

**2012-13 FACULTY SENATE  
CURRICULUM POLICIES COMMITTEE  
MINUTES**

Approved: *November 20, 2012*

November 6, 2012

Members Present: B. Amata (Vice Chair), D. Baker, S. Biagetti (Chair), B. Fell, B. Holland, D. Lang, V. Llamas Green, V. Margoniner, D. Melzer, S. Meyer, B. Michael, C. Newsome, K. Pinch.

Members Absent: J. Judge, B. Michael (excused), B. Russell.

Guests: Bob Buckley, Ray Koegel.

Called to Order at 1:32 p.m.

I. Information Items:

- a. Chair Biagetti reminded members that the liaison subcommittee reports were sent electronically with the other information for this meeting. She thanked members for their input.
- Kath Pinch had nothing to report from the Curriculum Subcommittee.
  - Dan Melzer reported that the Writing and Reading Subcommittee continues to work on a proposal for revising the Comprehensive Writing Program based on the request from GE Policies.
  - Ben Amata had nothing to report from PROC.
  - Ben Amata had nothing to report from PACA.
  - Chair Biagetti reported that the Council for Preparation of School Personnel (CPSP) met and elected Pia Wong as Chair of the committee. There was discussion about the membership of the committee and who we need around the table. The Associate Dean of the College of Education had forwarded a list of CPSP membership that included people who were not originally listed in the membership in the policy manual. CPC may get a request to change the policy manual in order to change the membership.
  - Ben Fell reported on the Diversity Awards Committee. The committee met on Thursday, October 18<sup>th</sup> for the preliminary meeting of the semester. The discussion items focused on the schedule of award review dates, as shown below:

Award	Meeting Date
PFDG	Thursday, November 15, 2012
CDIP	TBA – Week of 2/20/13
CPDA	TBA – Week of 3/4/13
GEFA	TBA – Week of 4/29/13

Applications will be reviewed by the committee during:

Award	Review Period
PFDG	Oct. 31-Nov. 9, 2012
CDIP	Feb. 12 – 18, 2013
CPDA	Feb. 18-26, 2013
GEFA	April 17-24, 2013

---

PFDG	Probationary Faculty Development Grant
CDIP	Chancellor's Doctoral Incentive / Forgivable Loan Program

CPDP California Pre-Doctoral Program  
GEFA Graduate Equity Fellowship Award

- b. Chair Biagetti updated members on Senate and Exec. Committee discussions and actions:
- Chair Biagetti reported that the CPC's proposals actually moved up in the order on the Senate's November 1<sup>st</sup> agenda, however none of the three proposals were addressed at the meeting. Consequently they remain on the Senate's agenda for the Nov. 15<sup>th</sup> meeting.
  - Chair Biagetti reminded members that there will be two extra Senate meetings this month (Nov. 8 and 29), specifically scheduled to address the new GE Proposal.
  - Chair Biagetti reminded members of the Livingston Lecture which will be starting shortly, following CPC's meeting, in Ballroom I at the University Union. She encouraged all members to attend.
- c. Dean Chevelle Newsome had nothing new to report to CPC members.
- d. Associate Dean Sheree Meyer had nothing new to report to CPC members.

## II. Action Items:

- a. November 6<sup>th</sup> agenda was approved as written. MSC
- b. October 16, 2012 minutes were approved as amended. MSC  
Liaison Subcommittee Reports:
- It was announced that a PACA meeting will be scheduled ~~a meeting shortly~~.
- c. CPC moves to approve the Proposal for movement from EPT Placement to Directed Self Placement and directs Dan Melzer to adapt the proposal to the new Senate transmittal form. Dan agreed to have this completed by November 27. MSC

## III. Discussion Items:

- a. Update - CPC Proposals currently on the next Senate agenda - discussed above.
- b. New Business:
- CPC's role in the review of the eLearning Policy, Online Education White Paper, eLearning Survey and Evaluation Strategy.
    - Chair Biagetti introduced Raymond Koegel and Bob Buckley. Ray circulated a copy of the eLearning Student Survey questions given to students in the spring 2012 semester and also a tables showing the semester's results of eLearning Enrollment by Modality.
    - Ray Koegel pointed out and discussed the different modes of instruction broken down by hybrid, online, TV streaming. He went on to discuss the survey specifically, and student satisfaction with eLearning courses.
    - Ray Koegel discussed eLearning courses and that realistically the structure of the course is completely determined by the faculty member teaching the course. Ray reported that the questions asked were not created specifically for this survey, but were first developed at the University of Wisconsin, Milwaukee and then the University of Central Florida. Factor analyses were run on all the questions before they were unraveled and perfected. He is not aware of a better way to

get a better handle on different patterns/models of instruction.

- It was pointed out that the survey most ideally would have been administered to all student's in-class, hybrid, and online, etc. courses. However with each department approving their own faculty evaluations, no in-class surveys were administered on our campus.
  - Concerns with some parts of the White Paper document were discussed. Questions, policies, expectations, process right now, issues that need to be addressed. On the department side, departments need to use technology to improve and move forward in using the technology. Presently there is a need for a larger process, perhaps in program review, on the faculty side. It was felt that faculty need to have discussions on technology in the classroom. Student evaluation, resources, training, quality, and support are concerns. Presently there is no process in place and a scope of how to do what. The White Paper at least a beginning of where to begin with the ongoing process.
  - David Lang pointed out that the White Paper has huge gaping holes, although the university policies also have huge, unassessable areas. Concerns with dictating how to use pedagogy are not a list that is checked out in every class, on campus. It becomes a quality issue. It was pointed out that no one is determining the quality of teaching that goes on in the classroom now.
  - It was pointed out that when the first Distance Ed. courses were created, there actually were different rules. With the always changing technology, it is different now and some departments don't have much eLearning. A discussion took place and it was decided by some that the policy does need to be updated and the issues of assessment are valet and should be applied to all departments in the future.
  - Ray Koegel appreciated the extensive discussion. His concern is that re-labeled assessment is a weak indicator of quality.
  - The eLearning Policy states that every three years CPC shall initiate a review process to ascertain a review of the eLearning policy. It was determined that a subcommittee be formed to review the policy. A discussion took place and it was decided that inquiries be made as to who exactly would serve on the committee. Ray Koegel offered to assist the committee in any way possible.
    - Chair Biagetti will contact JP Bayard to invite someone from ATCS to serve on the subcommittee. Either JP Bayard or Lynn Tashiro will be contacted to acquire a volunteer from CTL. Ben Amata agreed to serve as the Library representative on the committee. Vera Margoniner and Brett Holland have both taught hybrid classes and both agreed to serve on the subcommittee. (After the meeting ended, Ben Fell agreed to serve on the committee as the Faculty Senate representative.)
  - Members decided that a deadline be given to this subcommittee as part of their charge. The deadline recommended is that the final report be completed and returned to CPC by spring break.
- Directed Self Placement Proposal from Reading and Writing Subcommittee:
    - Dan Melzer conducted a discussion on the proposal for movement from EPT Placement to Directed Self Placement. Dan reviewed the

changes and was seeking re-approval of the proposal with the added changes. He pointed out that the changes have been marked in red and that they have also added a side-by-side to clarify the old and new policies. The Reading and Writing Subcommittee have determined that they will need to survey approx. 300 folks to get the confidence level they want. The data gathered so far shows that students do better when they fail classes that they have chosen, rather than being placed in a class. Another observation is when students make their own choices, they try harder to succeed in the class. One suggestion teachers have made with the Directed Self Placement, is that during the first week of class another diagnostic activity be administered to determine if indeed the student is placed correctly. Then if they are placed incorrectly the teacher can encourage the student to sign up for the six unit course, instead of the three. Students at Sac State apparently have two other options that aren't available at most other institutions. The two additional options available to students are 1) 1X, a small group tutorial with approx. a doz. other students who work with a graduate student instructor to re-write their papers. 2) One unit writing center course experience, which meets weekly. These students are shown to score better in composition courses. The committee is now requesting that the policy be implemented in fall 2014, instead of fall 2013, which will enable them to continue with their pilot programs at the high schools.

- Chair Biagetti updated the committee on the Credit Hour Definition.
  - Chair Biagetti asked for the requested feedback from member's departments and colleges.
  - Several members will be meeting with department shortly and agreed to report their feedback back to CPC as soon as possible.
  - Apparently Graduate Studies Policies Committee was going to create their own table. However, that task has been moved to the back burner for now.
  - Chair Biagetti has met with both JP and Chair Hecsh regarding the monitoring system and several issues came up. The possibility of bringing this forward to the Senate and suggesting that the survey is mandatory was discussed, because CPC is trying to fulfill a WASC mandate, that states that we must monitor our definition of the credit hour.
  - Once the data is gathered, hopefully we will know the direction in which to move forward.
  - It is Chair Biagetti's desire that the Credit Hour Definition be completed by the end of the academic year.
  - The Credit Hour Definition and Policy will be discussed further at future meetings.

CPC will meet again Tuesday, November 20 at 1:30 p.m. in Sacramento Hall 275.

Meeting adjourned at 2:50 p.m.