

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES**

**Wednesday, March 30, 2016
11 am-1:30 p.m., Kerr Hall, Room 307**

Present: Doris Ash, Matt Guthaus, Erica Halk (NTSF Rep.), Dee Hibbert-Jones, Seamus Howard (SUA Rep.), Sean Keilen,(Provost Rep.), Tonya Ritola, Vanessa Sadsad (SUA Rep.), Tchad Sanger (Registrar, *ex-officio*), John Tamkun, (Chair), Felicity Schaeffer, Susanna Wrangell (staff).

Felicity Schaeffer, Matthew Mednick (staff)

Absent: Faye Crosby, Preceptor Representative Burroughs.

Guests: Associate Registrar Claxton, VPDUE Hughey, Articulation Officer Love.

I. Announcements:

Members were reminded to review course approvals for Fall and any for winter and spring through the end of the quarter.

CEP Goals for remainder of the year:

Undergraduate writing curriculum,
program statements,
SCR 10.5.2 ELWR satisfaction criteria
Make up Exam Policy finalized
Impaction
Review departments for Challenge 45

Computer Science External Review Closure Debrief

Chair Tamkun updated members on the outcome of the Computer Science Department external review committee report and it was determined the department is understaffed and may require a gating mechanism to address the large increase in student enrollments.

Impacted major requests: CAFA, CEP and CPB have had several requests from departments inquiring on a campus policy or practice to declare an impacted major. Currently, there is no formal process and a sub-committee has been formed on creating an impaction procedure. After meeting with VPAA Lee, a task force will be formed and meet during spring quarter.

CEP Process for late program statements:

1. Honor the deadline on late submissions that have little or no impact on the students
2. Department requests submitting a late program statement; has justification on solving major problems, re-numbering of courses, if minor defer to next review cycle
3. Review any changes that impact the majors of that department, or would be beneficial to the students.

Consent Agenda

The following consent agenda items was approved:

Minutes 2/17/16 & 2/24/16.

CEP response to Online Course Politics 140A

CEP Supplemental questions for Astronomy/Astrophysics External Review Charge

CEP Response to Computer Engineering for Pilot: Seatless Course sections

CEP to CMPE re: Program statement 16_17 revision

CEP to CMPM re: Program statement 16_17 revision

CEP to CMPS re: Program statement 16_17 revision

Program Statements: Spanish Studies, and MTEX.

Petition Requests: GSI- 12, GE substitutions 6, late add/drop 2, other 6, grade option 2, posthumous degrees 1.

Members could not approve the Politics request for a GSI to teach during Summer Session 2016, for approval of a upper division writing course, CEP will request additional evidence for experience with mentoring and training in Writing. The Chemistry_Biochemistry and Physics Departments program statements require revisions.

II. Sociology Minor Suspension Request

Members reviewed the Sociology Department's justification and VPAA Lee's recommendation to suspend the admission to the Sociology Minor. Members found the proposal unproblematic and approved the request with suspension beginning with the fall 2016 catalog.

III. Molecular, Cellular and Developmental (MCD) Biology Program Statement

Chair Tamkun recused himself before any discussion or decision was made.

Here are the requested changes and CEP responses for the MCD 2016-17 program statement:

I. Retain Chem 1A but eliminate Chem 1B as a prerequisite to Biol 20A. Allow Chem AP score (4 or higher) as Chem 1A equivalent for Biol 20A enrollment.

CEP approves the prerequisite change to retain Chem 1A and delete Chem 1B as a prerequisite to BIOL 20A. CEP is confused by the request for the AP score of 4 or higher to require permission of the instructor, as this has already been approved. CEP will ask the following questions:

- Why is the department making this request?
- Is the request about to ensure these students receive credit "by permission of the instructor" only?

II. Add a lab component to Introductory Cell and Molecular Biology (BIOL 20A).

While CEP agrees adding a lab component for Biology 20A is a good idea and is supportive, Divisional resource commitment is required. CEP has the authority to approve courses for curricular changes, but without financial resources, the course/ lab sections may never be offered.

III. Allow MCD, Bio B.S. and Neuroscience majors to satisfy a major requirement with new Physics courses 7A/B/L).

CEP supports and approves the addition of the new Physics 7 series (A/B/L) but has a concern about whether students will be advised that some medical schools require a full year of physics. In this case, premed students would need to take the 6 series instead. CEP would like to ensure that students will be properly advised about which physics sequence to take; and have confirmed with the Physics Department that students who fall into this category may request enrollment in the 6 series by permission of the instructor.

IV. Restrict our courses such that majors have priority.

CEP is developing a process for departments to restrict courses to the major, but these can only be for upper-division courses, as the lower-division courses serve many majors and are included in some qualification policies. We will invite MCD to submit a proposal of potential courses for consideration;

run a stakeholder map to confirm any other departments who would need to be informed of the enrollment restrictions if any of these courses are electives. This is a labor intensive process for the Registrar's Office, so planning is key.

V. Request that Biomolecular Engineering revisit their Bioengineering and Bioinformatics B.S. degrees.
CEP requests that the MCD, BENG and BME major programs work together to resolve the issue with biology course elective enrollments and plan for changes next year, 2016-17.

VI. Request for advice on Human Biology major challenge 45

Regarding the Human Biology major falling below 45 upper-division units, we suggest adding an elective course to the major. CEP will not approve a major dropping below the minimum required 40 upper-division credits required for graduation.

VII. Request for the definition of departmental impaction.

The VPAA's Office is forming a task force to examine the criteria for departments to declare the status of impaction; currently, there is no process.

VIII. Request for renumbering of introductory Biology courses BIOL 20A and BIOE 20C

We do not approve the requested changes to the numbering of the introductory Biology courses BIOL 20A and BIOE 20C since it would necessitate a large number of changes to other program statements, campus web pages, articulation agreements, and other documents, without altering the content of the courses or providing tangible benefits to students. We believe that the goal of the proposed changes could be better accomplished through advising.

Summary of Overall Changes:

Prerequisites for ALEKS math placement change is approved.

Letter Grade Policy relocation is approved.

Major Qualification Policy update is approved.

Transfer Students updated with template for admissions process is approved.

Human Biology B.S.

- Changes to the introductory biology courses is denied.
- Organic chemistry moved to lower division is approved.

MCD Biology B.S.

- Changes to the introductory biology courses is denied.
- Organic chemistry moved to lower division is approved.
- Electives update: adding BIOL 128 is approved and removing BIOL 105M is pre-approved pending course approval review.

Neuroscience B.S.

- Changes to the introductory biology courses is denied.
- Organic chemistry moved to lower division is approved.
- Electives update adding BIOL 128 is approved and removing BIOL 187L is pre-approved pending course approval review.

Senior Comprehensive

- Removing courses not offered from Senior Comprehensive requirement:
BIOL 190 (Environmental Studies/Bio major DC)
BIOL 105M
BIOL 111L
Bio 187L (DC for MCD major, Neuroscience B.S.)

CEP finds the request unproblematic and pre-approves, as long as the course approval forms and the DC revision form are placed in the OCA for processing before the end of the quarter.

Introductory and Advanced Requirements

For consistency, program statements should refer to “lower-division” and “upper-division” requirements, as opposed to “introductory” and “advanced” requirements. CEP will ask the department to replace “Introductory Requirements” with “Lower-Division Requirements” and “Advanced Requirements” with “Upper-Division Requirements” in the program statement.

IV. Writing Program Requests

Writing Program Chair Shearer is requesting changing the default grading options for Writing 20: *The Nature of Written discourse* and Writing 21: *Meaning and Style* from pass /no pass to the default grading option. CEP shares the Writing Program’s desire to encourage students to take Writ 20 and 21 for a letter grade while allowing them to choose between the grading options. We therefore approved the change of the default grading option for these courses effective fall 2016.

Writing Program is also requesting an exception to the repeat policy for students enrolled in Writing 27, the ELWR satisfaction course for the Multilingual Curriculum (MLC) for international students.

Members discussed the request for international students on retaking courses for WRIT 27 until students have passed ELWR, the time line would be over four quarters. The Registrar’s Office would give this approval action to the advisors in the Colleges. Colleges would now have the authority to override the option to take the course for a third time. CEP approved the request; this action cannot be coded in AIS, but the colleges would approve and will be notified by the Registrar’s Office.

V. Writing Program C1 and C2 Outcomes put in response

The Writing Program External review cited the lack of cohesion with the general education writing composition requirements courses (C1 and C2) and learning outcomes. The Writing Program instructors have consulted with the Colleges and other colleagues and from other UC campuses to create the new learning outcomes. These objectives are clear, well-defined information on literacy outcomes. Members will request one update in the table with regard to when and how students should reference source materials, correct citing of resource and documentation style added for the C1 as it is for the C2.

VI: Post Discussion: Members with conflicts were excused

Members found the changes aligned with course learning outcomes and approved. In the future members would like to see the document expanded with a third column representing the DC; with guidance and course learning outcomes. The outcomes for C1 and C2 will be updated on the CEP website.