

Approved

2002-03 Annual Report for Committee on Educational Policy

In fulfilling its charge as established in the by-laws of the Berkeley Division of the Academic Senate, the Committee on Educational Policy (CEP) carried out the following activities. The chair of CEP during 2002-03 was Professor Lisa Alvarez-Cohen.

Note: items are listed chronologically in each section.

I. Departments Reviewed¹

- Department of Landscape Architecture and Environmental Planning
Comments forwarded to Division Chair Catherine Koshland (11/22/02).

- Program in Jurisprudence and Social Policy
Comments forwarded to Division Chair Koshland (11/22/02).

- Department of Plant and Microbial Biology
Comments forwarded to Division Chair Koshland (11/22/02).

- Department of Molecular and Cell Biology
Comments forwarded to Division Chair Koshland (4/10/03).

II. Finished Business

A. Completed with Written Comment

- Proposed Resolution on Parking
 - ▶ *Comments forwarded to Committee on Academic Planning and Resource Allocation (CAPRA) Chair Stephen Mahin (8/14/02).*
 - ▶ *Revised joint resolution with CAPRA and the Transportation and Parking Subcommittee endorsed at 10/23/02 CEP meeting.*

- Proposal by the Graduate Council to Revise Teaching and Course Evaluations
Comments forwarded to Division Chair Koshland (9/19/02).

- Proposed Discontinuation of the Concurrent MBA/JD Program between the Haas School of Business and UC Davis Law School
Comments forwarded to Division Chair Koshland (9/20/02).

- Proposed Name Change for the Ph.D. in Environmental Planning to Landscape Architecture and Environmental Planning
Comments forwarded to Division Chair Koshland (9/20/02).

¹ Not all departmental reviews were completed at the end of the 2002-03 academic year. For more information about individual reviews, please refer to the reports from wrap-up meetings.

- Report on Emerging Instructional Media and Senate Regulation 760 by the Committee on Courses of Instruction
Comments forwarded to Division Chair Koshland (10/2/02).
- Proposed MSE/Bioengineering Double Major B.S.
Comments forwarded to Division Chair Koshland (10/15/02).
- New Draft Policy on Ownership of Course Materials
Informal comments forwarded to Division Chair Koshland via e-mail (10/30/02).
- Proposed Name Change for the Haas “Evening MBA Program” to the “Evening and Weekend MBA Program”
Comments forwarded to Division Chair Koshland (11/25/02).
- Strategic Academic Plan
Comments forwarded to Division Chair Koshland (11/26/02).
- Racial Privacy Initiative
Comments forwarded to Division Chair Koshland (11/26/02).
- Proposed Name Change for the B.S. Program in Civil and Environmental Engineering to Civil Engineering
Comments forwarded to Division Chair Koshland (2/11/03).
- Proposal for a Joint Doctoral Program in Urban Educational Leadership Leading to the Ed.D.
Comments forwarded to Division Chair Koshland (2/13/03).
- Richmond Field Station Working Paper
Comments forwarded to Division Chair Koshland (2/13/03).
- Memo from the Subcommittee on the Breadth Requirement in American Cultures regarding the American Cultures Summer Seminar for 2003
Endorsement forwarded to Division Chair Koshland (2/27/03).
- Proposals to Allow Part-Time Enrollment for Students Transferring to UC from a California Community College
Comments forwarded to Division Chair Koshland (3/5/03).
- BOARS’ Proposal on Supplemental Subject Matter Tests
Comments forwarded to Division Chair Koshland (3/5/03).
- Experimental Technology in Pimentel Hall by the Department of Chemistry

Comments forwarded to Committee on Classroom Policy and Management co-chairs, Vice Chancellor of Undergraduate Affairs Genaro Padilla and Vice Provost of Academic Planning and Facilities William Webster (3/14/03).

- **Web-based Teaching Evaluations**
Comments forwarded to Committee on Educational Technology Chair Philip Stark (4/9/03).
- **Final Report of the Special Studies Working Group**
Comments forwarded to Division Chair Koshland (4/9/03).
- **Proposed Policy on Access to Laboratories Containing Hazards**
Informal comments forwarded to Division Chair Koshland (4/9/03).
- **Academic Senate Self Study**
Comments forwarded to Division Chair Koshland (4/24/03).
- **UC Berkeley Summer Sessions Regularization Plan**
Comments forwarded to Division Chair Koshland (4/29/03).
- **CEP Proposal for the “Bronowski Project”**
Comments forwarded to Division Chair Koshland (5/7/03).
- **Proposal to Establish a B.S. in Molecular Toxicology**
Comments forwarded to Division Chair Koshland (5/7/03).
- **Proposal to Establish an A.B. in Public Health**
Comments forwarded to Division Chair Koshland (5/7/03).
- **Proposed Guidelines for Assuring Equal Access by Students to Class Field Trips**
Comments forwarded to Division Chair Koshland (5/7/03).
- **Draft Proposal to Streamline the Course Major Articulation Process between UC Campuses and California Community Colleges**
Comments forwarded to Division Chair Koshland (5/8/03).
- **Proposed Revisions to Academic Personnel Policy (APM) 010 – Academic Freedom**
Comments forwarded to Division Chair Koshland (5/22/03).

B. Completed without Written Comment

- **CEP Representation on Academic Senate and Academic Senate / Administration Joint Committees and Ad Hoc Groups**
See Appendix A for a list of committees and ad hoc groups on which CEP members sat.

- **Academic Program Reviews – Program Self-Review**
CEP discussed this item throughout the fall 2002 semester. At the 12/4/02 meeting, Chair Alvarez-Cohen announced that she had been appointed to the working group revising the academic program review process. She expected CEP's discussion about self-departmental reviews to be folded into the working group's efforts.
- **Visit by College of Letters and Science (L&S) Dean Kwong-loi Shun**
At the 1/29/03 meeting, members met with the dean of the Undergraduate Division in L&S, Professor Shun. He reviewed measures that L&S had implemented since his visit with CEP on 1/30/02 to decrease undergraduate students' time to degree (e.g., monitoring retroactive enrollment changes, monitoring students who exceed 130 units, tightening probation/dismissal procedures).

III. Unfinished Business

- **Degree Inventory Program**
At its 4/16/03 meeting, CEP met with Dennis Hengstler, Executive Director of the Office of Planning and Analysis (OPA), and Sandy Ellison, Principal Policy Analyst of OPA, to discuss the campus degree inventory program. Executive Director Hengstler explained that OPA had discovered inconsistencies in the campus's database about majors and programs that made it difficult to chart trends. For example, what constituted a major and how a major should be constructed was not defined. OPA realized that the campus needs to update its degree inventory program (DIP) so that it is aligned with the campus's structure and revise the definitions used in the DIP.

It was agreed that Executive Director Hengstler and Principal Analyst Ellison would draft a plan of action for CEP's review based upon the discussion at the meeting and forward it to CEP for comment.

- **Review of the Department of Women's Studies**
Professor Roberts represented CEP in this review during the spring 2003 semester. Comments will be considered during the fall 2003 semester.

IV. Recommendations²

- **Committee Charge** - Members of CEP have long felt that the charge stated in the Berkeley Division bylaws are woefully inadequate for describing the major functions of our committee. In particular, it was felt that the active role that CEP plays in program review should be acknowledged including a statement with respect to reviews of programs that have only an undergraduate component. Further, the by-laws should be modified to recognize that CEP may consider and act upon any relevant educational policy topic, including those generated by its own initiative, so that its role would be active as well as reactive.

² Recommendations are taken from CEP's self-study, 4/24/03.

- Overlapping responsibilities - CEP's responsibilities do not overlap or duplicate those of other committees. However, in light of the active role that CEP is to play in unit reviews, it is felt that a better coordination with Graduate Council (GC) and Committee on Courses of Instruction (COCI) is necessary. That is, GC and CEP must work closely to coordinate the review process in order to eliminate duplicate effort. While GC is more interested in graduate programs and tends to focus on those in the review process, CEP is interested in the entire program, with specific interest in undergraduate education. Therefore, a process by which program review effort can be focused and coordinated between CEP and GC will be sought. Further, CEP felt strongly that a closer coordination with COCI would allow integration of information gleaned from program reviews to be reflected in decisions on course approvals. Therefore, CEP will seek a mechanism to formalize a closer association with COCI, either by swapping members or by having CEP members that shepherd program reviews make designated presentations to COCI at the completion of the review.
- Routine Business – CEP comments on any topic relevant to educational policy, of which there are many on this campus at any one time. Therefore, CEP is a very busy committee that sometimes has difficulty finding time for creative thought. Participation in the program review process is probably the most “routine” of our business, but it is certainly not what we spend the majority of our time considering and commenting on. Also, approval of new curricula or curricular changes are part of our routine business. CEP would like to strike a better balance between “routine business” and broader policy discussions, but despite meeting on a biweekly schedule, has not yet determined how best to approach this. This topic will be scheduled for further discussion in order to develop creative options (also, see options provided in next section).
- Do members understand the work and are meeting times productive? By-and-large, CEP members understand the work that they do and our meetings are generally extremely productive. However, there is some frustration with the number of topics to be considered, as mentioned in the previous section, creative solutions such as using subcommittees to process some topics without full committee consultation or to vet topics prior to full discussion will be considered.
- Continuity and succession – CEP would benefit by incorporating a vice chair into its organizational structure. A vice chair would not only assist with continuity issues, but would help to spread out the effort required by the chair for not only running meetings and writing comments, but also attending so many auxiliary committees such as Space Assignments and Capital Improvements, Registration and Enrollment Policy, University Committee on Educational Policy (UCEP), Divisional Council (DIVCO), etc.

APPENDIX A: COMMITTEES AND AD HOC GROUPS WITH CEP REPRESENTATION

CEP Members sat on the following committees.

- Chair Lisa Alvarez-Cohen
 - ▶ Divisional Council
 - ▶ University Committee on Educational Policy
 - ▶ Space Assignments and Capital Improvements
 - ▶ Registration and Enrollment Policy Committee
 - ▶ Academic Program Review Working Group
 - ▶ Budget Advisory Committee
 - ▶ Campus Steering Committee on the USA PATRIOT Act
- Professor Gary Firestone
 - ▶ Campus Committee on Classroom Policy and Management
- Professor Keith Gilles
 - ▶ University Committee on Educational Policy
 - ▶ Executive Steering Committee for the Review of the Berkeley Campus Code of Student Conduct
- Professor Margaretta Lovell
 - ▶ Fundraising Advisory Group
 - ▶ Working Group on Plagiarism Software
- Professor Samuel Lucas
 - ▶ Educational Technology Committee
- Professor Ignacio Navarrete, Member of the Committee on International Education
 - ▶ Ad Hoc Committee on the Report on Emerging Instructional Media and Senate Regulation 760 by the Committee on Courses of Instruction
 - ▶ Summer Sessions Appeals Board
- Professor John Prausnitz
 - ▶ Parking Oversight Committee
- Professor Karlene Roberts
 - ▶ Western Association of Schools and Colleges (WASC) Steering Committee
- Professor Jeffrey Romm, Chair of the Subcommittee on the Breadth Requirement in American Cultures
 - ▶ Special Studies Working Group