

COMMITTEE ON EDUCATIONAL POLICY
MINUTES

September 25, 2019

10:40 a.m.-1:10 p.m.

307 Kerr Hall

Present: Douglas Bonett, Kate Edmunds, Joy Hagen (NSTF Representative), Rebecca Hurdis (Senate Analyst), Dongwook Lee, Ronnie Lipschutz, Pradip Mascharak, Richard Montgomery, Onuttom Narayan (Chair), Tonya Ritola, Tchad Sanger (University Registrar, ex-officio), Matt Wagers

Absent: Lindsay Hink (CCI Chair, ex officio)

I. Introductions

Chair Narayan welcomed members to the committee and conducted introductions.

II. Announcements, Chair's Orientation to CEP Business and Overview of the Consent Agenda

Chair defined CEP's plenary authority and process in undergraduate curricula. He facilitated the orientation covering:

- An overview of the member guidelines
- Google Drive and SenateCruz
- Definition of the Consent Agenda

The Chair explained that members may discuss matters being considered by the committee with members of the campus community, exercising discretion with sensitive matters. Positions taken during committee discussion should not be attributed to specific committee members, any individual details in personnel matters should not be disclosed, and confidentiality must be maintained if it is requested when the committee is consulted by the administration or others. Only the Chair speaks or writes for the committee as a whole.

The Chair also explained the recusal policy: members must recuse themselves when matters related to their department are discussed. In addition, they should recuse themselves if the discussion is about a department with which they are associated, if the association is such that it would call into question the committee's decision. Reasons for recusal need not be disclosed.

The Confidentiality Statement and Recusal Policy and Consultation Procedures were approved by the committee.

Members reviewed and approved the following 2018-19 CEP policies:

- C- as Passing Grade
- Grade Option Changes
- Senior Residency

Action: The Confidentiality Statement and Recusal Policy and Consultation Procedures to be posted on CEP's website. C- as passing grade, Grade Option Changes and Senior Residency Policy to be posted on the website.

III. Guest Guidelines and Delegation Policy

Chair discussed the guest guidelines and the proposed standing guest invitations for the Deputy and Associate Registrar and the Preceptor representative. They were approved.

Chair discussed the 2019-20 Delegations of Authority with members. It was reviewed and approved.

Action: Correspondence will be sent to Deputy and Associate Registrar and Preceptor Representative. CEP's 2019-20 Delegations of Authority to be posted on CEP's website.

IV. Assignment to Departments to Members

Each CEP member who has been appointed by the Committee on Committees (COC) (i.e. excluding ex-officio members) will have various departments assigned to them. They will be the lead during CEP discussion of any matter related to the department assigned to them (program statements for the general catalog, external reviews, new program proposals, etc.). The draft list was discussed, and no conflicts of interest were identified. The revised list, adjusted to include the recently appointed CEP member, will be included with the agenda for next week.

The Chair assigned the following responsibilities:

- Stage 1 of the external review for HAVC-- questions to be ready for CEP review by Friday, October 4. *Members Kate Edmunds (lead) and Tonya Ritola (second).*
- Stage 1 of the external review for Theater Arts -- questions to be ready for CEP review by Friday, October 4. *Members Matt Wagers (lead) and Dongwook Lee (second).*
- Review of the undergraduate degree programs of two departments for comparability with the UC norm, to be reported back to the committee by the middle of October. *Members Pradip Mascharak and Ronnie Lipschutz*
- Review of the Math Placement Test, continuing the work of last year's committee, to be reported back to the committee by the middle of November. *Members Richard Montgomery and Dongwook Lee*
- Impaction subcommittee, formed jointly by CEP and CPB, to meet as needed. *Member Doug Bonett*

V. Individual Major Proposal Petition

Committee discussed a petition from a student that was first submitted in the spring 2019, where CEP reviewed and asked for additional clarification.

Action: Committee approved the revised petition.

VI. Catalog Orientation

Chair led an orientation to the new structure of the General Catalog that was implemented for the 2019-20 academic year.

VII. External Review Orientation

Chair led an orientation of the External Review Portal. He provided an overview to members about the external review process and CEP's responsibilities for the various stages of the review.

Committee on Educational Policy, 2019 - 20