

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES
Wednesday, October 03, 2012
11 am-1:30 p.m., Kerr Hall, Room 307**

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

Absent: Maria Jennings (SUA Rep.).

Guests: Cher Bergeon (Academic Preceptor Designee), Margie Claxton (Associate Registrar), Richard Hughey (VPDUE), Barbara Love (Articulation Officer), Michael McCawley (Director of Admissions).

Executive Session

CEP member Jim Zachos joined the committee and introductions were made. Chair Larrabee apprised members of the recusal policy and gave an update on the UCEP meeting this week.

Chair Larrabee changed the order of the agenda to accommodate committee policy work and other routine senate business before the guests arrive. CEP will not be printing the executive session discussions in the minutes and the discussions will be confidential.

I. Announcements and Updates

Chair Larrabee called the meeting to order after executive session and new member Jim Zachos was re-introduced to the guests. Members were asked to read the WASC draft handbook for discussion at our next meeting. Chair Larrabee updated members on her meeting with Senate leadership and one task for the committee this year is to access learning outcomes based on our general education requirements. Chair Larrabee will be represent the committee's response on WASC and learning outcome issues at the next UCEP meeting, November 05.

One CEP member would like to discuss Summer Session and financial aid funding. According to one member, students must be enrolled in 6 units to receive funding in the summer, which lowers their aid package. Summer Session will be put on a future agenda.

AIS and Major Declaration Process

VPDUE Hughey reported on standardizing procedures in the degree audit process in AIS for students to reference when declaring their major. The degree audit would allow the student to view the course requirements as well as any GPA associated with courses for the major declaration process.

Update on Course Approvals Process

The on line course approval process is flexible, and in general completely revisable. Chair Larrabee would like members to address the form for course approvals, both online and regular session offerings. The form could be updated now, a sentence or two on how the required course relates to at least one program learning outcome. UCSC does not have data on outcomes and evaluations of our course offerings in most majors and should be a simple process with minimal workload.

SEC

At the last SEC meeting, the Chair asked for alternates to attend SEC meetings if Chair Larrabee was out sick or traveling, Member Anderson has agreed to serve.

II. UNEX University Extension Review Annual Report

As part of CEP's charge the committee reviews course requests, certificate and program reviews and reviews the annual report for University Extension. Members focused on the program certificates, and not the budgetary data. The program certificates are scheduled on a five year cycle. CEP fell behind during the general education requirements reform. UNEX fell behind last year due to the installation of a new operating system, now both are working together to get back on track. In the report nine program certificates appear to have unknown dates when the last review happened. Chair Larrabee has requested these certificates to be submitted by early December.

III. Closed Week and Exam Policy

There is confusion over the deadline in the quarter for course sponsoring agencies to submit changes in exam schedules. Current policy references requests for changes in exam schedules by the fifth week of the quarter. The fifth week of the quarter seems too late to request such a change, members agreed to change from the fifth week to the first week of the quarter to submit a request. Only requests due to extraordinary circumstances would be considered for re—scheduling a final exam.

Committee members discussed reference to students scheduling courses to avoid overlap with final exams on the same day. The discussion will be carried forward to our next meeting to decide on deleting or editing the following sentence:

“Many students prefer enrolling in courses so as to avoid more than two final examinations on the same day.”

IV. Rebenching Report and Enrollment Principles and Recommendations

Senate committees have been asked to review and provide comment on the Rebenching Report. Written by the Rebenching Budget Committee, the Rebenching Report is the second phase of the University's overhaul of its internal budgeting processes, following Funding Streams, which addressed non-state revenues and which was implemented in 2011-12. The intent of rebenching is to increase transparency and equity in the formula for allocating state funds across the campuses. CEP's comments will be a part of the divisional response for Systemwide review. Members will approve a draft at our next meeting.

After a brief discussion, some points to address:

- Impact on quality of life for undergraduate students with over-enrolling, there are very few if any quiet study spaces in dorms
- If campuses fall short on the enrollment target, the funding must be made up the following year with room and board cost increases. CEP members agreed on a need for regulatory control to ensure campuses do not exceed non—resident enrollment targets
- The pathway report frames students as commodities and encourages campuses to value some students over others – i.e. graduate students over undergraduate and non – resident over resident, with regard to enrollment, course offerings, etc.
- The report's principle is based on the distribution of state funding *per capita* at each campus, and in theory this proposal could help with the historical imbalance in student funding
- CEP would hope and expect any gains from rebenching be appropriately targeted for undergraduate education enhancement.

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