

## **EPC Minutes**

### **September 27, 2007**

Members Present: Thaine Stearns (TS) – Chair & Eng, Steve Bittner (SB) – History, Sharon Cabanis (SC) – Math, Charles Elster (CE) – Edu, Lynne Morrow (LM) – Music, Kirsten Ely (KE) – SBE, Lillian Lee (LL) – A&R, Carmen Works (CW) – Chemistry, Matteo Clark (MC) – Geography, Erin Bower (EB) – Library (minutes), Carol Blackshire-Belay (CBB) – Academic Affairs, Katrina Svoboda (KS) – AS.

Guests: Elaine Sundberg (ES), Eric McGukin (EM), Les Adler (LA), Sandra Feldman (SF), Nathan Rank (NR), John Kornfeld (JK)

Meeting called to order at 11:00am  
Agenda approved  
Minutes approved

### **Chair Report**

TS met with Matthew Lopez Phillips and Joyce Chong regarding UNIV 236. EPC is requesting to start a program review of the UNIV courses.

TS recommended that committee members should review the curriculum guide to see where we want to make changes, so that we are attending to procedures that are within EPC scope. TS asked that everyone review the Curriculum Guide by next meeting.

Graduate subcommittee has asked for a charge from EPC to have them review the curriculum guide for matters concerning Graduate Studies.

EK: I move to charge the grad studies committee to look at the curriculum in regards to procedures related to grad studies (TS will draft a charge). Motion approved.

### **Business Item 1: Academic Calendar Guidelines**

This was referred to EPC by executive committee. ES spoke on the issues surrounding the guidelines that are set for determining the academic calendar. She would like us to look at the guidelines and make changes if appropriate. If the guidelines are clear, then they can approve calendars more quickly. Handouts distributed w/ guidelines.

Issues to be aware of:

- Its difficult to be equal on all weeks regarding the days of instruction
- SSU is always committed to the three week intersession in January
- ES would also like to have an additional guideline added that deals with the summer session.
- ES would like to see EPC categorize the guidelines in order of importance

TS: Who wants to take this up? And come forward with a draft proposal to bring to the committee.

CW: I'll will work on it.

**Business Item 2: Napa Liberal Studies Program** (Les Adler & Sandra Feldman)

SF: We'll give you an overview of the program. It started two years ago based on request from Napa Valley Community College, based on success of Ukiah program – which is a 30 year old program. We went to Carol Blackshire-Belay & Eduardo Ochoa – who expressed interested in outreach opportunity. We then started working with Elaine on the WASC issues around the program.

We were advised that if the program was exactly the same as the Ukiah, then we didn't need to come to EPC. But we are very willing to be as transparent as possible with this program.

The need for the program is a reflection of political realities: all pre-school teachers needing BA's by 2012. We're hoping to add math into the program. We'd love to add computer technology, but that would require much additional funds. There is a great need in the communities for teacher education.

LA: we use the mechanism of "special sessions" to fund this. It's a self-support mechanism. Its common mechanism used throughout the state. We went through the WASC approval process. They approved it as a strong program. Because it's a special sessions program, we were able to get funds for startup from the CSU. And tie into Osher scholarships for degree completion.

SB: who's teaching?

SF: Listed the instructors.

SC: Am I correct that this is overseen by the school of social sciences?

SF: yes, the curricular side is social science; the mechanical side is Extended Ed. The mechanical side is huge. We don't have an AC. Elaine Leeder is very committed to outreach. Students pay an extra \$20 per unit more than regular students. Napa is letting us use their space. We have our own space in ukiah. So, I don't know how long this will last. Napa wants us, our reputation, our professors.

ES: WASC accreditation requires an MOU with Napa about what we get from Napa and what Napa gets from us.

KE: I'm concerned about the sustainability; I have a request for EPC – I don't feel we have a really good guideline about when we use "special sessions" or not.

TS: That request is part of the curriculum guide project.

LA: when we set up special sessions, we make a commitment that we finish programs that we start.

SF: We have backup plans for classroom space. We have the funds if its necessary to pay the rent, but its all in the MOU.

MC: Is there a way for students to be able to take classes here at SSU if they wanted to?

LA: yes, they'd just switch over from special sessions, to regular admission.

Business Item 3. LIBS Hutchins Program Review (Eric McGuckin)

EM: Reviewed the Hutchins Program Review Document

SC: Aren't you accredited for your waiver programs

EM: no we're not. There are no more waiver programs; Everyone has to take the CSET.

EK: what is your goal from the program review?

EM: We wanted to make a case for more resources.

EK: What did you want to get out of it?

EM: Really we wanted to get to the workload issue....what's working, what's not?

EK: Do you have a timeline for assessment?

EM: Yes, we have an extremely detailed action plan.

TS: How many additional faculty would Hutchins need to meet the workload resolution question?

EK: It depends on how things were restructured.

TS: Give me a dream number

EK: Four full time instructors

SB: are you fearful about the future of Htuchins?

EK: Collaboration takes a lot of time and commitment. Rotating doesn't really work. Hutchins is a labor of love.

SB: I move we waive the first reading. Motion denied.

**Business Item 4: Update from GE Subcommittee and FYE Pilot** (Nathan Rank; John Kornfeld)

NR: GE committee working on a number of different things. We're working out different possibilities for the process of GE reform. Still in discussion between GE committee and provost. We're also very involved with articulations. We've also started our discussion with FYE about how that program might continue.

Reviewing the current curriculum –we're taking that task on. We're looking at enrollment, scheduling, instructors, and syllabi. We're looking at how the current areas defined and do the courses match those areas. Also EO 595 is currently being revised at the state level as well.

TS: Erin – you would want to bring the EO information to us.

JK: (Gave description of FYE pilot program). We would like to get this program approved as a program, maintaining at the current size. Then we'd like another group to work on the ramp up issue. We would like to propose a different ramp up committee that includes representations from across campus and FYE people, working on questions such as: how do you develop the infrastructure for such a program?

JK Reviewed the assessment report from FYE (see report). No comparative data across other programs.

CW: The goal of the pilot was to ramp up, there was a lot of discussion. Are you asking that we keep it at the same level?

JK: The faculty teaching the program are not in the position to develop the ramping up.

CW: Why are we doing this?

JK: FYE is an introduction to GE, an introduction to the university, and introduction to disciplines.

CE: What would be the ideal time commitment for instructors involved in this program?

JK: Two years at least; three year ideal

SB: I would need to see evidence in regard to issue of whether this class is better than the classes its replacing.

TS: EPC needs to look at what would be the framework for the processes that JK is asking us for.