

Members Present: Jenn Lillig (JL), Letha Ch'ien (LC), Christina Baker-Foley(CF), Sheri Schonleber (SS), Kristen Daley (KD), Matty Mookerjee (MMO), Emily Asencio (EA), Kaitlin Springmier (KS) Melinda Milligan (MM),Melissa Kader (MK), Luisa Grossi(LG), Ex officio: Karen Moranski(KM), Katie Musick (KM)

11:05 Call to order and introduction of new members to what the committee does. We review anything related to curriculum. This committee tends to be very scheduled. JL will post everything we need for our meetings into the folder for each meeting date. MCCCF's are only pulled if an EPC member is requested.

Internship policy discussion is postponed it is currently not quite ready, but it is coming soon. A policy and a practice layout is coming soon.

No MCCCF's for review today.

Everything comes through in a 15 minute first reading. We can move to waive the second reading if we feel a proposal is ready to go.

Agenda is approved with the addition of determining minute takers.

Minutes from 5/16/19 approved without modification.

There is a document on our Google drive that provides info for deadlines to submit various forms, etc. to EPC. We still take proposals after the deadlines, but no guarantee that they will get through in time for next semester.

There is also a document on our Google drive for the GE rollout with info about dates for information sessions and workshops, etc. The assessment plan is also starting to roll out. Communication will be the first learning outcome that we asses for GE. There will be design workshops on how to assess the outcomes. There will be paid opportunities for Professional Development. Program changes related to GE may also happen. Schools are being called to submit program changes as they coincide with GE area roll-outs. Good communication out to the faculty regarding the GE roll out is really important and EPC is a good vessel for that information dissemination. The program plan revision document has the schedule for roll out by school which can be referenced when schools are thinking about scheduling first readings with EPC for program revision and new courses. Content overlay criteria has not yet been developed so new courses may be approved for GE area, but will need to come back through for overlay area approval once the criteria has been established. EPC will discuss the process for this at the next meeting.

Reports:

KM – AVP Academic programs: WASC is coming again in Feb 2021 for a site visit focused on the 7 recommendations they made in October 2017. A report is due to WASC on how we addressed these 7 recommendations 10 weeks before the visit. One recommendation which was attempt to better differentiate between undergraduate and graduate learning outcomes. These might come through EPC. A committee will be formed of faculty who have experience across schools, have prior WASC or other accreditation experience. SSU received \$157K Teagle grant for curricular redesign for majors (not GE). This might be a way for programs to get some funding to do changes in curricular design. This is for current majors to redesign – this will offer some funding for faculty to do that work. Announcements will come out soon regarding this. This could also potentially sync up with GE changes. Academic programs is working on a process by which new programs could be introduced (majors that could help

w/ impaction, new majors that could address community needs). Corresponding revisions to FYE and FLC's are going to occur as well. SYE initiative is also being revisited. SYE will be expanded beyond what currently exists within a couple of schools on campus.

Dean Eyler – Off site programs ; They want to take current off-site curriculum and expand to other sites to serve community needs. Lake County and Solano County have both expressed interest in business programs. Marin County wants to build a LIBS program. SRJC Petaluma has declining enrollments and think they are looking to complete degree programs closer or online. In all four cases we have no idea about demand. Each community college presented a story about demand, but we can't know anything for sure about demand until it is approved and applications come in. If approved, the idea would be to plan for a year before opening up the admissions process. Getting approval from EPC would allow Dean Eyler to go to these counties and do further research and planning to see if this is economically viable.

JL – asks if there is input from SBE about how this affects TT faculty due to accreditation. There is a hiring committee in SBE set up to find faculty appropriate for these programs (it does not necessarily have to be TT faculty, but they do need to meet certain accreditation standards). One of off-site programs concerns is moving these programs out without thinking about how to staff them. This will be somewhat alleviate that some classes are online (with at least 50% f2f meetings). The one year planning period would also be to address the staffing issue. MM is interested in more information on the past evaluations of programs – particularly LIBS since they don't have the accreditation issues. There has previously been concerns about quality at the current off-site LIBS programs. It is important that we understand whether these programs are worth expanding from a quality perspective rather than a needs perspective. DE explains that LIBS historically does not necessarily have a home in a particular school. DE will provide an assessment of the off-site LIBS program that exists. Mmo – asks if there is a reason why all four of these need to roll out at once? DE explains that if he gets an agreement in principle that going out to these sites would be approved he can better investigate which site would be best for us to expand at. Would any of these programs be closer to TT faculty residences and they could perhaps teach there instead of SSU? Some faculty would be driving farther. Faculty would most likely be asked to do overload. In terms of quality it would be better to have faculty on-load. JL brings up that we don't want all our faculty teaching at these other campuses instead of SSU. JL will touch base with DE on to do list and schedule the second reading for two weeks.

Tom Targett for discontinuance of physical science minor – for discontinuances, EPC makes a recommendation, then senate makes a recommendation, then the President decides. EPC needs to think about what other documents or feedback, etc. might be needed for support of discontinuances for the first reading. EPC should look at the information available today (enrollments, teach-out plans, impacts on department, students, community, education that SSU offers). KM states that academic programs heartily endorses this discontinuance process since it hasn't been run for 18 years but still exists in the catalog which means it compromises the integrity of the catalog. CBF – sounds like this program should be gone, but in general should there be any kind of note saying certain departments agree with this? Theoretically there should be, except the classes in the minor don't exist anymore so there are not departments to consult on this. MM comments that the letter from the SST committee does a good job of explaining the process, but suggests getting a one line statement from each department chair that they concur just to be consistent with the process. MM explains we first need to think about whether we need any additional information and second whether anything else is needed for the package to go up to the senate. EPC is also responsible to make sure that everyone who is a

constituency has an opportunity to speak. In this case an email can go out from EPC to solicit feedback. JL will send this tomorrow. MMo – moves to waive the 1<sup>st</sup> reading JL second – no discussion unanimous approval. In the second reading – EPC wants one letter from geology, chemistry and physics stating they have no objections to this discontinuance and JL will email for feedback from the constituency. MMo – move to approve after these actions. KM second – unanimous approved.

Minute taker assignments for semester

8/29 - Emily

9/12 - Christina

9/26 - Melissa

10/10 - Kathryn

10/24 - Matty SubChair (Melinda)

11/7 Kristen

11/21 Kaitlynn

12/12 Melinda

Need rep from graduate studies – KM attends this meeting and can do reports to EPC

University Standards (Confidential so we historically haven't had a rep) – KM attends this meeting and is happy to report if needed

JL will send out committee meeting times to see if anyone can attend at least once a month and serve as a liaison to EPC.

Karen Jaffe – discontinuing the Gerontology minor due to lack of demand from students. Available courses do not match up with catalog requirements for minor. Courses are either not being offered or are restricted. No impact on lecturers or faculty. CBF – what the alternative would be for students who might have taken the minor? KJ explains that students might have been interested in the minor but the minor never really existed. Instead, these students would go to Human Development and they could direct them to courses that they might be interested in. It is possible in the future that Human Development might develop an aging area or something like that, but currently there is only one HD faculty so this is not likely to happen in the future. KS suggests the document be updated to reflect that there are no other students expected to be interested in the minor in the future. KM suggests providing a list of GE courses that examine aging that can be provided for students who might be interested (maybe eventually it could be a sealane). MM posted the program review for Gerontology that Brian Gillespie did that documents there is some demand for this minor but lack of resources to support it. MM suggests reaching out to the community to see what the impact is for jobs (specifically, Sonoma County Agency of Aging). For second reading EPC needs list of students with identifiers removed, letter from SCAAA, list of GE courses that would be relevant for interested students. KJ is happy to do these things but points out that there is no coursework available so we can't offer the minor/certificate at all. For EPC purposes we are considering the minor/certificate together. JL will email the campus community for feedback as well. JL will give KJ access to the Gerontology program review document as well.

Minimal adjustment proposals are minor – SBE is here to propose that BUS 559E is replaced with BUS 547E because 547E is more comprehensive and aligns more closely with what is being taught. KS explains that since this

is through extended ed it needs to go through SEIE curriculum committee rather than the home department. EPC is in the process of changing this routing, but hasn't been implemented yet. However, since this is a minimal adjustment EPC can hear it directly without SEIE. The MCCC needs to be removed from the minor adjustment proposal because it has already been approved and this minor adjustment does not require an MCCC. KMU will make sure this happens. For second reading – ask department if 559E will be offered in the future. If not, EPC would like an MCCC request for deletion with a date that coincides with the start of 547E.

Before the next meeting EPC members should go through the horizon list and look for priority items.

Adjourn 12:50