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Assembly of the Academic Senate
Academic Council
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

June 4, 2007

**SYSTEMWIDE SENATE COMMITTEE CHAIRS
DIVISIONAL SENATE CHAIRS**

RE: System-wide Senate Review of the Proposed Amendments to SR 636

Dear Systemwide Senate Committee and Divisional Senate Chairs:

On behalf of Chair Oakley, the above document is being forwarded for your review and comments. As background information, at the June 2006 Academic Council meeting, the Council directed UCOPE and UCEP "jointly [to] propose a Senate Regulation to address the writing-size cap. . ." A proposed amendment to Senate Regulation 636 was submitted for the Academic Council's consideration, along with an additional proposed amendment by UCOPE that would streamline SR 636 and remove references to the names of specific standardized tests. At its May 23rd meeting, the Academic Council agreed to send out the proposed amendments to SR 636 for systemwide Senate review.

Since Senate-wide review can be difficult during this time of year, the Academic Council approved the response date **from both Systemwide Senate Committees and Divisions to be by no later than November 1, 2007**. We leave it to each Senate-wide Committee and Division to determine when they wish to begin the review process but we do request that the responses be submitted no later than November 1, 2007.

As a reminder to systemwide Senate Committee Chairs, request for comments, are sent out to all systemwide Senate Chairs. Each Chair/committee may decide whether or not to opine. Please notify the Senate Office either directly by emailing me or through your Committee Analyst, if your committee chooses not to participate in this review.

Cordially,

A handwritten signature in black ink, appearing to read "María".

María Bertero-Barceló, Executive Director
Academic Senate

Encl: 1
Copy: Academic Council Chair John B. Oakley
Divisional Senate Directors
Academic Senate Committee Analysts



UNIVERSITY COMMITTEE ON PREPARATORY EDUCATION (UCOPE)
John Eggers, Chair
jeggers@ucsd.edu

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March 7, 2007

**JOHN OAKLEY, CHAIR
ACADEMIC COUNCIL**

RE: Proposed Amendment to Senate Regulation 636

Dear John,

As you recall, the Academic Council requested that the University Committee on Educational Policy (UCEP) and the University Committee on Preparatory Education (UCOPE) “jointly propose a Senate Regulation to address the writing-class-size cap...” (July 5, 2006). Unfortunately, UCEP’s current membership is unwilling to follow this charge from Council and does not support such a Regulation at present due to funding concerns (see below). Therefore, it is my duty to present that proposal on behalf of UCOPE as part of a two-part amendment to Senate Regulation 636, which governs the Entry Level Writing Requirement (ELWR). One part addresses the writing-class-size cap, while the other eliminates the names of specific tests from the Regulation as well as removes redundancy and clarifies the Regulation’s language.

Beginning with the more complicated issue: Our amendment seeks to align the University with its Comparison Eight institutions and national standards by capping the size of ELWR courses at no more than 20 students per section. Although UCOPE members have recently reported that many campuses already meet this standard and that others have made progress toward meeting it, a 20-student class-size cap represents, on some campuses, a significant change from current practices; UCOPE does not propose this amendment lightly. Indeed, UCOPE and the Office of the President have, respectively, presented compelling studies on the educational efficacy of lower class sizes for entry-level writing course success and the negligible financial ramifications of lowering the systemwide cap for such classes to 20 students.

This aspect of the proposed amendment has a complicated three-year history. In response to a request initiated on May 21, 2004, then-Provost M.R.C. Greenwood, aided by campus Undergraduate Deans, presented to the Council a cost-study of lowering the maximum enrollment in these classes to 20 students (April 27, 2005). It was their conclusion that, as many UC campuses currently have ELWR class-size caps of 20 or fewer, the fiscal impact would be minimal—only \$270,000 annually systemwide. Simultaneously, UCOPE conducted a pedagogical analysis of the benefits of capping ELWR class sizes at 20 students per section and submitted it to the Academic Council (June 9, 2005).

In their response to these studies (July 7, 2005), UCEP concurred with UCOPE’s endorsement of smaller ELWR class sizes, stating that “writing instruction has unique pedagogical value due to the importance of the subject and the nature of the instruction. Writing ability has a crucial impact on undergraduate

education and subsequent student success, regardless of discipline or major, and as such is in a unique position as a systemwide competency requirement. Also, writing classes are unique in terms of the instructor time and effort necessary to give writing students individualized feedback. The evidence shows that class size matters more in courses like writing that develop skills, than in instruction that is more devoted to imparting information.” UCEP concluded that implementing the proposed cap should be a “high priority.”

UCEP’s only reservation was that initiating such a cap could have adverse funding implications, such as an unwelcome fiscal trade-off in writing programs and priorities at the campus level, and so urged caution in the implementation process to avoid such outcomes. Though Council agreed with the need for caution, then-Chair George Blumenthal wrote to then-Provost Greenwood that the Academic Council endorsed the class-size cap and viewed “the \$270,000 cost of achieving a 20-student-per-section limit as a reasonable amount in light of what may be gained in effectiveness and broad educational benefits” (July 29, 2005). Chair Blumenthal continued, “Since the Entry Level Writing Requirement is a systemwide policy, the Academic Council thinks it appropriate that systemwide funds be provided to ensure that it functions optimally and on a par with the national teaching standards.”

In the 2005-06 academic year, then-Council Chair Clifford Brunk wrote to then-Acting Provost Hume, again requesting implementation of the previously endorsed class-size cap (February 15, 2006). In that letter, Chair Brunk stated that Academic Council members understand that “the benefits of smaller writing classes are immense, and also maintain that the projected additional systemwide cost of \$270,000...is not prohibitive and should not present a barrier to instituting the reduction.”

The administration responded by identifying the issue as one that bridges the governance responsibilities of both the Office of the President and the Academic Senate ([Spring 2006/email]). Specifically, it was commented that “while conduct of courses is the responsibility of the Senate, class size is a budget item as well as an academic policy issue,” and therefore, OP was not clear regarding who had the responsibility for adopting and implementing the Council’s recommendation. Consequently, the Academic Council asked UCEP and UCOPE to propose a regulation to address the matter (July 5, 2006).

While drafting its proposal last fall, UCOPE received member updates on campus progress in lowering ELWR class sizes independently. Of those not currently in compliance with a 20-student per section cap, several reported that progress had indeed been made. Representatives from those campuses felt that codifying the class-size cap would serve as an additional incentive and observed that the estimated \$270,000 systemwide annual cost would now be even lower. UCOPE then drafted a subsection to SR 636 to lower the ELWR class-size cap and shared it with UCEP for their endorsement.

UCEP, however, decided that they could not, at present, support the class-size cap after all, citing the concern that it may be received as an unfunded mandate by the campuses (February 16, 2007). UCEP writes that “writing ability is critical to student success” and “involves a unique pedagogy requiring highly individualized interactions between instructors and students.” UCEP further asserts that “The evidence is strong that smaller ELWR classes will have a positive impact on the writing skills of these and other students.” Yet they do not support codifying these statements absent funding guarantees.

While UCOPE realizes that questions of funding and resource allocation are indeed important, we believe that UCEP’s concerns have been adequately addressed by the demonstrated low cost of instituting the class-size-cap and the Council’s repeated position that securing such central funding will not present an obstacle to lowering ELWR class sizes. Moreover, because the class-size issue has been before the Senate for three years, because this issue continues to affect many students, because the Council has already

endorsed the matter, and because the Office of the President is looking to the Senate for leadership in this matter, UCOPE now presents an amendment to Senate Regulation 636 that codifies the national standard of capping ELWR classes at 20 students per section at UC.

Furthermore, in order that the review and ratification process may be undertaken only once, we concurrently submit two additional changes to Senate Regulation 636.

SR 636 currently includes the names of specific standardized tests which enrollees may use to satisfy the ELWR. Unfortunately, many of these tests have been significantly amended, both in name and content, by their governing bodies, and including them in SR 636 renders the regulation obsolete. Further, the inclusion of specific private-sector standardized tests in a Senate regulation may represent a conflict of interest or an inappropriate endorsement. To prevent the necessity of amending the regulation each time such tests are changed or new tests are approved, and to alleviate the appearance of favoritism by the University, UCOPE proposes to eliminate specific test names in favor of a general statement that acceptable tests and scores will be determined by the committee. With the cooperation of our Office of the President consultants, the list of approved tests and their acceptable scores is now hyperlinked in the text of the proposed amendment.

Finally, the current regulation is both redundant and seemingly self-contradictory. Our proposal streamlines the regulation so that entries on like topics are now grouped, repetitive entries are combined or removed, and opaque and out-dated entries are clarified or omitted.

We ask that you accept our proposed amendments to Senate Regulation 636 and initiate their ratification by the Academic Assembly.

Please let me know if I or UCOPE can be of further assistance in this, or any other, matter.

Sincerely,

John Eggers, Chair
UCOPE

cc: Maria Bertero-Barcelo
UCOPE

Encls: 1. Justification and Proposed Amendment to SR 636, part 1
2. Justification and Proposed Amendment to SR 636, part 2
3. Historical documentation, see also online at:
<http://www.universityofcalifornia.edu/senate/reports/ac.writing.class.0705.pdf>

Academic Senate Regulation 636 Justification, Part 1

Under the Academic Senate's current regulation 636, prior to enrollment at the University of California students may satisfy the University of California Entry Level Writing Requirement (ELWR) either by attaining a score approved by the University Committee on Preparatory Education (UCOPE) on an approved examination, or by earning transferable college credit in an English composition course. After enrollment, students may either take the UC-provided examination, the Analytical Writing Placement Examination (AWPE), or enroll in and pass a course designed to meet the ELWR.

The proposed amendment addresses two issues within the regulation as currently written: 1) The need to remove names of specific non-UC examinations and 2) the need to make interpretation and application of the regulation easier by removing confusing and redundant language.

I.

There are presently five examinations approved under Senate Regulation 636 by which a student may satisfy the Entry Level Writing Requirement, including the University of California Analytical Writing Placement Exam (formerly called the Subject A Examination), the SAT II Writing Test, the Advanced Placement English Language and Composition Examination, the Advanced Placement English Literature and Composition Examination, and the International Baccalaureate Higher Level Examination in English (Language A only).

A change to Senate Regulation 636 is necessary because the nature of the ACT and SAT examinations has changed effective for students applying to enter the University of California as of fall 2006. Both the ACT and SAT examinations now include a writing component, initiated in spring 2005, and have had a name change.¹ Rather than list the new names of the examinations in the proposed regulation change, UCOPE believes the names should be removed altogether. The need for their removal became particularly clear last year, as UCOPE established provisional scores on the ACT and SAT examinations that will satisfy the ELWR. These provisional scores may have to be revised, however, once more data are available, and it does not seem expeditious to have to revise an Academic Senate regulation each time there is a change in a writing examination or in its analysis.

¹ The new SAT examination includes a writing component, obviating the need for the SAT II Writing Test which is no longer administered by the College Board. For the first time, the ACT examination includes a writing component.

The proposed regulation is now completely generic as to the examination names,² and retains the essence of [UCOPE's charge](#) to supervise the ELWR. Under the proposed regulation, UCOPE could add or subtract examinations from an approved list, but without changing the regulation. UCOPE believes that the proposed regulation allows flexibility for approving writing examinations that other testing agencies may present to the University of California and UCOPE as proposed tests for satisfying the Entry Level Writing Requirement.³ Furthermore, in UCOPE's view it is inappropriate to name commercial companies or agencies in Academic Senate regulations.

II.

Secondly, the language in the regulation in its current iteration is often confusing and redundant, leading to many questions on the part of interested parties, such as high school and transfer students, their counselors, and even within the Academic Senate and the Office of the President. For example, current sections C (1) and G both address students who have not satisfied the ELWR prior to enrollment. Baccalaureate credit for both UC courses and transfer courses taken prior to passage of the ELWR are addressed in non-sequential sections. Sections B (2) and F are nearly indistinguishable. As a result, understanding the strictures of the ELWR is difficult, which causes frustration and often leads to guessing about the meaning of similar passages.

UCOPE believes reorganizing the regulation and incorporating more precise language will make it easier for non-UC persons and UC personnel alike to understand and apply the prerequisite of the Entry Level Writing Requirement. Clarifying Senate Regulation 636 will have the benefit of improving its accessibility to the parties most impacted by it.

² Proposed Senate Regulation 636 is modeled after [Senate Regulation 418](#), amended May 28, 2003, which reads:

418. {SR 418 as set forth below, is to be valid for freshmen entering the University as of fall 2006}

Each Applicant for admission must submit scores on an approved core test of Mathematics, Language Arts, and Writing. The applicant must also submit scores on approved supplementary subject matter tests to be taken in two different "a-f" subject areas: History/Social Science, English, Mathematics, Laboratory Science, Language other than English, or Visual and/or Performing Arts. (Am 4 May 95; Am 28 May 2003)

Approval of tests shall be determined by the Board of Admissions and Relations with Schools, with the concurrence of Academic Council and the Assembly of the Academic Senate. The minimum scores acceptable shall be determined by the Board of Admissions and Relations with Schools, and may vary depending upon the overall grade-point record of the applicant. (Am 28 May 2003)

³ For example, UCOPE has studied the appropriateness of the International Baccalaureate (IB) Standard Level English A1 Examination as an additional pathway for students to satisfy the Writing Requirement, and has found that the examination meets appropriate University of California writing standards. Amendment of Regulation 636 would also allow for inclusion of the IB examination as an acceptable method for students to satisfy the Writing Requirement.

Current Senate Regulation 636

636. University of California Entry Level Writing Requirement (Am 19 Feb 2004)

- A. University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)
- B. Prior to enrollment at the University of California, each student may satisfy the University of California Entry Level Writing Requirement either (Am 19 Feb 2004):
1. by attaining a score approved by the University Committee on Preparatory Education on one of the following examinations:
 - a. the University of California Analytical Writing Placement Exam [formerly called the Subject A Examination] (Am 19 Feb 2004)
 - b. the SAT II Writing Test
 - c. the Advanced Placement English Language and Composition Examination
 - d. the Advanced Placement English Literature and Composition Examination,
 - e. the International Baccalaureate Higher Level Examination in English (Language A only); or
 2. by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition with a letter grade not below C. (Am 6 Mar 74; Am 28 May 80; Am 26 May 82; Am 30 Nov 83; Am 4 May 86; Am 23 May 1996)
- C. (1) A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment in the University of California must satisfy the requirement by passing an examination or successfully completing a course in English composition or another course or program of study. Any such course or program of study or examination must be approved for this purpose by an appropriate agency of the Academic Senate Division of the student's campus. To satisfy the University of California Entry Level Writing Requirement by successfully completing a course or program of study, a student must enroll for a letter grade and earn a grade of C or above. A student who receives a final grade of C- or below may repeat the course. (Am 19 Feb 2004)
- (2) A student must satisfy the University of California Entry Level Writing Requirement as early as possible during the first year in residence. A student who has not done so after three quarters or two semesters of enrollment will not be eligible to enroll for a fourth quarter or third semester. Exceptions to this requirement may be made by an appropriate agency of the Academic Senate Division of the student's campus. (Am 26 May 82; Am 23 May 96; Am 19 Feb 2004)

Current Senate Regulation 636

- D. Students may satisfy the requirement by passing an examination or by successful completion of a one-quarter or one-semester University of California Entry Level Writing Requirement course in English composition or other approved course or program of study. The examination satisfying the requirement must meet the standards established by the University Committee on Preparatory Education. The University of California Entry Level Writing Requirement course must be taken for a letter grade and passed with a grade of C or higher. Students receiving a final grade of C- or below may repeat the course. (Am 28 May 80; Am 26 May 82; Am 19 Feb 2004)
- E. Any award of baccalaureate credit for University of California Entry Level Writing Requirement course(s) must be consonant with [SR 761](#). (En 30 Nov 83) [See [Legislative Ruling 2.85](#)] (Am 19 Feb 2004)
- F. Students who, prior to initial enrollment at UC, have earned at least four quarter units of transferable college credit in English composition with a grade not lower than C have satisfied the University of California Entry Level Writing Requirement. (Am 30 Nov 83; Am 6 May 86; Am 19 Feb 2004)
- G. Any student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment at UC must satisfy it by passing an approved course or other program prescribed by the student's UC campus of residence for satisfying the requirement. Only after satisfaction of the University of California Entry Level Writing Requirement can students take for transfer credit a course in English composition after enrollment at UC. (Effective for students enrolling at UC in Fall 1986 or thereafter.) (En 4 Mar 86; Am 19 Feb 2004)

SR 636 Strikethrough, Part 1

636. University of California Entry Level Writing Requirement (Am 19 Feb 2004)

- A. University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)
- B. ~~Prior to enrollment at the University of California, each student may satisfy the University of California Entry Level Writing Requirement either (Am 19 Feb 2004):~~
1. ~~by attaining a score approved by the University Committee on Preparatory Education on one of the following examinations:~~
 - a. ~~the University of California Analytical Writing Placement Exam [formerly called the Subject A Examination] (Am 19 Feb 2004)~~
 - b. ~~the SAT II Writing Test~~
 - c. ~~the Advanced Placement English Language and Composition Examination~~
 - d. ~~the Advanced Placement English Literature and Composition Examination;~~
 - e. ~~the International Baccalaureate Higher Level Examination in English (Language A only); or~~
 2. ~~by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition with a letter grade not below C. (Am 6 Mar 74; Am 28 May 80; Am 26 May 82; Am 30 Nov 83; Am 4 May 86; Am 23 May 1996)~~

B. There are three ways a student may satisfy the University of California Entry Level Writing Requirement prior to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, by attaining an acceptable score on another approved test of Writing, or by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition.

- 1. The content of the University of California Analytical Writing Placement Examination shall be approved by the University Committee on Preparatory Education, and the University Committee on Preparatory Education shall set the passing standard on the University of California Analytical Writing Placement Examination.**
- 2. The list of approved tests of Writing shall be determined by the University Committee on Preparatory Education, with the concurrence of the Academic Council of the Academic Senate. The acceptable scores for each test of Writing shall be determined by the**

University Committee on Preparatory Education. (The current list of approved tests and the corresponding acceptable scores is available at <http://www.ucop.edu/sas/awpe/index.html>.)

3. The student must earn a letter grade of at least C in any transferable college English composition course used to satisfy the University of California Entry Level Writing Requirement.

C. (1) ~~A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment in the University of California must satisfy the requirement by passing an examination or successfully completing a course in English composition or another course or program of study. Any such course or program of study or examination must be approved for this purpose by an appropriate agency of the Academic Senate Division of the student's campus. To satisfy the University of California Entry Level Writing Requirement by successfully completing a course or program of study, a student must enroll for a letter grade and earn a grade of C or above. A student who receives a final grade of C- or below may repeat the course. (Am 19 Feb 2004)~~

~~(2) A student must satisfy the University of California Entry Level Writing Requirement as early as possible during the first year in residence. A student who has not done so after three quarters or two semesters of enrollment will not be eligible to enroll for a fourth quarter or third semester. Exceptions to this requirement may be made by an appropriate agency of the Academic Senate Division of the student's campus. (Am 26 May 82; Am 23 May 96; Am 19 Feb 2004)~~

C. There are two ways a student may satisfy the University of California Entry Level Writing Requirement subsequent to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, or by successfully completing a course or program of study approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus.

1. In order for a course or program of study to be designated as University of California Entry Level Writing course or program of study, it must be approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus. To satisfy the University of California Entry Level Writing Requirement, the student must earn a letter grade of at least C in the University of California Entry Level Writing course(s). A student who receives a final grade of C- or below has not fulfilled the University of California Entry Level Writing Requirement and may repeat the course(s).

2. Any award of baccalaureate credit for University of California Entry Level Writing Requirement course(s) must be consonant with [SR 761](#).

~~D. Students may satisfy the requirement by passing an examination or by successful completion of a one quarter or one semester University of California Entry Level Writing Requirement course in English composition or other approved course or program of study. The examination satisfying the requirement must meet the standards established by the University Committee on Preparatory Education. The University of California Entry Level Writing Requirement course must be taken for a letter grade and passed with a grade of C or higher. Students receiving a final grade of C or below may repeat the course. (Am 28 May 80; Am 26 May 82; Am 19 Feb 2004)~~

D. A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment at the University of California must do so as early as possible during the first year in residence. A student who has not satisfied the University of California Entry Level Writing Requirement after three quarters or two semesters of enrollment will not be eligible to enroll for a fourth quarter or third semester. Exceptions to this requirement may be made by an appropriate agency of the Academic Senate Division of the student's campus.

~~E. Any award of baccalaureate credit for University of California Entry Level Writing Requirement course(s) must be consonant with [SR 761](#). (En 30 Nov 83) [See [Legislative Ruling 2.85](#)] (Am 19 Feb 2004)~~

E. Once enrolled at the University of California, a student must satisfy the University of California Entry Level Writing Requirement before earning transfer credit for the purpose of satisfying any subsequent University of California writing requirements by taking courses at other institutions.

~~F. Students who, prior to initial enrollment at UC, have earned at least four quarter units of transferable college credit in English composition with a grade not lower than C have satisfied the University of California Entry Level Writing Requirement. (Am 30 Nov 83; Am 6 May 86; Am 19 Feb 2004)~~

~~G. Any student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment at UC must satisfy it by passing an approved course or other program prescribed by the student's UC campus of residence for satisfying the requirement. Only after satisfaction of the University of California Entry Level Writing Requirement can students take for transfer credit a course in English composition after enrollment at UC. (Effective for students enrolling at UC in Fall 1986 or thereafter.) (En 4 Mar 86; Am 19 Feb 2004)~~

Proposed Amendment to Senate Regulation 636, Part 1

636. University of California Entry Level Writing Requirement (Am19 Feb 2004)

- A. The University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)
- B. There are three ways a student may satisfy the University of California Entry Level Writing Requirement prior to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, by attaining an acceptable score on another approved test of Writing, or by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition.
1. The content of the University of California Analytical Writing Placement Examination shall be approved by the University Committee on Preparatory Education, and the University Committee on Preparatory Education shall set the passing standard on the University of California Analytical Writing Placement Examination.
 2. The list of approved tests of Writing shall be determined by the University Committee on Preparatory Education, with the concurrence of the Academic Council of the Academic Senate. The acceptable scores for each test of Writing shall be determined by the University Committee on Preparatory Education. (The current list of approved tests and the corresponding acceptable scores is available at <http://www.ucop.edu/sas/awpe/index.html>.)
 3. The student must earn a letter grade of at least C in any transferable college English composition course used to satisfy the University of California Entry Level Writing Requirement.
- C. There are two ways a student may satisfy the University of California Entry Level Writing Requirement subsequent to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, or by successfully completing a course or program of study approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus.
1. In order for a course or program of study to be designated as University of California Entry Level Writing course or program of study, it must be approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus. To satisfy the University of California Entry Level Writing Requirement, the student must earn a letter grade of at least C in the University of California Entry Level Writing course(s). A student who receives a final grade of

- C- or below has not fulfilled the University of California Entry Level Writing Requirement and may repeat the course(s).
2. Any award of baccalaureate credit for University of California Entry Level Writing Requirement course(s) must be consonant with [SR 761](#).
- D. A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment at the University of California must do so as early as possible during the first year in residence. A student who has not satisfied the University of California Entry Level Writing Requirement after three quarters or two semesters of enrollment will not be eligible to enroll for a fourth quarter or third semester. Exceptions to this requirement may be made by an appropriate agency of the Academic Senate Division of the student's campus. (Am 26 May 82; Am 23 May 96; Am 19 Feb 2004)
- E. Once enrolled at the University of California, a student must satisfy the University of California Entry Level Writing Requirement before earning transfer credit for the purpose of satisfying any subsequent University of California writing requirements by taking courses at other institutions.

Academic Senate Regulation 636 Justification, Part 2

Another change to Senate Regulation 636 is necessary to ensure that students enrolled in University-taught ELWR classes receive optimal benefit from those classes. To that end, UCOPE believes the size of those classes should be capped at twenty students per section, which is consistent with national standards, including the policies of UC's "Comparison Eight" institutions. The evidence for the efficacy of such a class-size limit is clearly attributable to the unique pedagogical methods employed by writing instructors and to the complex subject matter students are expected to master. Capping ELWR classes at twenty students will increase the amount of time available to instructors for individualized written critique and oral conferencing; enhance facilitation of in-class learning; and improve student retention. The kind of in-depth feedback and communication available to students and instructors in small sections is essential in writing classes due to the multiple skills inherent to successful academic writing: critical reading, analysis, and composition. Writing ability has a crucial impact on all facets of undergraduate education and subsequent student success, regardless of discipline or major, and as such is in a unique position as a systemwide competency requirement. Since writing is interdisciplinary, it behooves the University as a whole to act proactively to offer students and instructors of entry-level writing classes every possible option for success.¹

The proposed amendment codifies this understanding of and commitment to entry-level writing classes. Proposed section "C.3." (alternatively, new section "H") acts within UCOPE's charge to supervise the ELWR, and states clearly the belief that University-taught entry-level writing classes should be limited to no more than twenty students per section.

¹ Background information, including UCOPE's complete report and the Academic Council's concurrence, is available online at <http://www.universityofcalifornia.edu/senate/reports/ac.writing.class.0705.pdf>.

Proposed Amendment to Senate Regulation 636, Part 2*

636. University of California Entry Level Writing Requirement (Am19 Feb 2004)

- A. The University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)
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- C. There are two ways a student may satisfy the University of California Entry Level Writing Requirement subsequent to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, or by successfully completing a course or program of study approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus.
1. In order for a course or program of study to be designated as University of California Entry Level Writing course or program of study, it must be approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus. To satisfy the University of California Entry Level Writing Requirement, the student must earn a letter grade of at least C in the University of

* In Part 1 amended SR 636

California Entry Level Writing course(s). A student who receives a final grade of C- or below has not fulfilled the University of California Entry Level Writing Requirement and may repeat the course(s).

2. Any award of baccalaureate credit for University of California Entry Level Writing Requirement course(s) must be consonant with [SR 761](#).

3. In order for a course to be approved as a University of California Entry Level Writing course, the class size must be capped at no more than 20 students per section.

- D. A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment at the University of California must do so as early as possible during the first year in residence. A student who has not satisfied the University of California Entry Level Writing Requirement after three quarters or two semesters of enrollment will not be eligible to enroll for a fourth quarter or third semester. Exceptions to this requirement may be made by an appropriate agency of the Academic Senate Division of the student's campus. (Am 26 May 82; Am 23 May 96; Am 19 Feb 2004)
- E. Once enrolled at the University of California, a student must satisfy the University of California Entry Level Writing Requirement before earning transfer credit for the purpose of satisfying any subsequent University of California writing requirements by taking courses at other institutions.

Proposed Amendment to Senate Regulation, Part 2*

636. University of California Entry Level Writing Requirement (Am 19 Feb 2004)

- A. University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)
- B. Prior to enrollment at the University of California, each student may satisfy the University of California Entry Level Writing Requirement either (Am 19 Feb 2004):
1. by attaining a score approved by the University Committee on Preparatory Education on one of the following examinations:
 - a. the University of California Analytical Writing Placement Exam [formerly called the Subject A Examination] (Am 19 Feb 2004)
 - b. the SAT II Writing Test
 - c. the Advanced Placement English Language and Composition Examination
 - d. the Advanced Placement English Literature and Composition Examination,
 - e. the International Baccalaureate Higher Level Examination in English (Language A only); or
 2. by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition with a letter grade not below C. (Am 6 Mar 74; Am 28 May 80; Am 26 May 82; Am 30 Nov 83; Am 4 May 86; Am 23 May 1996)
- C. (1) A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment in the University of California must satisfy the requirement by passing an examination or successfully completing a course in English composition or another course or program of study. Any such course or program of study or examination must be approved for this purpose by an appropriate agency of the Academic Senate Division of the student's campus. To satisfy the University of California Entry Level Writing Requirement by successfully completing a course or program of study, a student must enroll for a letter grade and earn a grade of C or above. A student who receives a final grade of C- or below may repeat the course. (Am 19 Feb 2004)
- (2) A student must satisfy the University of California Entry Level Writing Requirement as early as possible during the first year in residence. A student who has not done so after three quarters or two semesters of enrollment will not be eligible to enroll for a fourth quarter or third semester. Exceptions to this requirement may be made by an appropriate agency of the Academic Senate

* In current SR 636

Division of the student's campus. (Am 26 May 82; Am 23 May 96; Am 19 Feb 2004)

- D. Students may satisfy the requirement by passing an examination or by successful completion of a one-quarter or one-semester University of California Entry Level Writing Requirement course in English composition or other approved course or program of study. The examination satisfying the requirement must meet the standards established by the University Committee on Preparatory Education. The University of California Entry Level Writing Requirement course must be taken for a letter grade and passed with a grade of C or higher. Students receiving a final grade of C- or below may repeat the course. (Am 28 May 80; Am 26 May 82; Am 19 Feb 2004)
- E. Any award of baccalaureate credit for University of California Entry Level Writing Requirement course(s) must be consonant with [SR 761](#). (En 30 Nov 83) [See [Legislative Ruling 2.85](#)] (Am 19 Feb 2004)
- F. Students who, prior to initial enrollment at UC, have earned at least four quarter units of transferable college credit in English composition with a grade not lower than C have satisfied the University of California Entry Level Writing Requirement. (Am 30 Nov 83; Am 6 May 86; Am 19 Feb 2004)
- G. Any student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment at UC must satisfy it by passing an approved course or other program prescribed by the student's UC campus of residence for satisfying the requirement. Only after satisfaction of the University of California Entry Level Writing Requirement can students take for transfer credit a course in English composition after enrollment at UC. (Effective for students enrolling at UC in Fall 1986 or thereafter.) (En 4 Mar 86; Am 19 Feb 2004)
- H. **In order for a course to be approved as a University of California Entry Level Writing course, the class size must be capped at no more than 20 students per section.**



Chair, Academic Council and Assembly of the Academic Senate
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July 5, 2006

DENISE SEGURA, CHAIR, UNIVERSITY COMMITTEE ON EDUCATION POLICY
ROZ SPAFFORD, CHAIR, UNIVERSITY COMMITTEE ON PREPARATORY EDUCATION

Dear Denise and Roz,

As you know, last summer the Academic Council endorsed the recommendation of the University Committee on Preparatory Education (UCOPE) and the University Committee on Education Policy (UCEP) to cap the size of Entry Level Writing Requirement classes at a maximum of 20 students per class, and subsequently communicated a request to Provost M.R.C. Greenwood to begin implementation at the campuses. In February 2006, the Academic Council again sent a request for the implementation of the class-size recommendation to Provost Rory Hume. The Provost's Office responded that it is not clear regarding who has the responsibility for adopting and implementing the Academic Council's recommendation. The Provost's Office further commented that, "...while conduct of courses is the responsibility of the Senate, class size is a budget item as well as an academic policy issue..." and that this issue would be one that the Academic Council and the campus administrations need to work out together.

Accordingly, the Academic Council at its June 21, 2006, meeting discussed next steps in moving forward with the writing-class-size recommendation. It was determined that the appropriate implementation process should be first, the adoption of a Senate Regulation to codify the writing-class-size recommendation as part of the Code of the Academic Senate and to create a unified systemwide Senate policy for the campuses to follow, and second to gather additional updated information from the campuses. Therefore on behalf of the Academic Council, I respectfully request that UCOPE and UCEP jointly propose a Senate Regulation to address the writing-class-size cap, and request an update from the campuses, through your committee representatives, on their progress, if any, in implementing the writing-class-size cap and an updated estimate of the cost for implementation. I look forward to bringing your committees' report and proposed Senate Regulation before the Academic Council in December 2006.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "John Oakley".

John Oakley, Chair
Academic Senate

Copy: Academic Council
María Bertero-Barceló, Academic Senate Executive Director
Kenneth Feer, UCOPE Analyst
Michael Labriola, UCEP Analyst



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February 15, 2006

**RORY HUME, ACTING PROVOST AND SENIOR VICE PRESIDENT
ACADEMIC AFFAIRS**

**RE: Implementation of the Academic Council's Proposed Cap on Class Size for
University of California Entry Level Writing Classes**

Dear Rory,

The Academic Council, at the end of its 2004-05 session, endorsed the recommendation of the University Committee on Preparatory Education (UCOPE) to cap the size of Entry Level Writing Requirement classes at a maximum of 20 students per class. We understand that the benefits of smaller writing classes are immense, and also maintain that the projected additional systemwide cost of \$270,000, a figure provided from a report by your office, is not prohibitive and should not present a barrier to instituting the reduction. In addition, UCOPE members do not anticipate any local faculty or divisional Senate barriers to implementation, as the writing class size recommendation has already undergone proper divisional Senate and Academic Council review processes last academic year.

The Academic Council looks forward to swift implementation of its proposed cap on class size for Entry Level Writing Requirement classes, and is eager for a response on this proposal.

Sincerely,

Clifford Brunk, Chair
Academic Council

Enclosures

Copy: Academic Council
María Bertero-Barceló, Executive Director, Academic Senate
Linda Fabbri, Executive Director, Academic Affairs