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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

EDUCATIONAL POLICY COMMITTEE

APPROVED

MINUTES OF MEETING: February 12, 2025

PRESENT: S. Baker, A. Comacho, C. Harris, M. Hawley, K. Hillstrom, K. Howard, J. Huang, M. Raspopov, C. Sun, S. Upadhyaya, E. Winokur

1. **Call to Order**

S. Upadhyaya, Chair called the meeting to order.

2. **Announcements**

None.

3. **Intent to Raise Questions**

1. **C. Harris** - Why is canvas course not available 10 days after grades are submitted? Students with a grade appeal are not able to access.

2. **K. Fisher** - The Exclusion from Class Policy, which appears to have been last modified by the university in 2013, states that

“If instructors choose to drop students, they must submit drop lists no later than the eighth instructional day of the academic term.”

I am curious to know the rationale for the 8-day limit on instructor-initiated drops, and whether problems that arise with implementing this policy in our current climate (which I'll share below) might warrant re-visiting the 8-day window.

1. Since the pandemic, we have been encouraging faculty to provide students a little bit of grace with respect to drops, and most will hold off on dropping students who are absent from the first day of instruction – the necessity for this extra grace has been further compounded by the natural disasters and other disturbances that seem to have coincided with the start of the past several semesters. In practice, at least in my department, it is rare for an instructor to initiate a drop prior to the second week of classes. Put another way, I wonder if instead of putting a restriction on how far into the no-record drop period an instructor can initiate a drop, we should instead consider a restriction on how *soon* after the start of the semester an instructor can initiate a drop.
2. Many of my department's high-demand courses are associated with multiple lab sections. Because the capacity of instructional lab rooms tends to be the factor that limits how many students we can accommodate in the lecture, we typically use lab session absence as the primary trigger for faculty-initiated drops. Labs often don't meet during the first week of classes, particularly when the semester starts on a Tuesday and there are Monday lab sections, to make sure that all the labs are running in parallel. What this means in practice is we often don't know that a student has decided not to take the class until near or on the 8th day of instruction (in cases where labs are on Thursday or Friday). As the 8th day of instruction approaches, I send out messages to all of the instructors to alert them that they need to drop any non-attending students; however, there are always several cases of instructors missing the deadline because it falls so close to their lab meeting that they don't have time to communicate with the lecture instructor and department before it's too late.
3. With our schedules shrinking due to budget cuts, more and more students want seats in classes that are closed. Again, this might be specific to my department, but this unmet demand is particularly acute for lab courses, since we can't over-enroll lab sections due to safety concerns. Increasingly, after the 8th day of instruction, but prior to the actual no-record add/drop deadline, we find ourselves in a frustrating situation where students attempting to add a class have attended the lab section that they want to add, and we have space/empty seats for them because one or more students didn't show up. However, we can no longer drop non-attending students from the class to make space for the attending students, because we have passed the 8th day of instruction. We make repeated attempts to communicate with non-attending students that they need to drop themselves from the class, but most are non-responsive. GET still indicates that the lab is full, so if we attempt to add the students who have been attending lab when the original students haven't dropped, we get flagged for attempting to enroll our lab sections past the room cap.

4. My impression (based on a few first-hand accounts) is that community colleges have a much more flexible policy surrounding instructor-initiated drops, and faculty can request to drop students for non-attendance well after the regular add/drop deadline. Because of this, I suspect that many of our students assume that they will be dropped if they don't show up to class/lab, and only realize well after the withdrawal period has started (if at all) that they're still enrolled in the class. While I'm not advocating for this level of flexibility, I do think that modifying our policy to allow for faculty-initiated drops for non-attendance up to the regular no-record add/drop deadline (as opposed to leaving the last few days of this period in limbo) would alleviate many of the issues that have been preventing students from adding our sections in recent semesters.

4. **Approval of the Minutes**

It was m/s/p to approve the minutes for 02.05.25.

5. **Approval of the Agenda**

It was m/s/p to approve the agenda for 02.12.25

6. **Curricular Items**

Actions Reported by the Executive Secretary and College of Education – It was m/s/p to reflect the Actions Reported by the Executive Secretary and College of Education into the minutes.

7. **Liaison Reports**

- a. Academic Advisement Subcommittee (*K. Howard*) – Did not meet
- b. Academic Information Resources Subcommittee (*K. Hillstrom*) – Submitted report
- c. Curriculum Subcommittee (*J. Huang*) – Did not meet
- d. Executive Committee (*C. Harris*) – Submitted report
- e. General Education Subcommittee (*E. Winokur*) – No report
- f. Graduate Studies Subcommittee (*S. Baker*) – Submitted report
- g. Library Subcommittee (*A. Camacho*) – Meets 02.13.25
- h. Program Review Subcommittee (*K. Fisher*) – Did not meet
- i. Open Access Policy Task Force (*C. Sun*) – Did not meet

8. **Incomplete Grades Policy EPC 24-01**

The committee discussed this item.

9. **Proposed Policy – Access to LMS Policy EPC 23-17**

The committee discussed this item.

10. **Career-Engaged Course Definition**

The committee discussed this item. M. Hawley will send committee information on microcredentials.

11. **Adjournment**

It was m/s/p (S. Upadhyaya) to adjourn the meeting at 2:55 pm.