MINUTES OF THE UNDERGRADUATE EDUCATIONAL POLICIES COMMITTEE

AUGUST 26, 2014

PRESENT: Chair Robert Gorsch, Vice Chair Kathy Porter, Elena Escalera, Sue Fallis, Jose Feito, Sam Lind, Molly Metherd, Steve Miller, Chris Ray, and Elise Wong.

ABSENT: Steve Bachofer

The meeting began at approximately 10:10.

Chair Gorsch reminded everyone that our committee information (meeting schedule, membership list, Course approval guidelines, etc.) can be found on the Saint Mary’s College website under Faculty Governance (specifically at http://www.stmarys-ca.edu/faculty-governance/undergraduate-educational-policies-committee-uepc).

The main discussion for this meeting was the next meeting of the UEPC which will be on Monday September 15th at 3:30-5:30 in Founders. The meeting will focus on submitted sabbatical proposals. This is a joint meeting with the GPSEPC. A discussion took place on the criteria for approval of sabbatical proposals and it was agreed that the committee would use the five criteria stated in the Faculty Handbook in Section 2.10.1.3. (page 123) to evaluate the sabbatical applications. These criteria are that “the application must clearly define

1. how the sabbatical will be spent;
2. how it will promote the professional growth of the applicant;
3. how it will benefit the College;
4. how it will contribute to the applicant’s discipline; and
5. whether the sabbatical project will result in publication, seminar, lecture, meetings, readings, performances, etc.”

Committee members will categorize each sabbatical proposal as either (i) yes, does satisfy the 5 criteria or (ii) no, does not appear to satisfy all or some of the criteria. In the latter case the non-met criteria should be noted. Each committee member will send their determinations to Chair Gorsch by TBD time and date, before the September 15th meeting. The committee will discuss and make a group evaluation of proposals that do not receive unanimous preliminary approval.

Chair Gorsch also announced two future CCC proposals that the UEPC will need to consider. These involve:

(a) The representation of ranked faculty in Jan Term and Collegiate Seminar, and
(b) a Designation Renewal process for semester-long courses with Core Curriculum approval.

The meeting adjourned at approximately 11:00 am.

Respectfully submitted,

Vice Chair Porter