

COMMITTEE ON EDUCATIONAL POLICY
MEMBERS' HANDBOOK

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INTRODUCTION

This handbook is a compilation of relevant bylaws of the Academic Senate related to the Committee on Educational Policy (CEP), a standing committee of the Senate; various documents and policies prepared by CEP; and descriptions of common practice. The handbook is intended to provide CEP members with an overview of the committee's responsibilities and procedures and to assist them in carrying out their duties and responsibilities.

A. Senate Regulations Pertaining to the Committee on Educational Policy

Senate bylaw 8.12 establishes the duties and membership of the Committee on Educational Policy. It is reproduced in full as **Appendix 1**.

B. Composition

The Committee is composed of at least 15 members. The Committee officers are Chair and Vice Chair. One member of the Committee serves as the Divisional representative to the University Committee on Educational Policy (UCEP). The Committee on Courses Chair serves as an ex-officio member. There are three standing subcommittees that are formed to review proposed changes to undergraduate curriculum. Members are assigned to these subcommittees based on their home department (CNAS, CHASS, Professional Schools [BCoE, SoE, SoM, & SPP]). In addition, Undergraduate Program Review Subcommittees will be formed for each undergraduate program review scheduled. These review subcommittees will consist of at least three members—a minimum of two regular Committee members, one of which will serve as subcommittee chair, and the Committee Chair or Vice Chair who serve as an ex officio on all of the review subcommittees. All CEP members will serve on at least one review subcommittee and one program change subcommittee.

Per Bylaw 8.2.5, each committee must annually adopt a Conflict of Interest Statement to ensure committee business is being conducted with the highest possible degree of credibility. The Committee's full Conflict of Interest Statement can be found as **Appendix 2**.

C. Leadership Roles

The **Chair** of the Committee is appointed by the Committee on Committees. The Chair's responsibilities include conducting Committee meetings; writing correspondence on behalf of the Committee; representing the Committee on the Academic Senate Executive Council; assisting with the organizing and facilitating of undergraduate program reviews; and assisting with the review of proposed changes to the undergraduate curriculum.

The **Vice Chair** of the Committee is appointed by the Committee on Committees. The Vice Chair serves as Chair in the Chair's absence and along with the Chair, assists with organizing and facilitating undergraduate program reviews and with reviewing proposed changes to undergraduate curriculum.

The **UCEP Representative** is appointed by the Committee on Committees. **Appendix 3** below summarizes the duties of the UCEP Representative.

Program review subcommittee chairs are appointed by the Chair. Their responsibilities include co-chairing meetings with the external review team (along with the Chair or Vice Chair of CEP),

drafting the concluding reports from the review, and participating in the action implementation meeting (see section on the review subcommittee below).

D. Meeting Schedules

The Committee meets on the first Friday of every month from 10AM to 12PM. Meetings are scheduled with consideration of the Academic Senate meeting schedule to prepare business for submission to the Senate. Member attendance at meetings and all subcommittee meetings is expected so that the Committee can proceed with business. In the event that a member is unable to attend meetings, they must let the Chair know in advance. The Academic Senate Executive Council, on which the Chair serves, meets twice a month.

E. Online Resources

CEP maintains its own page on the UCR Academic Senate website at <https://senate.ucr.edu/committees/10>. Many materials regarding the policies and procedures of CEP are posted there for the convenience of members and for the campus faculty at large.

CEP also maintains the [Academic Senate Committee on Educational Policy Google drive](#) that all members have access to. Proposed program changes are posted to the Google drive.

UNDERGRADUATE PROGRAM REVIEWS

The Committee's procedures for conducting external and internal undergraduate program reviews, one of the most important functions of CEP can be found here: https://ucr-senate-public.s3.amazonaws.com/program_reviews/UPR%20procedures%20-%20Approved%202-7-25.pdf. What follows here is an explanation of practical matters not fully covered in the Appendices, especially those related to the formation of review subcommittees and their duties.

A. Composition of Review Subcommittees

Each Committee member is appointed to serve with at least one other member on one undergraduate program review subcommittee for each year of their service on CEP. Over the course of a normal three-year appointment to CEP, each member will serve on at least three review subcommittees.. At the beginning of each academic year, it is the duty of the CEP Chair and Analyst to determine the membership of each review subcommittee and to appoint chairs of the subcommittees.

B. Responsibilities of CEP Members

Each undergraduate review subcommittee is thus comprised of at least two members (one or more "regular" members and the CEP Chair or Vice Chair as an ex officio). These members share the following duties:

- Review for completeness and accuracy the materials assembled in an electronic binder compiled through a joint effort of faculty and staff from the program under review and the CEP Staff analyst. For a complete overview and listing of the materials included in the electronic binders, please see **Appendix 4**.
- Participate in two meetings with the extramural review team members during the review. The first of these meetings is held at the beginning of the first day of the review team's visit, and the second at the end of the last day. This is the "exit" meeting, when the college dean, appropriate Associate Deans, and VPDUE are present, and the extramural review team members provide a preliminary overview of their findings.
- Read the extramural team's final report when it becomes available (typically two weeks following the review), and also any first-round "corrections of fact" in relationship to the report provided by the program faculty.
- Prepare a draft **Preliminary Findings and Recommendations (F&R)** document that summarizes the major findings of the review and specifies any actions that CEP deems necessary (A template and guidelines for writing Findings and Recommendations is attached as **Appendix 6**). The Preliminary Findings and Recommendations document should be prepared in a timely fashion, no later than two to three weeks following receipt of the corrections of fact from the program.
- Present the Preliminary F&R document at the next regularly scheduled CEP meeting and make any suggested revisions resulting from the discussion with the Committee. After the Committee approves the Preliminary F&R report it is sent to the program for review with a request for a response to the report to be submitted within 2 weeks.

- After the program's response to the Preliminary F&R is received the subcommittee prepares a draft Final Findings and Recommendations Report.
- Present the Final F&R document at the next regularly scheduled CEP meeting and make any suggested revisions resulting from the discussion with the Committee. After the Committee approves the Final F&R report it is sent to the program and appropriate administrators with a brief summary of the Action Implementation phase of the review.
- An Action Implementation Meeting is scheduled for the early Fall Quarter after each review. The College Dean, Department or Program Chair, CEP Chair and any remaining review subcommittee members are invited to attend this meeting where a discussion is held about the Committee's actions and progress to address the recommendations made in the Final F&R report. At the conclusion of this meeting, the CEP Chair and remaining review subcommittee members decide if the program has addressed all the recommendations with satisfaction and if the review can be closed. If the program is still in the process of addressing the recommendations, the Chair drafts an Action Implementation Plan, which details the Committee's specific direction and requests follow up. Typically the program is asked to respond to the Action Implementation during the following quarter with a Compliance Report to the Action Implementation Plan.
- CEP reviews the Compliance Report at their next regularly scheduled meeting and votes to either support the response or request additional follow up. A memo is sent to the program documenting the Committee's response.

C. Closing Program Reviews in Timely Fashion

An important issue for CEP is the timely completion and closing of undergraduate program reviews. There is much potential for slow-downs along the way when deadlines are not met. **CEP members must do their utmost to conform to the schedule presented above.** The Senate staff analyst assigned to CEP will keep everyone on track. The goal is to finalize a review's Final F&R within the academic year that the review was completed in.

D. Internal Reviews and Special Actions

CEP may conduct internal reviews to evaluate undergraduate programs as circumstances warrant. For example, CEP has developed a process with BCoE to conduct internal reviews of engineering undergraduate programs with the utilization of the ABET accreditation report in place of the external review teams report.

PROGRAM CHANGE SUBCOMMITTEES

A. Duties

The main responsibilities of the program change subcommittees are to review proposed changes to undergraduate curriculum.

B. Membership

Committee members are appointed to one of three subcommittees (CHASS Subcommittee, CNAS Subcommittee, and Professional Schools (BCoE, SoE, SoM, & SPP) Subcommittee) based on their home college. The CEP Chair and Vice Chair serve on all Committees as an ex officio and review all proposed changes to curriculum regardless of the college.

C. Schedule

The Subcommittees typically review all proposed changes via email in the Fall and Winter Quarter, and meet in the Spring Quarter to finalize the review of proposals submitted for the next year's catalog. If a proposal requires further discussion it is submitted for review at CEP's next regularly scheduled meeting.

D. Business

Any change to an undergraduate program should be submitted to CEP for review and approval from the College Executive Committee(s). The changes are submitted in "catalog copy style" which lists the current requirement on the left side of the page (striking deletions), and the proposed changes on the right side of the page (underlining additions); a thorough justification for the changes; and a Coversheet for the request documenting the proposed changes, providing contact information, and identifying programs that may be affected by the change. The CEP guidelines for proposed changes to undergraduate curriculum can be found here: https://ucr-senate-public.s3.amazonaws.com/program_reviews/UPR%20procedures%20-%20Approved%206-2-23.pdf. Any courses that are affected by a program change must be approved in Course Request System (CRS) at the time the program change is submitted. If affected courses are not approved in CRS, the proposals will be held until the course is approved by the Committee on Courses. It is the subcommittee's responsibility to review the requested change to ensure that the change is appropriate and justified. If the subcommittee has concerns about a proposal, the CEP analyst will communicate those concerns with the College or School Faculty Executive Committee and request a revised document. If a subcommittee has significant concerns about a proposal, it will be added to CEP's next scheduled meeting for full discussion by the Committee. Once approved by CEP the program changes are submitted for inclusion on the next Division Meeting's agenda for final approval.

PROPOSALS FOR NEW UNDERGRADUATE PROGRAMS

The format for new program proposals follows the process specified by the Committee in CEP's Process and Guidelines for the Establishment of New Undergraduate Programs, which can be found here: https://ucr-senate-public.s3.amazonaws.com/committees/10/committee_resource/cep-gl-for-establishmen-of-new-prog-approved-11-6-20-60df779a106c5-.pdf. Unlike proposed changes to undergraduate curriculum, proposals for new programs are submitted to the Senate Chair and routed to the Committee by the Senate Chair for consideration of final approval. The outcome of CEP's review is reported to the Senate Chair as part of the Senate Review process of the proposal.

REVIEW OF PRIORITY REGISTRATION REQUESTS

CEP makes the final determination on all priority registration requests as detailed in the Priority Enrollment Policy, which can be found here: https://ucr-senate-public.s3.amazonaws.com/committees/10/committee_resource/10-b-committee-on-educational-policy-proposed-changes-to-the-priority-enrollment-policy-60df790ca95f1-.pdf. Priority registration requests are submitted initially to the Registrar, who then forwards the request to the college Associate Deans for Academic Affairs and Vice Chancellor for Student Affairs (VCSA) for their review. After this review, the Registrar will forward CEP a report of the outcome of the initial review including the Associate Deans and VCSA's recommendation. The Committee will review the request and recommendation at their next scheduled meeting and will make the final determination of whether priority registration should be granted. The CEP Analyst will send the final determination to the Registrar who will communicate the response to the requesting group and appropriate parties.

APPENDIX 1

Academic Senate By-Laws Pertaining to the Committee on Educational Policy

Chapter 8. Committees of the Division

8.12 Educational Policy

8.12.1 This committee consists of fifteen members including a Chair and vice Chair. The membership shall include a representative from each of the Colleges. The Committee on Committees will make every attempt also to include representation from each of the Professional Schools. A member from the Committee on Courses designated by the Committee on Committees will serve as an ex officio member. One member of the committee shall serve on the University Committee on Educational Policy. (Am 22 May 86)(Am 10 Jun 91)(Am 30 May 06)(Am 26 Nov 13)(Am 24 May 16)(Am 27 Feb 24)

8.12.2 It is the duty of the committee to consider and report upon such matters of educational policy which may be referred to it by the President, the Chancellor, the Division, or by any committee of the Division. The committee has power to review the educational policy and curricula of all colleges, schools, and University Extension. It is authorized to initiate such studies and to make such reports to the President, the Chancellor, the Division, or University committees as it deems appropriate upon the establishment and disestablishment of curricula, colleges, schools, institutes, departments, bureaus, and the like, and upon legislation or administrative policies of a fundamental character involving questions of educational policy.

8.12.3 The Committee will develop policies for the implementation of campus graduation requirements, including specification of courses or other methods by which requirements may be satisfied. The committee will report such policies to the Division. (En 29 Nov 79)

8.12.4 The committee may take the initiative in recommending innovative programs to the administration and the Division. (En 5 Jun 75)

8.12.5 The committee will establish the procedures for and the sequence of undergraduate program reviews. (En 10 Jun 91)

8.12.6 The committee will periodically initiate reviews of broader undergraduate issues such as freshmen experience, advising, size of classes, seminars, and other critical features related to excellence in undergraduate education at UCR. (En 10 Jun 91)

APPENDIX 2

CEP CONFLICT OF INTEREST STATEMENT

In situations where the personal affiliation of a committee member with a department, program, or individual bringing business before the committee might be interpreted as a source of bias in committee deliberations, it is the obligation of the committee member involved and/or any committee member aware of a potential conflict of interest of another member to bring the potential conflict to the attention of the Chair. The committee member may be asked to provide information, where appropriate, on the business under consideration, but will be excluded from participating in any motions or votes related to the business. The committee chair may ask the committee member to leave the room during the period of any substantive discussions, motions, or votes. If a member's spouse, partner, or family member (current, former, or future) brings business before the committee, the member will be automatically recused from all discussion and voting on the motion(s) related to the item of business brought before the Committee.

APPENDIX 3

RIVERSIDE DIVISION REPRESENTATIVE TO THE UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY (UCEP) – SUMMARY OF ACTIVITIES

The University Committee on Educational Policy (UCEP) is the systemwide equivalent of the campus Committee on Educational Policy (CEP). Each campus has a representative to UCEP. The Committee on Committees appoints the Riverside Division Representative to UCEP from among the CEP members. This representative serves a two-year term and participates in the activities of the UCEP during that time period. They will report on UCEP activities to CEP each month and lead discussions on topics of interest to it.

The membership and activities of UCEP are summarized below:

A. Membership shall be determined in accordance with Bylaw 128. One undergraduate and one graduate student shall sit with the Committee.

B. Duties. Consistent with [Bylaw 40](#), the Committee shall:

1. Consider and report on matters referred to it by the President of the University, the Assembly, a Division, or any Senate committee.
2. Initiate appropriate studies and make reports thereon to the President, the Assembly, or any Division, on the establishment or disestablishment of curricula, colleges, schools, departments, institutes, bureaus, and the like, and on legislation or administrative policies of a fundamental character involving questions of educational policy.
3. Approve UC undergraduate courses as system-wide courses to be listed in Divisional catalogues.

B. Meeting Schedule and Travel

UCEP meetings are during the year on the first Monday of each month and are held at UCOP - 1111 Franklin Street, Oakland, or via telephone or video conferencing.

C. Additional Information

The following link is to the UCEP Reports and Resources page, which includes UCEP reports and links to important policies and processes related to undergraduate education:

<http://senate.universityofcalifornia.edu/committees/ucep/reports.html>

APPENDIX 4

TEMPLATES FOR WRITING *FINDINGS AND RECOMMENDATIONS*

Committee on Educational Policy Preliminary Findings and Recommendations (*Program Name*) Undergraduate Program Review

Background

Include several paragraphs summarizing the background of the program.

External Review Team Report Summary

Include several paragraphs that summarize the External Review Team Report and the conclusions and recommendations made by the external review team.

Program Response to External Review Team Report Summary

Summarize the program's response to the external review team report listing any misconceptions or factual errors in a brief statement.

Findings and Recommendations

Based on the External Review Team Report and the review itself draft a set of numbered findings and recommendations.

APPENDIX 5

TEMPLATES FOR WRITING *FINAL FINDINGS AND RECOMMENDATIONS*

Committee on Educational Policy Final Findings and Recommendations (Program Name) Undergraduate Program Review

In a brief statement acknowledge the program's response to the Preliminary Findings and Recommendations Report and address any concerns from that were included.

Based on the program's response to the Preliminary Findings and Recommendations Report, update the list of findings and recommendations and include the number list of the final findings and recommendations here.

The following information stays the same from the Preliminary Findings and Recommendations Report:

Background

Include several paragraphs summarizing the background of the program.

External Review Team Report Summary

Include several paragraphs that summarize the External Review Team Report and the conclusions and recommendations made by the external review team.

Program Response to External Review Team Report Summary

Summarize the program's response to the external review team report listing any misconceptions or factual errors in a brief statement.

Findings and Recommendations

Based on the External Review Team Report and the review itself draft a set of numbered findings and recommendations.