

**COMMITTEE ON EDUCATIONAL POLICY  
MINUTES**

**Wednesday, February 19, 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, Susanna Wrangell (staff).

Absent: Vanessa Morales (SUA Rep.), Ted Warburton, Richard Hughey (VPDUE).

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

**I. Announcements and Updates:**

**Qualification Policy Data Requests:**

Chair Larrabee held a discussion on data sets members may want to request from departments when reporting back on the effect their qualification policy has on progress through the major. Typically, the committee has determined the data should be gathered over a two year period and reported back to CEP. If CEP accepts the report then the policy should be reviewed again during the next scheduled self study.

Members determined the following standard response for future reports:

Sample language to include when approving so departments know what to include in their report. Such as, "*here are some textual changes you need to make in describing your qualification policy*" rather than a review of the policy itself. Establishment of a periodic (2 year) review process with future reviews at time of external review committee visits.

Here is data that will become part of the standard:

- Time to degree average
- How many appeals?
- How many denials?
- Are the students successful?
- Are your students more or less successful than before the institution of your qualification policy?
- Has the diversity of your major been effected by your policy?
- What is the students' time to degree change?
- Are special cases being dealt with in a fair manner?
- How many late declarations and how many were approved?

Members agreed to send a revised letter to the Psychology Department with these data requests and extend their due date by a few weeks in May.

Chair Larrabee thanked members for their willingness to write letters and excellent participation with committee work.

All Items were pulled from the Consent Agenda for Discussion:

**Program Statements:**

**Arts Division:** None.

**Humanities Division:**

FMST Queer & Sexuality Studies: Approved.

History: Approved, recommendations only.

Italian Studies (Literature): Approved, recommendations only.

Literature: Approved

Philosophy: Request program statement revision. Transfer section should include articulation with Community Colleges.

Writing Program: Approved

**PBSci:**

**Earth & Planetary Science:**

- Rename the admission policy to the major to qualification to the major
- Tips to be successful in the major should be listed here, under the qualification policy
- Courses 110A or B would impact transfer students, is there a retention problem due to the lenient qualification policy?
- Members feel GE courses are not predictive for success in the major and would like justification
- Does the qualification procedure with foundation courses lead to retention issues, and is this a problem in your major? Is time to degree delayed if a junior still has to complete the calculus requirement?

**Mathematics:**

- Request minor not be a part of the qualification policy
- Minor editorial corrections only

**Physics**

- Confirmation from the department, has the standard AIS/GPA been adopted ?
- Request a re-write of the section on faculty availability and student participation

**Engineering:** None

**Social Sciences:**

**Economics:** Carried forward due to lack of time.

**Environmental Studies:** Carried forward due to lack of time.

**Psychology:** Approved

**Sociology:** Carried forward due to lack of time.

Letters on Consent Agenda: All response letters were approved after changes and discussion: SOE Catalog statement, revised Chemistry/Biochemistry program statement, CMPE program statement, CMPS program statement, TM department program statement and the Revised International Student Growth Proposal and AVC Job Description for International Education response.

**II. Request for new prefix in Academic English (EACP)**

Language Program Chair Abrams is proposing a rubric for new courses in Advanced Academic English: EACP. These courses would be targeted specifically at international students who meet

rigorous academic admission standards but need some language support the first year they are at UCSC. The Language program has submitted courses in the OCA with the new rubric. Members found the request to be unproblematic, but the Registrar's Office alerted CEP members that changing the rubric would be beneficial and minimize ordering with other subject areas and suggested the new subject area of "ACEN". CEP will make the recommendation for the change and will approve the new course offerings for fall 2014, if the program agrees.

### **III. Humanities Division Course Scheduling Policy Compliance**

CEP reviewed the Humanities Division Course Scheduling Policy and the committee has two recommendations.

- CEP will request the department adjust its scheduling to bring its offerings in line with the campus standard, which requires 3.5 hours of in-class contact per week in a 5-unit course.
- CEP course policy allows for courses to meet for fewer than 3.5 hours per week so long as the justification for doing so is pedagogically sound and permission to do so is requested from and approved by CEP.

### **IV. Challenge Course Approval for Kresge 171**

The colleges have proposed new courses designed for challenge curricular, and one college would like to use a previously approved course, the course offerings seeks blanket approval for a generic topics course, but does not provide enough information to CEP so that members can determine if the currently proposed series of courses meets the needs of the Challenge Program and will continue to do so in the future. For instance, how will the Kresge course embody "active learning, participatory education, innovative and collaborative research or experiential learning projects with a problem-solving orientation"? Members will request more information before approving.

### **V. 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. Are the structures of the colleges poised to mount courses and can the college staff, that are part time, handle the extra workload? What resources are required to sustain the program? After discussion members are agreed to approve on a provisional basis, for two years with back dating to cover catalog rights. Since resources are a concern, members will send a request for the following information from the VPAA's Office. Once the response is received, the committee will consult with the Committee on Planning and Budget (CPB), per the established procedures in "Academic Programs and Units – Policy and Procedures Governing Establishment, Disestablishment, and Change" policy document. Then the final response will be sent.

Here are the committee's concerns:

- Are college administrative structures on this campus ideally positioned to mount courses of this nature? Can college staff, many of whom are part time, manage the additional workload?
- Why would this minor not be housed in, or part of, Environmental Studies? We understand the department offers courses for sustainability in upper division.
- Is funding for the minor dependent on donations or outside sources? If so, what is the long-range funding model for the program?
- Engineering is one of the proposed stakeholders in this minor, but does not seem positive or supportive. How would the minor operate without Engineering's support?

- Would a revised proposal, for a minor co-administered with another program, such as Community Studies, be advantageous?

**VI. EEB Biology Request for DC Grant Recommendations move forward due to lack of time**

**VII. Program Statement Environmental Studies move forward due to lack of time**

**VIII. Follow Up on Changing from Quarters to Semesters moved forward due to lack of time**

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