

EPC Minutes

March 14, 2018

11:00-12:50 – Academic Affairs Conference Room (Stevenson 1040)

EPC Members Present: Chiara Bacigalupa-Meeting Chairperson, John Palmer, Christina Baker-Foley, Debora Paterniti, Kaitlin Springmier, Luisa Grossi, Karen Moranski, Katie Musick, Tia Watts

EPC Members Absent: Jenn Lillig, Laura Watt, Jason Gorelick, Kathryn Chang

Call to Order at 11:05am

Changes to Agenda:

- C Bacigalupa announced that Item #1 First Reading of Internship Policy (under New Business) will be postponed until next meeting.
- C Bacigalupa pulled items GE A1 for discussion under New Business.
- C Bacigalupa requested BIO 351, EDSP 489 & MATH 100 be pulled for discussion under New Business.

Approval of Agenda: Approved with changes

Approval of Minutes from Mar 1: meeting minutes approved with no corrections.

Reports

1. Chair of EPC — J. Lillig (postponed until next meeting)
 - a. GERS
 - b. Course Catalog and MCCC streamlining
 - c. Expedited Course Proposals
2. AVP, Academic Programs — K. Moranski
 - a. GERS has had two meetings. At last meeting (FRI 03-08-18) committee drafted vision statement and goals for GE program. These will be reviewed in GE revision subcommittee. The GERS is ahead of schedule on tasks to be accomplished.
 - b. Advising task force charged with clarifying advising model has 3 faculty (Suzanne Toczyski, Karen Jaffe, and Emily Acosta-Lewis), two advisors and two students. Committee is just starting, no work to report.
 - c. Karen Moranski going to AAC&U committee for diversity and inclusion (San Diego). Will report next meeting.
3. Liaison to Graduate Studies Subcommittee — L. Watt (absent)
4. Liaison to GE Subcommittee — K. Springmier
 - a. Report of A1 courses (to be visited during GE A1 discussion)
 - b. GE subcommittee also discussed 48-unit pattern
5. Liaison to University Standards Subcommittee — Vacant
6. Liaison to/from APARC — L. Watt (absent)

Consent Items

1. MCCC for Review (see Moodle)—all standing on the agenda were approved by consent (those moved to New Business--BIO 351, EDSP 489 & MATH 100--were discussed and voted on).
2. Fall 2018 WIC courses (see Moodle)—Most are repeat courses; some courses are new.

- a. L Grossi moved to pull the Sociology 498 courses for discussion. Motion was seconded by K. Springmier. Motion was carried. Sociology 498 courses were discussed under new business.
- b. Other courses approved by consent.

Old Business Items

None.

New Business Items

1. First Reading: Internship Policy Discussion (K. Moranski, TC 11:30-12:00)--postponed to New Business Item next meeting (5 April)
2. Discussion of Fall 2018 WIC Senior Seminars in Sociology. Senior seminars in SOCI are taken the last semester of senior year. L. Grossi expressed concern about students not passing the seminar their last semester at SSU (and, therefore, not receiving WEPT credit). Discussion ensued, and the following points were raised. SOCI found when reviewing student graduation status, the primary barrier to timely graduation was completion of WEPT requirement. Students should be told that they need to receive a C in the course to receive WEPT credit (Note: this criterion is printed on the syllabus of all SOCI WIC courses). If students are in jeopardy of not passing or getting a C-, the instructor should notify students, so they can take the WEPT. This may be a long-term planning issue. Perhaps students could be allowed to take their capstone seminars during one of their last two semesters. L. Grossi moved for approval of Fall 2018 SOCI 498 WIC courses; T. Watts seconds the motion. The motion was approved unanimously. D. Paterniti will bring this to the SOCI Curriculum Committee. Scott Miller will be made aware of this discussion and told to anticipate further discussion on these courses.
3. Discussion of GE A1 Courses. C Baciagalupa reports concern over courses not having learning objectives in syllabus. Learning outcomes for COMS 125 are posted in the call for proposals but not described clearly in the syllabus. A decision needs to be made about how GE outcomes are described in course syllabi. K. Springmier states GE subcommittee has no prescribed method for how outcomes should be listed; Committee needs a more standardized practice. K. Moranski will request that the three learning outcomes for COMS 125 be added to syllabus (without making this an approval mandate). It is noted A1 GE are in flux due to GERS. K. Springmier moves to approve COMS 125 with suggestion that syllabus include learning objectives. C. Baker-Foley seconded motion. Motion unanimously approved. COMS 125 will be returned with suggestion that syllabus include learning objectives.
4. MCCCFs pulled from consent [BIO 351 (no learning objectives), EDSP 489 (no syllabus) & MATH 100 (no syllabus)] EDSP 489 & MATH 100 were pulled because syllabi should be included with new course offering. There was a discussion about whether this went through the School Curriculum Committee. K. Musik and K. Moranski are working with J. Lillig for a way to catch new courses that do not meet requirements for EPC review. Discussion ensued regarding whether syllabi are required for experimental courses. For BIO 351, there was concern over how learning objectives for service learning will be measured.

- a. K. Springmier motions to approve MCCCFS send back the courses without syllabi (EDSP 489 & MATH 100) J. Palmer seconds motion. Motion unanimously approved. EDSP 489 and MATH 100 will be returned with request for course syllabi.
- b. J. Palmer motions for resubmission of BIO 351 with learning outcomes. K. Springmier seconds. Motion unanimously approved. BIO 351 returned with request for learning objectives to be included in syllabus.

5. First Reading: Proposed 2018-2019 48-unit GE (H. Smith, TC 12:10) Smith presented draft memo with 48-unit pattern. Pattern was developed in response to one-year exemption from the Chancellor's Office for implementing EO 1100. The proposed change does not impact program pattern for transfer students, only advising pattern for native SSU students. Smith noted that to qualify for extension, two fixes for first-year 2018/19 AY were necessary (without dramatic change before EO 1100 GE revision):

- (1) revision to Area A1 and
- (2) development of path to GE that is no more than 48 units (currently 50 units).

 Smith notes that the proposal is meant to be a bridge to meet Chancellor's office requirements (changes to the 50-unit advising pattern highlighted in yellow). There needs to be a path by which a student can complete requirements in a 3-unit course (a student can still choose to take a 4-unit course). One path outlines a blended pattern (A3/C3), and the other, for students who do not choose to complete the blended or linked course. There remains a moratorium on proposals to GE Subcommittee for new GE courses. Suggested changes to the current proposal:

- (1) Units in second table add to 47; units in table need to be recalculated (T. Watts).
- (2) The paragraph in the first Table should read A3/C3 (not A1 C3); recommendation to represent blend as A3/C3 (vs. A3 C3) (T. Watts).

 Smith will revise Tables for Second Reading (to be scheduled for 5 April meeting).

Additional Discussion (while awaiting Time Certain at 12:10):

Further discussion ensued regarding when MCCCFS should require syllabus submission and the role(s) of the GE subcommittee and departments in review of curricular changes. Discussion suggested that there needs to be clarity in the curriculum guide regarding when a syllabus needs to accompany an MCCCFS—new course proposals should have syllabi; discussion about whether changes to courses should require syllabi or additional justification. It was agreed that the roles of learning objectives and syllabi need to be clarified in the curriculum guide.

On the Horizon (postponed until next meeting)

1. Cleaning up the catalog: 5-year course sunset proposal and streamlining MCCCFS (Apr 19)
2. Policy Revisions: Course Outline (C. Bacigalupa Apr 5); Discontinuance
3. Expedited proposal pilot status- (Time Certains, proposal to AS)
4. GE: New A1 courses; GE director position
5. Schedule for next year proposal due dates
6. WIC vs WEPT (S. Miller Apr 5)
7. Hidden Pre-requisite discussion
8. Changing Pre-requisite discussion

Meeting adjourned at 12:35pm

Respectfully submitted by Debora Paterniti