

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES**

**Wednesday, February 12, 2014
11 am-1:30 p.m., Kerr Hall, Room 307**

Present: Ben Carson, Olof Einarsdottir, Kayla Oh (SUA Rep.), 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: Vanessa Morales (SUA Rep.).

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

I. Announcements and Updates:

CAB/SEC Meeting debrief: Meeting this week members discussed the proposal for international students which we will discuss later during the meeting. There was a brief discussion on video courses and the need to accommodate students with disabilities, these should have sub-titles, it is not optional to accommodate a student with disabilities.

ICAS Debrief: Intersegmental Committee on Academic Senates: Representatives from all three California higher education institutions meet: California Community Colleges (CCC), California State University (CSU) & University of California (UC), all three senates meet to talk about issues with courses and articulation, and text books that would be mandatory for teaching certain courses.

CEP minutes of January 22 & 29, 2014 were approved with corrections.

All Items were pulled from the Consent Agenda for Discussion:

Program Statements:

Arts Division:

Arts Division Statement : Approved.

Film & Digital Media: Approved.

Humanities Division:

Humanities Division Statement:

Members felt the division would benefit from self-promotion and will make suggestions before approval allowing the Division to decide.

Language Studies (Linguistics) and Linguistics:

Confirm GPA for qualification, courses must be C or better but if a student receives a D they can re-take the course but a student with a C cannot. Transfer student section is excellent. It is not clear how three quarters of Latin or Greek are considered for credit.

Philosophy-Religious Studies : Approved.

Social Sciences:

CEP Minutes: February 12, 2014

Anthropology: Approve after clarification on qualification policy and other minor grammatical errors.
Community Studies: Approved.

PBSci:

Chemistry & Biochemistry:

Update by adding a sentence about the current situation of 6 undergrads currently taking Ocean 220, these students need to be told to select the letter grade option or the department can allow the P/NP grade option, departments have the authority to make these exceptions for major requirements.

Engineering:

CMPE:

- Chair Larrabee and VPDUE Hughey recused themselves before members agreed on the response.
- Members will request a revision of the qualification policy.
- Return the GPA to 2.8 and anything above 3.0 seems unreasonable.
- Allow the department to set the number of failed attempts.
- CEP will not allow two GPAs.
- Students who are denied qualification to the major should be reviewed via appeal.
- Students may not be able to declare by the declaration deadline.
- If any additional data is needed, please contact the VPDUE's Office.

CMPS:

- Qualification policy is needed.
- Limit on number of times a course can be repeated is not consistent with SOE.
- Language on taking a course for a letter grade, remove and reference the letter grade policy for SOE.
- Letter grade policy is not consistent with SOE.
- Transfer student section needs updating.
- DC course does not exist, or is it in the OCA for approval?
- BS Computer Game Design degree, the Art Electives reference Art 10A and Art 10B, two of the current foundation courses in the Art Department's BA degree. New courses waiting on approval.

SOE:

- Grading policy is not consistent among the departments in the school.
- Articulation confirmation is needed for courses and should be on ASSIST.
- Language confusing with course pre-approval at other institutions, appropriate for matriculated students but not appropriate for transfer students applying for admissions to the SOE.
- Remove academic dishonesty language, there is an established centralized process accepted by the Colleges for consistency on campus.
- Appeals use the CEP accepted standard boiler plate.

TM

- Qualification policy is needed
- Honors section, missing the academic dishonesty boiler plate
- Letter grade policy
- Plan 2 students cannot declare by the major declaration deadline

- Minor courses must be equivalent
- References to course approvals at other institutions should be worded differently
- Attach sample qualification policy for referencing

II. International Student Growth Proposal and International Office Staff Job Description

Members continued discussion of their concerns from last week on this proposal and will review a final draft next week for approval. For the draft members will update a section of the letter to include:

- A summary area with bullet points
- Each concern fully addressed after the summary
- Advocate for something bigger not just a job for a faculty director but someone with expertise in the area
- Add in Writing Program hardship
- Resource allocation should be handled by the VP of International Education.

III. Overseeing Deans of Academic Programs

The Senate Chair has requested Senate committee input on the VPAA's request on the role of deans for academic programs and his questions broadly concern the nature of the overseeing dean role. Our "Academic Programs and Units – Policy and Procedures Governing Establishment, Disestablishment, and Change" document reflects UC system-wide policy and the UC—assigned responsibility for courses, curricula, and degrees to the faculty, and responsibility for academic units and budgets to the administration. Within this policy, there is a requirement for an overseeing academic dean for proposals of new degree and non-degree programs. Members will finish discussing next week.

IV. Sustainability Minor from College Eight

The VPAA has submitted for review and approval a minor in Sustainability housed in College Eight. Colleges can have majors, but not minors, only a body of faculty can sponsor the courses to complete the minor. Members are not opposed to the proposal but are concerned about sustainability of the minor as Provost rotate like Deans of academic divisions. Are the structures of the colleges poised to mount courses and can the college staff, who are part time, handle the extra workload? Other concerns for the response to the VPAA:

- How is this minor going to continue, and what guarantee is going to keep this minor going?
- College administrative structure may not be able to support mounting the courses.
- This could be a cross divisional, maybe it should be housed in a division? Why doesn't it?
- This is a popular major in Environmental Studies, these is structure for upper division course offerings, sustainability program has an agricultural grant.
- It would help launch the Environmental Studies Science Major.

V. Five Year Perspectives

The Five Year Perspectives summaries submitted this year by the VPAA are for graduate programs only. CEP members will not be sending a response.

Committee on Educational Policy, 2013 – 14