lee

CEP members continued their discussion on course objectives and guidelines requested by VPAA Lee for the WASC accreditation process for the campus visit. For educational goals, stating course outcomes is pedagogically sound, especially when relating skills to learning outcomes. CEP members agreed and are looking at changing the course approval form by adding or incorporating the following objectives: what are the core topics, listing minimum skills require to pass the courses, and if a required course, how do the required skills relate to programmatic outcomes?

Departments would benefit having access to best practices or a model of a course approval sample form. These should be available publicly, and it makes sense for the Divisions to host these for their departments to reference. For example, faculty want to develop courses for a certain GE , say they are in Art, but the division does not have any course for a PR-S, but Social Sciences does, the instructor could access the sample, save time and reduce faculty workload. CEP members will consider consulting with the Divisions to host samples for departments as this is the more appropriate venue.

Chair Larrabee shared her experience in Engineering when the school needed to renew their Engineering accreditation. It turned out to be good for the school's curriculum and made faculty think about what faculty were teaching. In Engineering, the capstone experience is an example of how these learning objectives are applied. The capstones in many departments are good examples of how these learning objectives are satisfied, this type of course has topic skills that must be achieved to support the program's goals for their graduates.

Members also discussed adopting an "Extended Course Description" that can drive the content of courses, save department time, and create an effortless articulation process. The articulation is based on points that were not covered in a transfer course and are easy to discern.

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