

**Committee on Educational Policy
Minutes
Wednesday, November 28, 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.), James Wilson, Susanna Wrangell (Staff), and Jim Zachos.

Absent: Max Hufft (SUA Rep.), Ronnie Lipshutz (Provost Rep.), Barbara Love (Articulation Officer), Ted Warburton.

Guests: Cher Bergeon (Academic Preceptor Designee), Margie Claxton (Associate Registrar), Richard Hughey (VPDUE), VPAA Lee, Michael McCawley (Director of Admissions), Jim Phillips, (Director of Instructional Technology Group).

Executive Session – none.

I. Online Course Approvals versus Overflow Room -

Chair Larrabee changed the agenda to accommodate an urgent matter concerning courses for approval with online and broadcast capability. Chair Larrabee gave an example of a computer programming class offered based on tapes made from last year; this year the students are required to watch these before coming to class for discussion. These courses are hybrids, and in the past CEP approved these. If the course is a UNEX offering, it has its own extension course number. For an online UCSC course, CEP would need to approve the respective course like all course approvals.

UNEX is offering course credit for an online version of a course being taught at UCSC for winter quarter. The concern is with what type of virtual or online offering is being advertised. The course of concern is CMPS 5J, which will only be offered online under concurrent enrollment and is open to UNEX students as well. It is a virtual over-flow room. Arrangements with proctoring are to be determined based on enrollments via UNEX. This is for flexibility with both UCSC and UNEX students based on physical limitations.

However, another very popular course in the Humanities Division had raised concerns for CEP, with faculty developing an online offering. It is not clear if this is just a recorded course or stand-alone online version. Analyst Wrangell and Chair Larrabee will follow up.

The discussion on major mapping will be forwarded to a future agenda meeting.

II. Learning Outcomes Consultation with VPAA Lee

VPAA Lee informed CEP members of the upcoming WASC review. This time the review will be more holistic and require data in terms of retention and graduation rates. The Office of Planning and Budget will create a data sheet to help see how UCSC is progressing in these two areas, and for internal use, and how as a campus we can improve ourselves for the future. Institutional Research will be driving the needed data, and will create a presentation for WASC on the data interpretation. VPAA Lee wants to minimize the departmental workload by having departments only state

explicitly what their learning outcomes are for their majors. This exercise can produce a very productive and fruitful outcome as departments would look at their curriculum and evaluate if they have each component the department wants the student to learn. For example, there was not a course on ethical background in engineering and after reviewing the learning outcomes the course was developed by the faculty. This is an evolving process. UCSC will be the third campus to go through this type of review, referencing the WASC Handbook being finalized sometime in February, which the campus will be held to.

III. Online Course Offering Discussion Continued

The Humanities Holocaust course would like to also have an offering thru UNEX for Winter 2013. It is also being offered on campus and previous course recordings are available via Vimeo (this is a free online service to watch videos). Faculty are developing the online version with a supplemental workbook, required films, and visits to museums. This part of the proposal is still under development. UNEX wants to offer the online version, and it was mentioned as a possible UCDC offering as well. CEP members had a discussion about this issue and made the decision that this request is by default past the deadline. It is clear that CEP must create guidelines for faculty and staff to reference in the future. While CEP cannot allow this course at this time, an offering in spring quarter could be a possibility. UNEX can offer the course under their numbering but not for transferable credit for winter quarter.

IV. Post Consultation Discussion on VPAA Lee and Learning Outcomes – None.

V. Announcements and Updates:

From our previous meeting, members held a discussion on Rebenching funding, and the effect on undergraduate education with regard to TA and undergraduate student ratio. Members are noticing changes in their departments over the past three years; graduate growth may help with larger class enrollments. Each member shared how their department allocates TAs for course assistance. Many departments on campus have written agreements on which critical classes require one TA per twenty students and others have one TA per ninety students. Departmental faculty discussed the importance of TAs based on the course objective; for example, writing courses typically have more TAs assigned. Inspirational graduate growth could help increase the quality and contact hours for undergraduates, thus enhancing their educational experience. If our campus increases the number of graduate students, what data are necessary to help CEP understand how increased graduate programs can change our pedagogy and improve curriculum and quality of instruction to our undergraduate population? Institutional Research does have a snapshot that CEP could reference in the future. Undergraduate curriculum has been changing due to the loss of TA support. What can we do to enhance the educational experience of our undergraduates? Members discussed researching data and writing a report for the next quarterly senate meeting but instead decided to draft a letter to the EVC expressing our concerns.

- It appears these cuts are not balanced. Funding for TAs allocations is being cut and this should not be allowed or be part of the divisional provision, i.e. this funding should not be included as part of the base of the divisional budget.
- In some departments, this cut to funding has really hurt their curriculum, while other departments adjusted by making changes to their curriculum to keep the TAs.

- EVC Galloway has provided Bridge Funding to help departments with excess enrollments as a temporary measure
- There is a strong relationship between undergrads and the TA ratio in terms of the quality of a student's educational experience.
- Are retention rates directly affected by the quality of instruction?
- Currently, some students are having trouble with writing in the core courses, which is a reflection of the reduced number of TAs assigned to these very large classes.

Members approved the consent agenda which included the minutes from November 7 and 14.

VI. Learning Outcomes and Online Course Forms

Chair Larrabee will be working on updating CEP's Online course supplemental sheet. UCOE will be sponsoring an online version of MATH 19A and the course has been developed with the help of a professional web designer with an interactive textbook, pop ups, quizzes, and resources embedded in the course. The form in its current state needs revising to include questions that CEP has consistently asked about an online course offering. CEP became aware after reviewing the MATH 19A online course offering approval forms that a few more questions needed to be added. These included:

- Assessment and proctoring
- Office hours
- How is the course paced, and what measures prevent students from jumping ahead of the weekly assignments?

CEP will discuss the revised draft at a future winter quarter meeting.

VII. Consultation for Jim Phillips, Director of Instructional Technology Group

From our meeting of October 31 discussions about online education, members are interested in online course development, capacity issues and advertising with regards to eCommons. After introductions, members held a thorough discussion on some of their online issues concerns, but the committee was not able to hear answers to all of their questions due to time restraints. CEP may consult with Director Phillips again next quarter.

Committee on Educational Policy 2012 - 13