



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

Minutes – AY2024-25 – Meeting 13
Wednesday, March 26th, 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

1. Approval of the agenda, Approved
2. Approval of minutes from March 12th, 2025 meeting. Approved
3. Announcements
 - a. Christine Scott Hayward and Shadnaz Asgari were elected as ASCSU representatives!
 - b. Pei-Fang Hung announced that faculty need to fill out the FSSE survey. Currently only 7% response rate. Goal is 15% response. Survey will close in early May, 2025
 - i. Faculty Affairs should consider sending an email to let faculty know the survey is from CSULB.
 - ii. Faculty need to know what information we are trying to obtain and why the survey is important
 - c. Pei-Fang Hung announced that Senate Executive Committee announced that GVAR policy 1st reading will be during the Senate meeting April 7th. The policy discussed will be the CEPC version, not the GVARC version of the policy.
 - d. Babette Benken brought up the disruption in protocol about the GVAR policy at the recent AD meeting
4. Revision of PS 85-05 **Deadline for Adding Classes** – (First Reading)
 - a. CEPC has been asked to review this policy because of a recent situation where a student tried to add a once-a-week course after the second week meeting. The current policy as written is quite brief and needs more details. What are student and faculty responsibilities? What does a week mean for this policy? ASEC made some suggestions for CEPC consideration.



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- i. Comment- Complication is Open University students who have a short window to add classes.
 - ii. Comment- there is a heavy paperwork burden for late adds, especially research courses and graduate courses. If we shorten the deadline to add a course then we will have much more late add paperwork
 - iii. Comment- Is the current policy of allowing students to self-add in the first two weeks really a problem? Reducing the course add deadline by 1 week would be an enormous change
 - iv. Comment- How many late adds do we have on our campus? Some instructors have quite a few late-adds and it is difficult to catch students up with the rest of the class.
 - v. Donna Green- we shouldn't rely on instructors to add students after 1 week. FTEs will go down. Students have a right to fail if they want to join after the course begin, but this would be detrimental to students. Students will take longer to graduate and financial aid would be affected.
 - vi. Comment- any change in this area should include input from students
 - vii. Comment- the current policy of 2 weeks makes sense. The scenario presented is an extreme example. Most courses do not have 20% of points in first two weeks. One option is to excuse the work instead of making it up.
 - viii. Sharon Olson- International student visas require 12 units but these students don't have priority registration. They need this self-add time to find an appropriate course schedule each semester.
 - ix. Comment- Should include in policy that if student adds after first session the Instructor has a responsibility to catch the student up with the rest of the class. We should consider allowing a fourth week add that is approved by the Department Chair.
 - x. Comment: From the advisor perspective, if you have a Monday only class, I don't think putting advising in the policy will solve anything. We do hope, getting into the third and fourth week that student have been attending, but we can't enforce it.
 - xi. Question from Jeff: Is there a way to do waitlists before classes start so they are more settled by this point?
 - xii. Answer from Donna: Classes get cancelled the first week of school. Students may get a financial burden with regards to financial aid because they may be dropped to part time when those classes are cancelled.



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- xiii. Response from Jeff: So there is no way to do this ahead of time before the semester.
 - xiv. Pei-Fang- SDSU, CSUF, CSUN have a policy like our current policy- self-add the first 2 weeks, week 3 and 4 is a late add that requires Instructor signature and Chair approval. We should consider this and keep the 2 week self-add.
 - xv. Comment- Students might have holds that keep them from officially registering for a class so we should allow the 2 week add. Not in favor of decreasing the self-add period.
 - xvi. Comment- Enrollment Services and financial aid base the deadline for refunds for full-time/part-time and other changes on the add-drop dates so changing this would have an impact on this deadline as well.
 - xvii. Comment- Currently, as long as Instructor and Assoc. Dean approve a late add, then ES will allow it, even without a technical error. Often times student is on Canvas and think they have enrolled, but they have not officially enrolled. The student responsibilities should be clear, in that they need to reach out to the Instructor to catch up on what they have missed.
 - xviii. Comment- We don't seem to be following the current policy because there are some 4th week late-adds for \$10
 - xix. Donna Green- a few years ago the policy changed so the 4th week add is no longer allowed. This doesn't seem like the current policy.
 - xx. Comment- Sometimes students are waiting for no-show students to be dropped so they can add.
 - xxi. Donna Green- sometimes courses are cancelled the first week of school and students are trying to find courses and get financial aid. The policy should be less restrictive rather than more restrictive.
 - xxii. Comment- This was bad timing in this isolated incident and overall the policy is good. Generally, there are students who want to join courses
 - xxiii. Comment- adding courses late can be difficult in courses with group work.
 - 1. Not clear how frequently this is a problem
 - xxiv. Comment- Instead of using the term "week" then we could change that to after the second "session."
 - 1. Online courses are so different so it would not be clear how to interpret session



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2. Using session might be tricky. Perhaps we can keep the timeline but modify it- 1st week there is self-add. 2nd week students need instructor approval.
- xxv. Could there be a way for instructors to approve or disapprove to allow for 2nd week adds?
1. Donna Green- this would negatively impact students because instructors do not go into their worklist and approve adds. ES has been asking the Dept chairs and Ass Deans to approve.
- xxvi. This case seems special and we don't need to change the policy. Instructors should consider changing their courses a bit to allow for 2nd week adds. The change we should make is to allow for >3 week adds other than technical errors.
- b. Summary- In general, we are not amenable to making large changes to the self-add date.
- i. We want student feedback on this. We will contact ASI and ask them to send a representative.
 - ii. We need to know if this situation is common or rare. We will ask Michelle Mumm how many "no-adds" are typically given after week 3. We will ask Department Chairs (Council of Chairs) if there are many problems with the current process.
 1. Consider asking only Chairs of the 10 largest departments on campus if there is a problem with this.
 - iii. Jeff will check if this is the current policy
 - iv. We should consider if departments can have their own policies about late adds.
 1. We might consider amending the policy on grading procedures and final course grades about what percentage of the course grade can be offered in first two weeks to accommodate late adds instead of add deadlines.
 2. Disagree that Colleges or Instructors should be allowed to have their own policies. Instructors can change the course description to allow or not allow late adds. We are a University policy committee.
 3. Can Instructors restrict adding in the first two weeks?



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4. Yes, if Dept agrees and gives consent then the course description can say "with permission of Instructor." This then applies to all sections of the course. Courses with lots of group work can have this note added to the description.
 5. We will keep this in first reading and schedule another meeting with ASI to get more information.
5. Revision of PS 11-09 **Grade Appeals Procedure** – (Second Reading)
- a. In the last CEPC meeting we reduced the appeals timeline to 20 days for Dept Chair to meet with students and student file grade appeal. Appeals go straight to the College. Shortened time for College grade appeal to send appeal to the Dean.
 - b. Last meeting we removed the burden on Department and asked College to take on more of these decisions.
 - c. Discussion of the use of "arbitrary and capricious"
 - i. These terms are used together as an art of law. Pei-Fang shared definitions and one is a subset of the other so we should pick one, define it, and use it.
 - ii. Arbitrary includes capricious. Merriam Webster Dictionary definition: "existing or coming about seemingly by chance or as a capricious and unreasonable act of will"
 - iii. We will add definitions of arbitrary and prejudicial to the policy
 - d. CEPC members will review the Grade Appeals policy before the next meeting
 - e. Motion to replace "academic institution" with the "Department offering the course" in 1.1. Passed
 - i. Friendly amendment- include "Program"
 - f. Motion to remove last sentence of 1.1 because it is redundant. Passed
 - g. Motion to remove "capricious" throughout policy and add definitions now instead of next meeting.
 - h. Disagree that we need to add definitions for arbitrary and prejudice. Capricious was the problematic term and if we have the grade appeals checklist there won't be as much of a problem interpreting the policy.
 - i. Pei-Fang agrees that definitions are not such a problem for the University Grade Committee. The issue is the timing. We will not include definitions
 - j. Discussion on reducing redundancy in 1.2. Removed last 3 sentences.
 - k. Stopped at section 1.3 and CEPC members will make comments on the policy.



6. Adjournment 3:36 pm

Next meeting: April 9th, 2025