Special Academic Programs Committee (SAP)
Wednesday, October 21, 2015
10:00 a.m. to 11:30 a.m.
410 Mrak Hall

Agenda

I. Welcome and Introductions – Members present: Alessa Johns, Raul Aranovich, Mark Rashid, Robert Taylor, Pat Randolph
Absent: Joshua Hihath

A. Committee Procedures – Chair Johns reviewed procedures and timeline
Chair Report: Chair Johns gave an overview of committee work from last year and an update on meetings with COCI and status of PE courses 1 and 6. Chair Johns called attention to UCD Academic Senate Bylaw 532 “Academic Credit for Internships” which parallels criteria set by SAP last year.
Action: Chair Johns will ask AS Chair Knoesen to take this to Executive Council.

II. 2015-16 Priorities and Timeline – The committee was reminded that reports on First-Year Seminars and University Honors Program must be completed and sent to Undergraduate Council in January 2016.

III. Policy to Freeze Programs Undergoing Review (develop a policy stating that once programs are notified of review in spring of the year prior to the review, no changes can be made) The committee discussed the current policy regulating programmatic changes for programs undergoing review by the Undergraduate Instruction and Program Review Committee and determined the policy should be revised to include Special Academic Programs.
Action: The committee approved this revision. Chair Johns will take to Undergraduate Council for their approval, and this item will be added to the November 20 UGC agenda.

IV. Discussion of Self-Study Reports: including general overview and analysis; determination if more information is needed from the unit; determination if more information is needed from Budget and Institutional Analysis (BIA); conclusions and suggestions

A. University Honors Program – ISTP and DHC were folded into a significantly new University Honors Program, and 2014-2015 was the very first year of the merged and reorganized UHP; therefore, considering the recent reorganization, the program completed a truncated review and will be
reviewed again once the program has had more time to become fully established. After reviewing the report, SAP had questions including:

- How are students admitted?
- How do UHP students’ SAT scores compare to other admitted UCD students?
- What is the relationship between this program and honors courses in departments?

Action: The committee will invite UHP Director to a future meeting to obtain more information.

B. First Year Seminar – After reviewing the report, SAP members determined that they would like to look more closely at specific seminars that were taught in spring 2015. Each committee member will choose two of the seminars and will review the syllabus and student evaluations from those chosen seminars.

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<tr>
<th>Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Pat</td>
<td>1 unit pass/no pass</td>
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<tr>
<td>Raul</td>
<td>2 unit pass/no pass</td>
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<tr>
<td>Robert</td>
<td>1 unit graded</td>
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<tr>
<td>Mark</td>
<td>2 unit graded</td>
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<tr>
<td>Alessa</td>
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<tr>
<td>Josh</td>
<td>random choices</td>
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Additional questions from the committee:

- How are proposals reviewed?
- Is there a measure of success?
- Are students other than freshmen or first-year transfer students taking seminars?
- Can students take more than one seminar? How is this enforced?
- How are priorities determined regarding who gets in if too many register?
- What is the average class size?
- Are seminars cancelled if a low number of students? If so, what is that number?

Action:
1. Debbie will contact Dave Furlow to ask for spring 2015 list of seminars and ask him if he has access to syllabi and student evaluations.
2. Debbie will invite Dave to a November meeting to answer questions from the committee.

V. Next meeting – The committee would like to meet in November after they have had time to review seminar syllabi and evaluations. Dave Furlow will also be invited to this meeting, so date and time of the meeting will be determined depending on availability of everyone.