

**COMMITTEE ON EDUCATIONAL POLICY**  
**Amendment to Bylaw 13.17**  
**Revisions to Establish a Committee on Courses of Instruction**

To: Academic Senate, Santa Cruz Division

To reduce redundancy and streamline processes, the Committee on Educational Policy (CEP) and the Committee on Committees (COC) proposes to establish a separate Committee on Courses of Instruction (CCI). CEP would retain plenary authority, but would delegate some responsibilities and reviews to CCI. The creation of this new committee will reduce the routine work for CEP. This allows CEP to do in depth reviews for updating and developing undergraduate policies. These two committees will have issues that cross over. However, we feel that CCI would be able to make sound decisions based on the policies established by CEP. UCSC is the only campus in the UC system that does not have a separate committee on courses. This change will align our campus with other UC Senate structures. It would also allow CEP the time that is necessary for considering the broad policy issues required by the rapidly changing environment of higher education. Therefore we propose changes to the CEP Charge.

CCI's primary duties will consist of course reviews, including approval of course descriptions, credit hours, and requirements for American History Institutions (AHI) courses. Many campuses allow grade appeals to be handled by their committee on courses or equivalent. Having the appeals process as part of the courses committee's workload would expedite grade appeals. CEP's delegation of the grade appeals to CCI eliminates the necessity of maintaining the separate committee on Academic Assessment and Grievance. The Chair of CCI will be a member of CEP. This will facilitate open communication between the two committees, and CCI will report monthly on routine business, bringing any policy concerns to CEP's immediate attention.

This legislation clarifies areas of plenary and advisory authority for both the CEP and CCI committees as well as clarifying roles and responsibilities.

We provide the following justification for changes in each section pertaining to the CEP Charge and the new CCI.

Section 13.17.2 is inconsistent with our other Bylaws. It is a long standing UC practice, and the Chair serves in this capacity. No other UCSC committee charges reference membership on corresponding systemwide committees.

Section 13.17.3 clearly outlines the existing role of CEP in the process of establishing undergraduate program degrees and changes to existing undergraduate degrees. Changes to this section also correct and reflect the role of both the CEP and the Committee on Planning and Budget (CPB) according to the agreed upon policy for establishment of programs. It also removes language that does not reflect the existing role of CEP.

Section 13.17.4 clarifies the language regarding the committee’s authority to approve requirements for majors, minors and non -degree programs. This is consistent with Chapter 4 of the Santa Cruz Divisional Senate Regulations.

Chapter 4: CEP will send a conforming change request for Chapter 4 to be updated to the correct review year span by the Committee on Rules, Jurisdiction, and Elections.

*4.3 Departments and programs of study establish minimum requirements for major and minor programs in their fields, subject to the approval of the Committee on Educational Policy, which shall review the requirements at least every 6 – 8 years.*

Section 13.17.5 removes those duties delegated to the charge in the establishment of CCI. CEP retains the authority to establish criteria for GE requirements since these criteria reflect consideration of broad policy issues appropriate to CEP’s new charge. Much as Graduate Council (GC) did last year this change clarifies the plenary authority of CEP.

Section 13.17.6 has been re-written to encompass the existing role of the CEP and UNEX in the process of establishing course approvals and certificate program renewal policies that CEP will retain authority over but delegate approval processes for UNEX instructors, courses numbered below 200 and certificate renewals. UNEX does not have an established sub section in the manual, but instead is referenced to other areas throughout the charge, making CEP’s authority with regard to UNEX confusing. This new section will clarify and codify the role of CEP and CCI with regard to authority for UNEX processes.

Section 13.17.7 clarifies and updates language.

Section 13.17.8 has been updated to reflect how course sponsoring agencies will often request changes to grading option and/or examination type via the course approval process. Both CCI and CEP will coordinate and work together with regard to all matters concerning grading and campus examinations. When changes to policy are warranted, the CCI Chair will bring these to CEP for discussion and decisions.

Section 13.17.9 establishes a policy to monitor and review on an annual basis any administrative and CCI decisions delegated by CEP.

CEP Committee Charge changes:

<b>Existing Bylaw</b>	<b>Proposed Bylaw</b>
<b>13.17.1</b> There are no fewer than six and no more than nine Santa Cruz Division members plus the Registrar serving ex officio. In addition, there are one non-senate teaching faculty representative, one non-voting provosts' representative selected by the Council of Provosts, and no more than two student representatives	<b>13.17.1</b> No change.

<p><b>13.17.2</b> One member of the Divisional Committee shall serve on the University Committee on Educational Policy.</p>	<p><del>13.17.2 One member of the Divisional Committee shall serve on the University Committee on Educational Policy.</del></p>
<p><b>13.17.3</b> The Committee is concerned with the quality of all academic programs not under the purview of the Graduate Council. It receives all proposals for new programs and reviews them in terms of academic quality and forwards them for approval to the Committee on Planning and Budget. Periodically, the Committee reviews all existing academic programs and acts for the Santa Cruz Division on proposed revisions that do not involve changes in the allocation of the budget. When the Committee finds that revised academic programs will require revised budgetary allocations, the Committee forwards its recommendations for approval to the Committee on Planning and Budget. It may consider other questions of undergraduate life that are not within the jurisdiction of other Academic Senate Committees.</p>	<p><del>13.17.3 The Committee is concerned with the quality of all academic programs not under the purview of the Graduate Council. It receives all proposals for new programs and reviews them in terms of academic quality, and forwards them for before approval to consults with the Committee on Planning and Budget. Periodically, the Committee reviews all existing academic programs and acts for the Santa Cruz Division on proposed revisions that do not involve changes in the allocation of the budget. When the Committee finds that revised academic programs will require revised budgetary allocations, the Committee forwards its recommendations for approval to the Committee on Planning and Budget. It may consider other questions of undergraduate life that are not within the jurisdiction of other Academic Senate Committees.</del></p>
<p><b>13.17.4</b> The Committee approves the content and periodically reviews the content and administration of all requirements of colleges and departments and program of studies (and equivalent agencies as defined in Divisional Regulations) for the Bachelor's degree</p>	<p><del>13.17.4</del> The Committee approves the content and periodically reviews the content and administration of all requirements of colleges, departments and program of studies (and equivalent agencies as defined in Divisional Regulations) for the Bachelor's degree <b>and non-degree programs including policies on admission and qualifications to the major and courses required to satisfy majors and minors. Reviews requests for exceptions to Divisional regulations</b></p>

	governing the awarding of degrees, certificates, and honors.
<p><b>13.17.5</b> The Committee has plenary powers regarding: the approval of new undergraduate courses; the numbering and catalog description of courses; and the appropriateness of the assignment of a particular instructor to a particular course. The Committee is responsible for approving programs for fulfillment of the American History and Institutions requirement. The Committee determines the courses eligible for meeting different campus wide breadth requirements. On occasion the Committee may ask an instructor for full information as to the content of a course, or a proposed course. The Committee consults with and advises Faculties of colleges, departments, and individual faculty members with regard to undergraduate courses. It gives full consideration to the views and findings of Faculties of colleges and departments, and of faculty members, when matters relating to their courses are before the Committee.</p>	<p><b>13.17.5</b> The Committee has plenary <b>authority in all matters relating to undergraduate curricula in the Santa Cruz Division. CEP monitors and ensures the quality, viability, and appropriateness of existing undergraduate programs, and ensures that the undergraduate curricula are in compliance with Senate Regulations and educational policies.</b> <del>powers regarding: the approval of new undergraduate courses; the numbering and catalog description of courses; and the appropriateness of the assignment of a particular instructor to a particular course. The Committee is responsible for approving programs for fulfillment of the American History and Institutions requirement. The Committee determines</del> <b>criteria</b> for the courses eligible for meeting different campus-wide breadth <b>general education</b> requirements. <del>On occasion the Committee may ask an instructor for full information as to the content of a course, or a proposed course. The Committee consults with and advises Faculties of colleges, departments, and individual faculty members with regard to undergraduate courses. It gives full consideration to the views and findings of Faculties of colleges and departments, and of faculty members, when matters relating to their courses are before the Committee.</del></p>
<p><b>13.17.6</b> The powers and responsibilities stated in SCB 13.17 extend to University Extension under the</p>	<p><b>13.17.6</b> No change.</p>

<p>auspices of the Santa Cruz campus. In addition CEP coordinates, in such respects as it deems advisable, the relations of University Extension with the Division.</p>	
<p><b>13.17.7</b> The Committee considers all matters concerning grading and campus examinations; it may review the examination policies of departments; it may make appropriate proposals for undergraduate comprehensive examinations; and it recommends to the Santa Cruz Division, and from time to time reviews, procedures, and regulations for governing the scholastic status of undergraduate students, subject to appropriate provisions of Academic Senate Regulations.</p>	<p><b>13.17.7</b> The Committee considers all matters concerning grading and campus examinations; <del>it may</del> <b>including</b> reviewing the examination policies of departments; <del>it may make</del> <b>making</b> appropriate proposals for undergraduate comprehensive examinations; <del>and it recommends to the Santa Cruz Division, and from time to time reviews,</del> <b>reviewing</b> procedures and regulations for governing the <del>scholastic status</del> <b>academic standing</b> of undergraduate students, subject to appropriate provisions of Academic Senate Regulations.</p>
<p><b>13.17.8</b> The Committee oversees the grading and Narrative Evaluation System (NES) including all matters pertaining to the Faculty's participation in the NES. The Committee periodically will review the status of the NES and recommend appropriate changes to the Santa Cruz Division. The Committee will explain and answer questions concerning grading and evaluations, and inform the Registrar's Office about Committee interpretations of Academic Senate policies. The Committee on Committees, in accordance with Appendix C of these Bylaws and Regulations, and with the guidance of the Committee on Educational</p>	<p><b>13.17.8</b> The Committee oversees the grading <del>and Narrative Evaluation System (NES)</del> including all matters pertaining to the Faculty's participation in <b>grading</b>.<del>in the NES. The Committee periodically will review the status of the NES and recommend appropriate changes to the Santa Cruz Division.</del> The Committee will explain and answer questions concerning grading and evaluations, and inform the Registrar's Office about Committee interpretations of Academic Senate policies. The <del>Committee on</del> <b>will Committees</b>, delegate <b>review of appeals</b>, in accordance with Appendix C of these Bylaws and Regulations, <del>and</del></p>

<p>Policy (CEP), will select an Academic Assessment Grievance Committee, comprised of three Senate members and one non-voting undergraduate student representative. CEP receives the reports of the Committee</p>	<p><del>with the guidance of to the Committee on Educational Policy (CEP), Courses of Instruction (CCI) will select an Academic Assessment Grievance Committee, comprised of three Senate members and one non-voting undergraduate student representative. CEP receives the reports of the Committee</del></p>
	<p><b>13.17.9 CEP will monitor and review on an annual basis all delegated decisions.</b></p>

Respectfully submitted;  
COMMITTEE ON EDUCATIONAL POLICY  
Doris Ash  
Faye Crosby  
Matthew Guthaus  
Dee Hibbert-Jones  
Tonya Ritola  
Felicity Schaeffer  
Tchad Sanger, *ex-officio*  
John Tamkun, Chair

December 9, 2015