

**COMMITTEE ON EDUCATIONAL POLICY  
MINUTES**

**Wednesday, April 23, 2014  
11 am-1:30 p.m., Kerr Hall, Room 307**

Present: Ben Carson, Tracy Larrabee (Chair), Ronnie Lipschutz, (Provost Rep.), Michael Mateas, Roxi Power (NSTF Rep.) Mary Beth Pudup (UCEP Rep.), Tchad Sanger (Interim Registrar, *ex-officio*), Heather Shearer, Ted Warburton, Susanna Wrangell (staff).

Absent: Olof Einarsdottir, Barbara Love (Articulation Officer), Vanessa Morales (SUA Rep.), Kayla Oh (SUA Rep.).

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

**I. Announcements and Updates:**

Chair Larrabee received an email about technology in the classroom, in particular with regard to using technology capable of recording events such as with a cell phone or Google Glass. Not all technology is visible as Google Glass and not as easy to legislate but members strongly agree on privacy for guests and students when collaborating in the classroom as a concern and top priority. Any student should not be allowed to use technology during an exam and this should be referenced in the course syllabus. Chair Larrabee will send the committee response to the requestor.

Graduate Growth:

Chair Larrabee requested comments or concerns members have on Graduate Growth with regard to undergraduate education; be emailed to her before our meeting on April 30 for discussion. Some ideas for concern:

Masters programs versus PhD programs

Masters degrees are terminal, provide full revenue, but no financial aid

PhD students are missing the model used for Masters students

State funded programs versus self-supporting programs which must pay for all administrative processes

All Items were pulled from the Consent Agenda for Discussion:

**Program Statements:**

**Arts Division:**

**Humanities Division:** Spanish Studies: move forward so members can review.

**PBSci:** BMB : Cannot approve until new courses are approved first, Biol 101/L are still at the division process level, CEP will send a reminder to the Divisional Office staff to put in their comments of dissent, but move, the courses forward, as the Senate has purview over curricular decisions.

**Engineering:**

CMPE:

- Suggest wording changes on qualification policy specific to item number 2:  
“*they have attempted no more than 7 credits resulting in grades of D, F, or NP in the courses listed above used to qualify for the major*”
- Allow the one failed attempt to be over 7 units (with lab) instead of traditional 10 is approved
- Double counting was very restrictive in the past but Engineering majors are not sufficiently differentiated, and courses overlap and with an additional credits, as little as 10, students would be able to declare another major in Engineering. Members agreed to allow the request to restrict double majors, and is approved.

**Social Sciences:**

## **II. MCD Declaration Process**

The MCD Department has concerns with students declaring after the declaration deadline. CEP's desire in the past, was to accommodate students on a case by case basis, usually due to extraordinary circumstances using the appeal process. Transfers in the past were delayed due to lack of space, especially when the class was only offered in the fall. Chair Larrabee met with Department Chair Zahler, and the department's impression is that students believe they can declare their major past the major declaration deadline date. According to data, many students are not able to declare any of the biological science majors by the end of their second year due to the qualification policy. If students need to take any pre-requisite course work, then there will be a delay and Biology has in the past been able to allow them to declare one of the biological sciences majors. Typically, some students fail after the fourth quarter and they have time to re-group and change majors. Members agree that BIO 20L should be a requirement for the major but there is a lack of evidence to prove that this course should be included in the major qualification policy.

For the response: Before members will approve Analyst Wrangell will check if the additional requested language with regard to qualification is part of the AIS/GPA standard and if so, approve.

## **III. Disciplinary Communication Grant (DCG) Proposals**

CEP has received Disciplinary Communication Grant requests from the second CALL due spring quarter. The following departments submitted proposals, CEP will make recommendations on funding choice, but the final decision rests with VPDUE Hughey:

- Anthropology –Writing Tutors Course One-time money for a continuing expense, members are in agreement, this proposal is for tutoring, but do believe transferable deliverables and opportunities to produce a workbook or manual for other tutors to reference in the future. Members are not recommending approval for this proposal. \*Note, materials were delivered after the meeting discussion was held and members will leave approval with the VPDUE.

- Colleges: Eight, Oakes and Porter Westside Writing Center Revised

This is also a proposal for tutors with writing, but the preparation is pre-DC course work and members felt strongly that other money should be found to support appropriate institution context for delivery assistance with this proposal. Some members felt the Westside Writing Center was of great value and should be helped to survive and other members reported experiences with the Writing Center that led to lack of confidence: in particular, some members reported a lack of training for the center tutors. Members could not recommend funding the proposal unless there was some initial investigation to determine the process for tutor placement—and this is beyond the rather weighty problem of requesting ongoing funds and not one-time funds.

- Computer Sciences – wants to develop a DC writing course much like the one in Engineering and students in the major would have a better writing experience in the discipline and reduce class size for the Engineering course. Members are recommending approval in full.

- Community Studies- also wants to create a better DC course curriculum for future studnets in the major and members are recommending approval.

## **IV. Campus Online Education Course Agreement**

The Senate Chair has requested committee review of the campus online education course agreement for faculty who develop courses for UCOE through ILTI (Innovative Learning Technology Initiative). Members went over the agreement and after discussion, concurred most issues were addressed except

compensation. Compensation is still part of the agreement, but this will be negotiated with future offerings. Members reviewed the agreement and after discussion added to last week's concerns:

- Intellectual property
- Compensation
- Major versus minor modification to a course, what criteria is used to determine each?
- Perpetual hosting of course versus 3 year hosting of course life, is this a typo, we understand this to be a three year renewal if both parties agree
- Cover letter could be more clear, the agreement is with ILTI (UCOE) and not UCSC specific courses
- What part of the course is owned typical example that illustrate what UC Regents owns
- Faculty member is the "creator" and not the course "contributor"
- Can the primary role of UCOE be flipped courses

#### **V. WASC Policy on Credit Hour Compliance with SR 760**

CEP needs to review our current policy with regard to credit hours for in person and online courses, making sure that our campus is in compliance for our WASC review. SR 760 defines one credit is equal to 3.5 hours of class time. Basically a credit hour is "an institutionally established equivalency that reasonably approximates not less than" one hour of contact and two hours out of class for a 10 or 12 week quarter(for a normal lecture). Members reviewed the draft and made changes but further discussion is needed.

#### **VI. Individual Major Request**

Sub-committee members wanted the full committee to comment and approve this proposal. The student has submitted an individual major in Business and New Media, but the student is missing some courses that would be found at other institutions of higher education including: journalism, social documentation, and science writing. Members discussed the proposal and all agree there is no indication of significant upper division work in either business or new media courses. Members of the committee could not approve this request as there is not enough course work for a 2014 graduation and may need more than another year to graduate at all, the student needs to take more time to explore other course offerings related to the topic and perhaps, change the title. CEP denies this petition.

Committee on Educational Policy, 2013 – 14