



**California State University, Long Beach
Curriculum and Educational Policies Council**

**Minutes – AY2024-25 – Meeting 14
Wednesday, April 9th, 2025, 2:00-4:00 PM
Zoom: <https://csulb.zoom.us/j/87893439081>
Meeting ID: 878 9343 9081**

Attendance: Jeff Bentley, Craig Macaulay, Chloe Pascual, Danny Paskin, Christine Scott-Hayward, Amanda Fisher, Kirsten Sumpter, Ali Rezaei, Pei-Fang Hung, Robert Moushon, Sharon Olson, Donna Green, Judy Prince, Laura Forrest, Praveen Shankar, Babette Benken, Manny Pulido, Judy Prince, Christine Scott-Hayward, Henry O'Lawrence, Jermie Arnold, Kelly Leah Stewart, Nicholas Nieto

1. Approval of the agenda. Approved
2. Approval of minutes from March 26, 2025 meeting. Approved.
3. Announcements
 - a. We have two CEPC meetings left. May meeting will be the organizational meeting with elections followed by the CEPC meeting
 - b. Jeff Bentley announced he will not run for CEPC Chair for next year
 - c. Academic Senate will consider GVAR again tomorrow and Jeff Bentley will make a presentation on the UWR proposal
 - d. Nicholas Nieto is a guest at the meeting today. He is a CSULB ASI Officer.
 - e. Pei-Fang Hung reminded us to complete the FFSE survey. Closes on May 11, 2025. Currently 135 surveys have been completed.
 - f. Pei-Fang Hung announced a GVAR memo was released that states CSULB is out of compliance. We know the Academic Senate is considering GVAR tomorrow. In the meantime, students can not take the GPE or GVAR Portfolio Courses starting in summer 2025. Students will be sent an email tomorrow.
4. Revision of PS 85-05 **Deadline for Adding Classes** – (First Reading)
 - a. Discussion of phrase "technical error." Should this be broader to allow for more changes after the 3rd week of courses?
 - b. Comment- We are not currently enforcing that students can only make changes after the 3rd week due to technical errors.



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- c. Comment- Instructors don't really add students after the 3rd or 4th week
 - d. Comment- We should strongly consider allowing for more reasons to add courses late besides technical errors. We currently allow many exceptions but have to fit it into the category of technical error.
 - e. What we're doing now works so if we can add that in the 4th week there is a late fee and change "technical error" to "extenuating circumstances." Let's update the policy language to align with what we are currently doing.
 - f. We currently use the census date, which is the end of the 4th week.
 - g. Department Chairs need to sign these exceptions and it has sometimes been difficult because there are not always technical errors.
 - h. Question to Nicholas Nieto: What is ASI's response to this policy?
 - i. Answer: Some students can be trapped by the short time to change courses at the beginning of the semester. More flexibility would be welcome. If the time to change courses is too long then it hurts the student because they are behind in the course.
 - j. What can reasonably be expected of the student who is adding in the 4th week? Generally, they have already been attending the class but they have been waiting to officially add the course.
 - k. Reminder that this policy was sent to us because of a student wanting to join a course at the end of the second week. We don't necessarily need to change the timeline for adding and dropping courses.
 - l. Comment that we could change the Exception to Academic Policy form for more options to add courses after the 3rd week and that would solve the problem.
 - m. Donna Green comment: Faculty don't need to accept late students and some don't want to. Before Covid this was all physical forms and now it has moved online. We don't want to encourage students to change courses late and burden faculty. We could change the stated reason to "personal circumstances." Some students are not enrolled because they haven't paid. They still attend courses as they work through financial aid issues.
 - n. We don't need to add language to this policy about assignments. We should move to second reading, address the last line. We should respond to Academic Senate Exec that a change in a different policy would be more appropriate.
 - o. Move to second reading. Passed
 - p. Move to change "technical error" to "extenuating circumstances."



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- q. Comment that the policy says "Students may add classes for two weeks after classes begin." Proposal to add "without instructor permission"
 - r. "...without instructor permission" may not work for all courses because some courses require permission to enroll.
 - s. Proposal to change to "...without additional permission(s)."
 - t. Proposal to change the policy name to "Deadline for Adding Classes After Two Weeks."
 - u. No because this policy establishes that the two weeks is a limit.
 - v. "Additional" is problematic for some courses.
 - w. Proposal to use phrase "Students may add classes via self-service registration during the first two weeks of instruction."
 - x. Proposal to change first line to "...for two weeks after the first day of classes." So that it is clear that it is two weeks after the first day of all classes, not the first day of a particular course. Voted and approved.
 - y. Proposal to change the second line to "Students may add classes during the third and fourth weeks of classes only with the written permission of the Instructor and also the Department Chair or Program Director."
 - z. Discussion about adding language about "Permission to Add" since it is a different process than self-registration. No, because the process name may change.
 - aa. Proposal to change the third line to "No requests to add classes will be considered after Census unless there are documented extenuating circumstances. Approval of the Instructor, Department Chair and Program Director, and Associate Dean of the College offering the class is required."
 - bb. Discussion about addressing the third and fourth weeks together or separately. The fourth week requires a \$10 late fee and is considered a Late Add, but otherwise the process is the same.
 - cc. Donna Green comment- we should separate the third and fourth weeks in the policy.
 - dd. The spirit of the policy is that you can't add past the third week and we should discourage students from doing this.
 - ee. The reason why we allow students to enroll in the fourth week is because there is FTE received if they enroll during this time.



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- ff. Census date determines the FTE. Keeping the fourth week would allow departments to add students to count towards FTE.
 - gg. But if a student adds after the third week then there will be fees, you should have an extenuating circumstance, so if you consider the fourth week the same then the policy means this isn't late after the fourth week.
 - hh. Motion to change to "Students may add classes during the third and fourth weeks of classes only with the written permission of the Instructor and also the Department Chair or Program Director.... No request to add classes will be considered after the fourth week unless there are documented extenuating circumstances and permission of the Instructor, Department Chair or Program Director, and Associate Dean of the College or Designee." Seconded.
 - ii. Motion to add "Students may add classes after the fourth week only when there are documented extenuating circumstances, and with permission of the Instructor, Department Chair or Program Director, and Associate Dean of the College or Designee"
 - jj. Vote on revisions. 12 in favor; 0 opposed; 1 abstention
 - kk. We will continue Second Reading of this policy during next meeting.
- 5. Please add comments to the proposal in our Canvas page.
 - 6. Adjournment at 3:45 pm.

Next meeting: April 23rd, 2025