

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES**

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

Present: Faye Crosby, Sean Keilen, Barak Krakauer (staff), Mark Krumholz, Roxi Power (NSTF Rep.), Tchad Sanger (Registrar, *ex-officio*), Heather Shearer, John Tamkun, (Chair), Susanna Wrangell (staff).

Absent: Provost Rep., SUA representatives. Mary Beth Pudup.

Orientation for Members Only:

I. Introductions, Announcements

After introductions, Chair Tamkun apprised members of committee history, procedures, and of routine committee business. Members were apprised of the heavy workload from the very mundane to the exciting issues of undergraduate education. Members were directed to go over the agenda and read each item. Sometimes there will be more information provided for member's own interest. For petitions, these are approved by the Chair with the committee analysts and this is also true for Graduate Student Instructors and Undergraduate Teaching Assistants.

II. Members Guidelines and Overview of Senate Member Website (Google Sites)

Senate staff navigated members through the new committee website layout. Members were apprised of the committee's charge and routine activities and past practices via the member's guidelines document which will be available at the Senate Cruz google website for future referencing. Chair Tamkun apprised members of meetings he will be attending regularly; the University Committee on Educational Policy (UCEP), and the Senate Executive Committee (SEC). He encouraged members to send him any issues of concerns CEP may want to address.

III. Guests on Senate Committees

CEP often invites guests with expertise in specific areas to its meetings. Some are asked to attend all committee meetings while others are invited to specific meetings to provide expertise on specific agenda topics. Following a discussion of the role of guests on the committee, we will finalize a list of invitations for the coming year.

Members held a discussion on how to work and consult with guests and will finalize decisions and invitations at our next meeting.

IV. Draft Confidentiality Statements

Chair Tamkun ask for committee agreement on the committee confidentiality statement and updated members that the Senate Executive Committee is working on a standard consultation statement for all committees to adopt and will be in next week's packet. Members unanimously agreed. Chair Tamkun went over recusals and conflict of interest when a member's department decisions come to the committee for review. Members should let the analysts know of any conflicts with agenda items and recuse themselves during the decision process.

V. Subcommittee assignments

Members reviewed the list for subcommittee assignments for external reviews, program statements, course approvals, and independent major proposals. After discussion it was decided the assignments need to be reconfigured and will re-visit at our next meeting.

VI. External Reviews

Members reviewed the external review process and procedures, and are encouraged to focus on what is best for undergraduate students. There are three senate committees involved in this process: CEP, Committee on Planning and Budget (CPB) and Graduate Council (GC). The role of CEP is to insure that undergraduate education issues are being properly highlighted during the external review process and that the undergraduate experience is of the quality UCSC desires. There are two stages to each review. In the first stage, the committee may add comments and questions to the Universal Charge letter that the external reviewers will receive from the Dean. The full committee will discuss each stage, and there will be a lead committee member who will draft the response. The draft response will be sent to the analyst who will post it in Google Drive for review, comment and approval. After the external review committee report is accepted, CEP drafts a response; this is Stage 2 review and a closure meeting will be scheduled with the lead attending. CEP's response letters will be sent under the Chair's name on behalf of the Committee. A draft list of assignments was presented and discussed and will be posted at the google site after revisions. The programs for review this year: six first stage reviews from the departments of Anthropology, Computer Engineering, Computer Sciences, Microbiology & Environmental Toxicology, Economics, and Film & Digital Media. There will be ten stage two external review closure meetings for the departments of Ecology and Evolutionary Biology, Electrical Engineering, History of Consciousness, Latin American and Latino Studies, Literature, Mathematics, Molecular, Cellular & Developmental Biology, Technology & Information Management, Theater Arts and the Writing Program.

VII. Petition Approval Process

Past CEP committees have approved routine petitions to streamline the process for students and lighten the workload for the committee members and Chair. The Chair and Analysts will bring any controversial petitions to the full committee for discussion and precedent setting. Members may review any petitions by appointment with the Analysts.

VIII. Course Approval Process

Senate analysts gave a very brief presentation on the course approval database. Next week Associate Registrar Claxton will go over how to navigate the system. Members held a discussion for conflicts based on this year's membership. If a member has a conflict, he/she will defer to the judgment of the other member.

Members reviewed the sub committee assignments and will be working closely with Associate Registrar Claxton. Chair Tamkun will fill in as a sub-committee member until Committee on Committees (COC) appoints a new member. The documents are saved in pdf format and members will view their list of assigned courses and leave their deliberations under the comments tab. Members are encouraged to review the OCA demo slides that show how to navigate the site.