

## Educational Policies Committee

Minutes for November 8, 2007

Members present: Thaine Stearns (chair), Steve Bittner, Sharon Cabaniss, Carmen Works, Lynne Morrow, Kirsten Ely, Lillian Lee, Mateo Clark, Carol Blackshire-Belay

Agenda approved.

Minutes from October 25, 2007 approved.

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### Reports:

TS (chair): The Univ. 236 is on the proposed Singapore program's class list. His feeling is that EPC should discuss the procedural aspects of approving University courses (e.g., Univ. 236), rather than how well the courses are designed. The list of University Courses from the SSU catalog were in the EPC agenda packet for review. Univ. 236 is not yet in the catalog. Courses Univ. 237, 238 (approved back in 1995), 239 (offered, but not approved—experimental?) have made it into the catalog through the same procedure. EPC should ask Joyce Chong to clarify the procedure for approval. In this case Univ. Courses do not have a department chair. The EPC approval form needs to be modified so that person in charge of the program can sign, not just department chair.

TS: There are "about 10-12" program reviews (later count put it higher) for EPC to consider, but TS has given priority to program revisions and changes to minors and majors. The Music and Business programs have outside accreditation so could move through the approval process quickly. Economics, Anthropology, Criminal Justice, ENSP, and Psychology are reviews also coming soon.

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### Business:

2. Time certain: Revision to CALS Program, Major and Minor (2nd Reading). EPC received materials requested from 1st reading. Elizabeth Martinez (EM) came to report back to EPC. The GE subcommittee report was updated. New "status" paragraph was added to reflect comments by the GE subcommittee stating that the changes are acceptable. The GE subcommittee has approved these changes are now up for EPC approval.

TS: Nathan Rank should sign the EPC form, too.

SC: Re: syllabus and course title for "Latin American Migration to the United States". There is a discrepancy in terms used – Chicano and Latino. SC asked what is the acceptable term for the ethnic group, and what is the history of the various terms.

EM: Hispanic, Chicano and Latino terms are difficult in that they mean different things in various parts of the country. CALS has gone with Chicano and Latino in the department as umbrella terms to include all immigrant groups from Latin America .

SC moved to approve the CALS program revisions.

LM seconded motion.

Approved unanimously at 11:25 am.

Elaine Sunberg is not present, but EPC approval will move this forward. TS will make sure that it moves forward to the executive committee.

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1. The EPC discussion now briefly turned to Program Review Procedures, 2<sup>nd</sup> Reading.

LM: There are 23 program reviews

SB: Sheer volume of reviews raises issues about how well EPC can perform their reviews of program reviews.

SC: The EPC committee should meet guidelines, without trying to be experts in each department field. One paragraph was modified in the Program Review document: "The two-member team should review the document, summary and/or outside reviewer's statement, checking that the following items have been addressed. Suggestions will be made if necessary, noting any concerns or praise." The bullets under this paragraph, 1-3, have not been changed. There was a desire for a checklist, which SC had drafted and passed around to EPC members. The checklist is not something for EPC to vote on at this point, but stands as an example to work with. SC encourages EPC to vote on the procedure of review: 2 member teams draft an EPC recommendation that will go to academic affairs.

TS: The EPC recommendation could be a short and pithy summary. It does not need to be a full-blown multipage report

LM: Was hoping for a checklist that was more concise.

TS: It could be revised as EPC works with it.

SB: moved to approve the guidelines for EPC program review.

KE: seconded the motion.

Approved unanimously at 11:33 am.

TS: SC should give the guidelines to Laurel and put in curriculum guidelines procedure.

SC: Suggest that EPC should form two-member teams now.

TS: Random or across schools?

LM: Across schools.

KE: Would like to volunteer to be on the first 2 teams.

TS: Will work on a first cut at teams and get them into the EPC agenda.

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### 3. Time certain: University 236 "Choosing a Major": New Course Proposal (2nd Reading)

- Joyce Chong (JC)

JC: Syllabus for the course is in the agenda packet. JC finds that the trend in universities is that it is acceptable to be undecided at the beginning of a student's college education, allowing time to explore options, dreams, etc. Univ 236 attempts to give unit credit for the developmental process. There are also similar classes in departments that are specific to their fields, but the Univ 236 course will be broader, translating the age-old question "what do I do with my life" into a pragmatic choice of choosing a major. JC believes that EPC questions from 1st reading have been addressed.

SC: RE: syllabus section Evaluation and Grading. The syllabus states that a student needs 145 out of 220 points to get CR. According to the printed letter-grade scale, 145 points is in the D range. CR should be set at a C- range. Also, does Univ 102 include much of the same material as the proposed Univ 236?

JC: No, this course covers different material. Univ 102 is more cursory and is for very motivated or interested students who are later in career.

CB-B: What contributes to increase number of undeclared students at SSU?

JC: As the student body increases, the percentage increases. JC is looking into the statistics, such as how many that declare one major change before graduation. Sometimes students are undeclared while they transition to another major.

LM: Many students in Music are undeclared but on track. Is JC tracking these types of students?

JC: Sometimes her group will push students to go ahead and declare if well on their way to doing so.

CW: Concerned about lack of faculty oversight in the course development. Has JC thought about bringing in faculty from other departments to help develop the course?

JC: Yes, JC wants to include more faculty, specifically tailored to different fields. There is a huge demand and have had to break up class in the past to meet this demand.

KE: Comment. KE approves students coming in as undeclared because many don't have the ability to make a rational decision as freshman. However, she would hesitate to have this type of "chose a major" class within a specific school as it may lock in some students to departments that are just within that

school. Is there a way to team teach, with faculty providing a survey of the fields? KE thinks that we should require all students to take this type of class.

JC: This is how it is done at Penn State for all undeclared majors.

TS: CSU webpage explains process of who approves courses. Can JC speak to history of who signs for these courses when there is no chair?

JC: Explained the history of Univ 237, which is in the catalog. University Courses originally explored changing 237 to a 237a for Univ 236. Catherine Crab said to do it as an exploratory class. JC was told to sign the form for the experimental class, not knowing that it would be checked as permanent.

TS: CSU document speaks to expectations of course, curriculum, but also says that there are institutional issues that must be addressed, and this is why JC is at EPC.

JC: Agrees and it is difficult with University Courses. They have created a curriculum committee to evaluate courses and learning outcomes. Univ. 102 FYE is a large class. Some classes are portfolio class, others are student development courses. There is always a question of who is ultimately responsible for leadership. JC agrees that there is a lack of direction. She has gone to Catherine Crab in the past, but didn't consult curriculum guide. JC doesn't know the protocol for University Course additions and changes.

TS: EPC should give some direction on this particular course, Univ 236, and also give some general guidance to Univ. Affairs. One option is for EPC to approve the course; another is to move to ask that all courses come through a program review; a third is to move for JC to come back for approval of process of review; and, a fourth option is to table the issue.

SB: Doesn't want to give EPC approval if procedural issues not resolved.

LM: How are these types of classes handled at other CSUs?

JC: Needs to go back and research this issue.

LM: Moved to postpone this issue until the next spot available on the EPC agenda. This would be 2 meetings from today. EPC would like JC to come back to describe how these types of courses are done (e.g., developed, taught, administered and approved) in the CSU, addressing questions such as: do courses go forth for credit? Who approves the courses? Who teaches? There is a possibility of need for a program review.

SB: seconded the motion.

EPC then discussed the motion.

SC: Developed a subsidiary motion. EPC will form an ad hoc group to work with JC to provide guidance to EPC on how to address the issues related to University Courses. Lilian seconded the subsidiary

motion. All approved except for SB, 12:05 pm. LL and CW volunteered to be on the 2-person on ad hoc committee.

First motion approved unanimously. 12:06 pm.

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4. Time Certain: Geology Paleontology Minor. 1st Reading. Matthew James (Geology), along with Nick Geist (Biology) and Karin Jaffe (Anthropology).

MJ: This idea of a paleontology minor goes back many years, but it has resurfaced now that Geology is back into Darwin Hall after the remodeling. The proposed minor does not require additional resources. A student survey showed that there was interest in a paleontology minor. The idea is that any major could minor in paleontology. The minor will take a broad view, from criminology (human aspects) to other animals.

CW: Why are there no anthropology courses in the core courses, rather than electives?

KJ: Prerequisites for the anthropology courses require biology.

CW: A student could take the whole minor without taking an anthropology course.

MJ: For the Geology major, there is a design to force students to take courses outside of Geology. As a minor, students will have breadth from their major. In the minor, students have to take a lab and field course, so they will have a solid education in practical and theoretical aspects of life on earth to go on top of their field of study. The minor is not designed necessarily for a particular employment niche.

SC: What are prerequisites of Geol 413?

MJ: Any geology or biology course.

NG: Minor may help advising – gives clear direction for students interested in paleontology.

SB: Will there be any release time for minor coordinator?

MJ: Not yet, because workload not known at this point. MJ anticipates that the advising will be spread out among faculty. One person will sign forms. Anthropology is planning to hire somebody in forensics, so could be integral part of the minor later; however, the minor will function fine without this additional faculty.

KE: moved to wave first reading.

SB: seconded motion.

Motion approved unanimously. 12:17 pm.

KE: moved to approve minor .

SB seconded motion.

Motion approved unanimously. 12:18 pm

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6. Discontinuance/Transition of an Existing Certificate Program. 2<sup>nd</sup> Reading. Richard Senghas (RS)

RS: Originally had 2 faculty to support minor and TESL certificate; now both are gone. RS inherited an unsustainable situation. He wants to allow the discontinuance of the program. There are courses that meet needs for students that are in the existing program. There is a good transition for them, and this plan has the Dean's support in School of Education. RS circulated memorandum of understanding, in effect until 2011.

KE moved to approve the discontinuance/transition.

CE: seconded the motion.

EPC discussed the motion.

TS: This issue has to do with resource questions, connected to the charge of EPC and the senate. This is the first time a discontinuance has come through EPC in 5 years. EPC should consider this before approval.

SB: Alternative to approval is that there is a program in the catalog that is not working.

RS: One semester he received release time to work with the minor, and it is affecting his ability to get work done. Reality is that discontinuance is already happening.

KE: EPC could state in committee's letter that this situation came about largely due to a resource issue. Make clear that this is a problem.

SC: Is this a program that most CSUs have? Will SSU be the only CSU that does not offer the certificate? Where does it stand in terms of our obligation to offer ESL?

RS: A few campuses do have it, in schools of education. Most CSUs do not have a BA in Linguistics. Smaller CSUs don't have the certificate program. Due to historical reason as at SSU, Linguistics has a relationship with Anthropology. RS personally finds that not having resources is disturbing, but would rather have the resources for the Masters. This could always be continued in the masters later.

TS: Asked for motion to extend discussion, but did not receive it.

Program discontinuance/transition was approved by EPC, although the vote was not unanimous.  
12:29pm.

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5. Time Certain: Singapore BA Global Studies Program. Rheyna Laney (RS) and Wes Adler (WA)

TS: Vetted the program last semester, and we could call this a first reading. The rules are that if the issue extends to another academic year, then it is back to first reading. RL and WA should be commended for their work at addressing concerns from EPC from last year, however this does not mean that there are not outstanding issues. TS read an email from Political Science, which made clear that their reservations are not insignificant or superficial, particularly related to CFA issues. Political Science is not prepared to support the Singapore BA program in its current form. The first round of questions is informational for EPC.

RL: Feels that the cover letter clearly states that there are concerns, some run across all departments -- particularly the faculty workload issue.

SB: Wanted to emphasize that he never felt that RL and WA were trying to misconstrue the Political Science position on the program. He urged Political Science to just state concerns to TS and EPC.

SC: RE: faculty in Singapore. SC wanted more information on the CFA issue how these faculty would be involved in the RTP process.

WA: The faculty will be hired as adjuncts, not SSU or CSU employees but vetted by SSU employees. It is not clear what this means in terms of the CFA contract. This issue has been raised with the Chancellor office, but it is not yet clear. The idea is that the adjuncts would be hired at good wages for Singapore, with benefits from a non-CSU system, and that there would be room for professional development.

KE: Any idea when will hear back from the Chancellor office?

CB-B: Not sure, attorneys in Long Beach are being consulted. Has no definitive information.

WA: This could be a show-stopper for the program, but he going forward with the proposal.

LL: Start date is stated as now if things are to go according to schedule.

RL: Did not know what to put in the start-date time slot. She just kept the existing date until there is a more reasonable start date.

LL: Still looking at a 35 students at start?

WA: Yes. Totals would be growing, with influx of new cohort each year.

LL: Re: Page 3, question about workload. There is one admission specialist at SSU. With 100 applicants in the second year, this could put a lot of workload on the admission specialist. International Admission is additional work and criteria on top of normal student admission (e.g., visas). Also, the recommendations from 3 departments were almost identical, so does not seem sincere. The proposal is incomplete, since now missing the total required units for the degree. LL also had a question about student orientation. SSU students have such an orientation, but will Singapore students have this orientation? Will students have access to financial aid and student housing, and if so, have administrators been contacted about this? LL has concerns about additional work load put on staff without prior consent or consultation.

TS: Rather than attack each of LL's questions, he asked for further EPC comments.

SB: History feels that this proposal will pass the Academic Senate. Is that decision binding for the History department?

WA: This is new territory for SSU, so the answer is unknown. WA feels that if a department does not want to partake in the program, then the program would have to find a substitution and not force it on that department. For American History, this could be done by exam. For Hist 380, this is more complicated because it is required by Global Studies. For Political Science, he has not looked deeply at solutions because it did not seem that they would not participate.

KE: Re: Sincerity issue. Dept of Business met and agreed with program, then asked RL for a template letter to make sure that the letter was appropriately worded. Their letter was sincere.

SC: Many letters spoke of academic freedom. Will instructors have freedom to teach the material that they want to teach? Are there issues in Singapore that would prevent freedom of speech? SSU has no control over this.

TS: Question of procedure. How will the Singapore program address concerns of departments? In a second reading?

WA: Yes, he would like to hear from EPC what are the big issues and then prepare a response in a second reading or emails, etc.

RL: General feeling that the "elephant in the room" is History and Political Science, with their disapproval of the program. Questioned whether this program was worth the effort and possible antagonism in among departments or faculty?

SB: Feels that this is the largest issue he has come across at SSU. Is there an "olive branch" that could be offered to History and Political Science. For example, perhaps this could be pilot program and then up for review after a specified time. Then there could be a thorough program review, and if there are genuine merits, the program continues.

Paula Hammett (Library): Concerns about library resources. Not clear if vendors will allow Singapore to be a second campus and permitted to use resources. Adding to FTE could substantially increase funds needs, in some cases doubling the cost to the library. Will students be in PeopleSoft?

WA: Students not considered FTE until at SSU. Money will come back to library.

TS: End of second reading. Questions can come to TS directly, or directly to RL with cc to TS.