

**September 30, 2004**

**Minutes: EPC Committee**

Members present: Rick Robison, Art Warmoth, Lynn Morrow, Elaine Sundberg, Elaine McDonald, Vincent Richman, Carmen Works, Greta Vollmer, Robert Coleman-Senghor

**Announcements**

Elaine McDonald: reported that the Global Studies program revision has been referred back to the EPC from the APC for a second look. [See minutes below for discussion.] She noted that explicit learning outcomes and assessment goals part of every new program or program change from now on. She advocated that this be formally done and guidelines prepared for those submitting documents for review.

Elaine Sundberg reported that SSU should have WASC approval of the “substantive change” proposal by January. She also reported that the Joint Doctorate program (UC Davis, Sacramento State and SSU) is set for a Fall 05 implementation date.

Important: Monday, October 4<sup>th</sup> is the DEADLINE for annual assessment reports by department.. ES will submit a report on these to EPC; reports will also be shared with the Dean’s Council and the Provost.

Art Warmoth: Reported from APC that they are in the process of setting up benchmarks for the goals of the Long Range Academic Plan. Key questions being asked are: What is the relationship between the LR Academic Plan and the Strategic Plan? What is their alignment with, and connection to, the WASC report? He pointed out that residential life and student affairs have not been considered adequately in the planning process. He also reiterated his request for a Joint Task Force to discuss alignment of class size and planning, and the need to act on this issue.

Vincent Richman offered his report on the Senate Budget Committee, and members of EPC requested clarification on the roles and responsibilities of the various budget committees. The VP’s Budget Advisory Committee had not been meeting on a regular basis and the question was raised as to whether this committee served as Information dissemination point only or in an advisory capacity. ES reported that change is afoot, given that the WASC report noted that there was no deliberative institutional planning on these issues. In terms of other committees, the following roles were clarified: The President’s Budget committee address the university-wide budget, the VP Budget committee meets with the provost to address the academic affairs budget, and the Senate Budget Committee provides oversight and input from faculty. Its original purpose, when created, was to offer a voice to the faculty, particularly regarding budgetary issues that were not being addressed.

**GLOBAL STUDIES PROGRAM REVISION**

Representative: Anthony White

AW, by way of background, explained that the issue under discussion was the Europe Concentration of the Global Studies Program. The document had been referred back to EPC due to a discrepancy between two sections of the document. The discrepancy had been eliminated in the document under review. The program is now housed in Geography, but still interdisciplinary. Dr. White articulated the need for more institutional support for coordination of this very complex program, one which requires intensive advising, internship supervision, individualized programs, and multiple departments.

Robert Coleman Senghor moved to waive the first reading. G. Vollmer seconded. Unanimously approved. It was noted that this program revision had been approved prior to the requirement on outcomes/assessment.

Motion was made to return the revised document to the Senate. Unanimously approved. There was a general discussion regarding program revisions and how these may affect and or change learning outcomes. It was pointed out that this is now part of the necessary documentation, i.e. that any revision must address assessment issues.

### **AMCS Proposal**

Representative: Leilani Nishimi

It was noted that the AMCS program had not submitted an interim program review, in which outcomes and assessment must be addressed. This would also need to be part of any proposed revision. LN responded that this would require major re-working and that it hadn't been part of their departmental considerations.

AMCS was told that this primary step needed to be taken and that Elaine Sundberg and Carlos Benito can offer assistance in developing this piece of the document.

The question of the blending of 3 and 4 unit courses was raised. The Dean of A & H has requested a move to a 4-unit model; however, this presents articulation problems with GE and other departments. EM remarked that the issue needs to be taken up in a global manner, not piecemeal, and that the Dean needs to be present for an overarching policy discussion. EM will pursue this with him.

First reading of the AMCS proposal completed.

### **SSU Policy on Withdrawal, Academic Probation**

Representative: Michelle Jolly

Michelle Jolly presented the draft of the university policy on withdrawal from courses, academic probation, disqualification and progress guidelines.

The withdrawal policy has been under discussion for a year, with the goal of making the trajectory from dropping through withdrawal a coherent process. There was some discussion of the meaning of "serious and compelling" reasons for withdrawal, the role of

the Standards Committee, and the judgment calls required by faculty to implement these new procedures. MJ noted that the policy in the past was more lenient, and that the goal was to keep decisions close to those who know the students best.

This document will have a second reading on the 14<sup>th</sup> of October.

Meeting adjourned, 1 p.m.

Greta Vollmer, Recorder