

# Council on Undergraduate Education

Winter Quarter Meeting  
March 12, 2018 / 12:00-1:30pm  
University Center, Conference Room 111A

## Agenda

### Welcome & Announcements:

- Course Development and Instructional Improvement Program
- [Instructional Scheduling Assistant](#) - short presentation
- [SAPD Townhall Meetings](#) (March 16<sup>th</sup> - 8:30am and March 19<sup>th</sup> - 3:00pm)
- 7<sup>th</sup> College Updates
- [Four Year Plans, Three Year Finish Plans \(for selected majors\), and Major Department Pages](#)
- [Triton Day](#) (April 14<sup>th</sup>) and [Transfer Triton Day](#) (May 5<sup>th</sup>)
- [Capped Majors](#) – updates

### Discussion Items:

- **Letters of recommendation and FERPA – sample waiver language (Departmental website)**  
Letters of recommendation contain detailed information about the student who is the subject of the letter. This information may include such information as scores on specific exams, grades and in other class performances, grades earned from other faculty in the department, upper division GPA in the major, grades in related departments, and standardized test scores, among other things.

If you would like a letter of recommendation from an instructor in our Department, please e-mail the faculty and lecturers a link to this web page and the following statement: “I consent to the release of personal and educational information about me in the letter of recommendation that I have requested from you. This authorization allows you to release all information about me, within the University’s possession, to [fill in details (e.g., any other educational institution, any centralized application processing services (list by name if possible), both, etc.]. This authorization shall remain valid unless and until it is rescinded in writing.”

- **Office for Students with Disabilities - Sample Statement for Course Syllabi**  
Students requesting accommodations for this course due to a disability must provide a current Authorization for Accommodation (AFA) letter issued by the Office for Students with Disabilities (OSD) which is located in University Center 202 behind Center Hall. Students are required to present their AFA letters to Faculty (please make arrangements to contact me privately) and to the OSD Liaison in the department in advance so that accommodations may be arranged.

**Contact the OSD for further information:**

858.534.4382 (phone) | [osd@ucsd.edu](mailto:osd@ucsd.edu) (email) | <http://disabilities.ucsd.edu> (website)

- **WASC (WSCUC) Reaccreditation – Assessing Learning Outcomes**  
[NY Times op-ed](#)  
[Inside Higher Ed response](#)
- **Roundtable Discussion**