Minutes, Educational Policies Committee
12 February 2015 — AA Conference Room

Members present: Chair: M Milligan; C Bacigalupa, C George (AS rep), A Gilinsky, P Kim-Rajal, A Nguyen (SSP rep), J Ou, F Palsson, N Rank, T Wandling, L Watt, and.

Liaison: E Sundberg, Academic Affairs
Minutes: A Gilinsky

11:07 am. Called to order. Meeting begins. Agenda approved.

Minutes of the 29 January 2015 meeting (T Wandling) were approved a submitted, with no emendations.

Reports
1. **Chair's report, from M Milligan:**
   Updates on working groups and task forces —
   - *Curriculum Guide* (E Sandberg, L Watt, L Holmstrom): waiting for web architecture is built before inserting Curriculum Guide.
   - *Schedule 25* (w/ D Goss): decided that we will not intrude on systemic issues that are the realm of department chairs (e.g. room assignments).
   - *Computer Classroom Policy*: apparently SSU currently has slack capacity, so not a pressing issue right now.
   - *Co-curricular Transcript* charged by ACT (Academic Coordinating Team) to develop a policy that would help students present non-academic qualifications on their transcripts. N Rank commented that doing this might be a good way for students to keep track of significant activities while at SSU. M Milligan added that doing so might also heighten student interest in participating in co-curricular experiences (such as foreign travel, community service, attendance at lectures, student governance). E Sundberg noted that CSU Fullerton has a "card swipe" capability to enable students to keep track of these experiences. CSU San Bernadino passed a resolution some years back to include co-curricular experiences on transcripts, but it has not been implemented yet.
   - *Academic Senate Redesign:* working group has formed and will be meeting soon.

   All items passed by EPC on 29 January are on AS consent calendar today, except proposal for revision in Psych minor, which is on as a business item.

2. **AVP, Academic Programs and Grad Studies Report, from E Sundberg:**
   Census out next week (2/16): Reported a Spring 2015 average unit load of 13.56 per student (Spring 2014: 13.35 AULPS[1]). Have come in at 103.1% on

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[1] AULPS = Average Unit Load per Student.

enrollment target. Actually have more vacant seats than in the past, but have not yet analyzed where and why. Have 50 fewer students on waitlist than last year. Eligibility index is 3,200 now. SSU planning to bring in 1,800 new freshmen in Fall 2015 and 800-850 transfer students. *De facto* move to a once a year admissions cycle since no students admitted in spring right now. AA is implementing new functionality in CMS: now receiving electronic transcripts from the CCs (and via a data imaging system to scan transcripts from other institutions). AA faces attrition of two key staff right now, however, which may pose road-bumps in certain articulation situations. N Rank commented on the eligibility index: scores were higher than threshold and students came into Bio program at a higher rate in 2014-15. T Wandling commented on planning with respect to transfer students, which he opined tend to be more likely to be English majors; requested data on transfers by major to ascertain if his intuition about high demand majors is correct. E Sundberg noted that AA is purchasing *Blackboard Analytics* to track students and allow departments to query easily. E Sundberg also stated categorically that there are no plans to reduce the number of admitted students for Fall 2015.

3. **Liaison, Grad Studies from P Kim-Rajal:** Two business items last week: (1) discontinuance of CANDEL program (now in second reading) due to reduction of funding, administrative concerns, paucity of faculty in Ed Leadership; and (2) On-line certificate in Early Childhood Education (ran out of time).

4. **Liaison, GE from T Wandling:** No report.

5. **Liaison, Program Review from F Palsson:** No report.

6. **Liaison, Senate Diversity from C Elster:** Not present.

Consent items [on Moodle] – approved MCCCFs, without comment

Discussion item
1. **Discontinuance Policy —**
   [On Moodle and in packet.]
   M Milligan wants EPC to look @ current Policy to be prepared and familiar with the process prior to proposals coming to EPC later this spring. Public hearings may also be necessary in addition to EPC action on proposals coming forward. What should be EPC's role in program termination? T Wandling commented that EPC as a stakeholder can review and comment on proposed program terminations, can identify and notify other stakeholders of proposed terminations, but cannot terminate a program. N Rank noted the EPC may request that an announcement be sent out to campus community prior to a meeting when EPC reviews a proposal. T Wandling expressed that

required outreach to stakeholders could place an onerous burden on the EPC, which social media usage could mitigate somewhat. E Sundberg reminded us that stakeholder outreach is in the policy written by EPC some years back because they were mandated by the Chancellor's office, and also that some of the inconsistencies are due to those from other CSU mandates.

Also an issue of *de facto* discontinuance. M Milligan shared concern that discontinuance could be used as a political tool.

Business items

Old business —
2. **Revision to GE Course Proposal form (from GE) —**
   [On Moodle.] N Rank moved to postpone, P Kim-Rajal seconded. Motion passed unanimously. The general intent of the changes to the form appear to be clear and of use to school curriculum committees. *Postponed until 2/26.*

New business —

1. **Election of EPC Chair 2015-16** (added by Chair)
   L Watt self-nominated, N Rank seconded. **L Watt elected EPC Chair unanimously.**

2. **Special Education MA revision** (J Mahdavi) TC 12:00 —
   J Mahdavi introduced the proposal. CTC no longer offers Level II program, an advanced credential in Special Ed. Proposed program offers two pathways, a unit reduction on EDSP 590 (previously approved by EPC. EDSP 512 and 514 will no longer be offered. Minor editorial suggestions ensued. T Wandling suggested removing the unit drop in EDSP 590 (from 4 to 3 units) and the removal of the required EDSP 595 from the Rationale section, as those independent study courses had previously been changed or dropped. N Rank observed that the revision is neutral unit-wise, and suggested that Spec Ed note that on the proposal. P Kim-Rajal also suggested changes to clarify the comparison of current and proposed programs in the proposal, i.e., from which list the three additional units is drawn and movement of the total units requirements to the bottom of the right column. **N Rank moved to waive first reading, L Watt seconded. Motion passed unanimously**. J Mahdavi affirmed that MA candidates in Special Ed have a good deal of latitude for independent study with broad parameters of each required class. L Watt moved to approve with suggested changes, A Gilinsky seconded. **Motion passed unanimously.**

3. **Electronic Theses Proposal** (K Brodsky / L Prime) TC 12:25 — From Grad Studies with positive comments (on Moodle). Proposed use of SSU ScholarWorks to accept, process, and archive theses and graduate projects. 61% of all CSU campuses are requiring electronic theses. In essence, SSU

Library will no longer accept printed copies. Benefits: (1) facilitates public access to the work; (2) enables students to showcase their work; (3) allows for embargos on certain grant-funded work. Builds relationships and brings SSU up to current practice. Raises efficiencies for Library and Grad Studies. M Milligan praised proposers for raising and addressing the question of drawbacks to the system (there are none). E Sundberg commented that we have already been allowing students to submit ETheses as an option over the past 3-4 years. **L Watt moved to waive first reading. N Rank seconded**. Motion passed unanimously. N Rank commented that it does help increase impact. A Gilinsky inquired if past theses would be digitized (yes) and if the system could accommodate non-print or non-traditional media (yes). **A Gilinsky moved to approve, L Watt seconded. Motion passed unanimously**.

12:XX. Meeting adjourns.