

**COMMITTEE ON EDUCATIONAL POLICY  
MINUTES**

**Wednesday, October 10, 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).

Absent: Maria Jennings (SUA Rep.) and Jim Zachos .

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 members discussed the draft WASC Handbook and this week's SEC meeting.

**I. Announcements and Updates**

Chair Larrabee changed the order of the agenda and updated members on the SEC meeting during the executive session. At SEC this week one of the assignments was for each committee chair to report back on the committee's pro- active agenda for this year. Here is Chair Larrabee's list:

- Follow up on the transitioning from last year with regard to qualification versus disqualification.
- Work with CAFA on BOARS inspired transfer major preparation, articulation, and the transfer of the purview for honors program from CAFA to CEP
- Provide input to UCEP about UCSC view of many things. Among them: systemwide and UC online courses, and the WASC process change
- Work with UNEX to review 9 certificates in their program
- Work with VPAA and WASC steering committee, including investigating how the recent GE revamp affects our curriculum and our learning outcomes.

Amendments to minutes of September 26, 2012, were approved.

**II. Rebenching Letter to Senate Chair**

Members reviewed the draft letter on Rebenching and held a discussion on concerns with how the proposal may or may not impact the quality of the undergraduate experience. However, the letter is intended for a Systemwide response and members approved the draft as submitted for the Senate Chair's response.

**III. Disciplinary Communication (DC) Credit via UC Extension for UCSC Courses**

Admissions Director McCawley requested streamlining the process as in the past for transfer course credit with regards to the DC general education requirement. Past CEP committees have delegated authority to the Admissions Office. Students sometimes enroll in a UCSC course taken through Concurrent Enrollment (through UCSC Extension) to satisfy the Writing (W) requirement, if the course was designated as a W course, without having to petition CEP. Now with the new general education requirements, it seems appropriate to include the D.C. This is

treated as transfer course credit, so the students would not have to petition and their record would be updated by the Admissions Office. After a brief discussion members agreed to delegate authority to the Admissions Office for DC transfer credit.

#### **IV. Program Statement Check List Update and Approval**

There has been some confusion over item number seven in the program statement check list, for departments as well as past membership. After a brief discussion, members agreed to delegate updating the check list to Chair Larrabee. Here are some suggestions:

- Remove or make the footnotes part of the check list itself where applicable
- Move footnote number one down the list or place as introductory sentence
- Ask what the committee wants instead of telling the departments
- All information on your department website provided to students must be consistent with the program statement or current version of the catalog

#### **V. Topics for this year, 2012 – 2013**

Members agreed to add Summer Session, Graduate Student ratio to undergraduate students and Chair Larrabee's five for this year.

#### **VI. Closed Week and Exam Policy**

After discussion members agreed to the additional sentence as a stand-alone paragraph, removed ombudsman and changed *registered to documented*. Analyst Wrangell will confirm with the Disability Resource Center (DRC) Director and put in a link to the center at the end of the sentence. Changes were only made to the following sections:

##### **Final Examinations**

Final examinations are required in all undergraduate courses unless the department or other agency sponsoring the course has obtained permission from the Committee on Educational Policy to evaluate students in another manner. Final examinations are only given during the exam week period at the time announced in the *Schedule of Classes*, usually in the same room used for class meetings during the quarter. No change in the time or date of a final examination may occur unless the course sponsoring agency has obtained the approval of the Committee on Educational Policy. Requests must be received by CEP not later than the *1<sup>st</sup> week* of the quarter in which the course is occurring. When finals are administered, (not during week 10) they must be completed at the scheduled exam time and may not require more than the scheduled three-hour time block. If a take-home examination is not assigned until the week designated for final exams, it cannot require more than three hours to complete.

*To avoid three final examinations on the same day, students may want to consider the final exam schedule when enrolling in courses.*

##### **Accommodations for Disability**

Students with documented disabilities that require examination modifications will be accommodated in compliance with state and federal laws. Reasonable accommodations will be made based on recommendations from the [Disability Resource Center](#)

#### **VII. Request for FTE Transfer Associate Professor Flora Lu**

Members discussed the request from Associate Professor Lu to transfer from the Latin American Latino Studies Department to the Environmental Studies Department.

Members are concerned about the possible impact this transfer will have on the ability of the LALS department to deliver its curriculum, given that no replacement FTE is being offered. The MOU appears to have very limited provisions and a loss of opportunities for LALS students with the loss of specific courses that Professor Lu offered, such as the Ecuador course. Also, she is one their three Associate Professors, causing specific and fundamental impacts on undergraduate curriculum and future leadership for the department. Committee members concurred that the request seems well justified in terms of the intellectual interests of Professor Lu and agreed to recommend this FTE transfer. A draft will be available on Google Docs for members to comment on.

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