

## EPC Minutes 1 Feb 2018

2017-18 EPC Members

Melinda Milligan, (SOCI)  
John Palmer (MUS)  
Christina Baker-Foley (AMCS)  
Kathryn Chang (BUS)  
Chiara Bacigalupa (EDU)  
Jennifer Lillig, Chair, S18 (CHEM)  
Tia Watts (CS)  
Laura Watt (GEP)  
Kaitlin Springmier (LIB)  
Jason Gorelick (AS)  
Vacant (SSP)  
Luisa Grossi (A&R) (Ex officio/voting)  
Debora Paterniti (SOCI), S18 only  
Karen Moranski (AcProg) (Ex officio/non-voting)

## Introductions:

Minute takers on printed agenda

## Liaisons:

Laura still on Grad studies  
APARC Laura as well  
GE Kaitlyn

## MCCCFs for review

LIBS 100 pulled to Business Item  
All others approved

Minutes of 14 Dec. 2017: Approved

Agenda changes: MCCCFs for approval should not be under Business Items, but above

Agenda approved.

## Reports: Jenn L.

Soc 397 498 MCCCF need to be approved. CS Code change for 397. This was a change of curriculum in response to an enrollment issue. Another section of 498 is needed to serve graduating students. 397 was under enrolled, so they made that section 498 but not a WIC, which the originally scheduled 498 is.

Today's proposals should make the catalog date.

Catalogue cleanup: Give people chances to take old courses. Courses are "sunsetting": they will disappear from catalog.

Time to Turn on the Curriculum Guide and find out what is "wrong" with it. Input will help us make adjustments.

Laura Watt suggested completing some verbiage to explain how to use it before going live.

Jenn: send out Email saying that we will turn it on and solicit feedback.

Laura: Send link to EPC members for their input over the next day or two.

BUS 597: a travel course. There is a "hold" on approving such courses, but this was submitted before the deadline. Not our problem YET.

-Q regarding "agendizing" processes: MC<sup>3</sup>Fs are coming in late. Asked about a cutoff date.

Laura: large things such as a program change, Tuesday (two days before meeting), smaller items such as an MC<sup>3</sup>F, the day before the meeting. MC<sup>3</sup>F

Discontinuance policy: It is possible now to change a program so much that the original program has essentially been discontinued. Process of discontinuance is unclear.

### **New Business Items**

—Expedited: GEP (M. Goman) TC 11:20 AM

Merger of Geog and ENSP, not yet heard from Long Beach, so they are still using old concentration ENS and GEOG. There are differences in grade requirements between tracks. C- in Geog, and now in GEP concentration; the old ENSP tracks did not have that requirement and students can still enroll.

Laura moved to waive first reading, Chiara seconded.

Change ENSP policy to require C- or better: Approved.

—Expedited: History Proposal (K. Noonan, time permits)

Changes to History BA. Students in major now required to cover a core and breadth. Core not changing. Degree will have the same number of electives but divide the breadth differently. Instead of two they will take three required ones. This will not affect resources or students going through the program.

Special topics courses have been expanded and added to.

Laura moved to waive first reading

Chiara seconded.

Approved: now in second reading.

Laura moved to approve, Chiara seconded. Approved.

—MBA Program Revisions (D. Jordan) TC 11:30 AM

MBA underwent revision four years ago. Embark and Disembark programs, Embark not defined well. Disembark was to be an immersive experience, with career development activities. There was pushback from students. BUS took the career development components and integrated them into the program.

BUS wants to remove the Disembark requirement because it is not serving its purpose. Removing Disembark from program will change the program to 31 units, down from 33.

Tia: Should EPC see a syllabus to see where the components are now placed?

Laura: such things might not show up in syllabi, so seeing them might not be useful.

J Palmer waived first reading, Laura seconded. Approved

Christina: form states "Fall 2017"; must be updated (K. Musick will update)

Kathryn Chang moved to approve, Laura seconded, approved.

Will now go to ExCom next week.

—BS Business Program Revisions (D. Jordan) TC 11:45 AM

Doug Jordan: BUS found that students lack quantitative reasoning, so they developed an upper-division core course on quantitative reason. In order to keep program at 55 units they must remove BUS 211 (four units) from lower division core and put into pre-business preparatory courses.

Laura W. is there a unit requirement or limit on majors?

Karen M. CSU wants to limit overall degree unit total at 120.

Doug J. By moving BUS 211 students lose one elective, because they must take it.

Laura concerned about students not having any electives, but  $55 + 50 \text{ (GE)} + 4 \text{ unit 211} = 109$ , leaving 11 elective units.

Will this make it more difficult for students to get into program?

Doug Jordan: students enter Pre-business, complete it, then can get into BUS program. They should be able to get into BUS and finish in the same span of time. Sample four-year program in proposal shows this.

Laura does not object to the proposal, but problem is calling a course that is not in the major "required".

Kaitlyn: does BUS anticipate increase in students?

Doug Jordan: does not have numbers and cannot say. They are going to take the course earlier than before.

Laura: How many students are enrolled as pre-business but do not make it into BUS major? Please answer at second reading.

—Kinesiology Program Revisions (S. Winter), TC 12:00 PM

Steven Winter: 70% of about 400 majors are in Kinesiology.

Lifetime Activity and Wellness represents 10% of majors: these tend to be coaches.

Exercise Science Concentration: cleanup: support courses first and second year, core courses in Kinesiology. Some of the support courses were in other departments but are needed in order to take the core courses.

Bio 307 (nutrition) required, but has not been taught for a few years, so they are now teaching in the department, and adding the course to the program proposing KIN 317.

Otherwise they are dropping course work (some concentrations dropped 18 units) to bring unit load down to 100. Unit load was high. Too prescriptive.

Jenn: versions going through signature processes are not the same as one on Hello Sign. Courses listings are not consistent.

Laura: cover pages have different dates. Separating support letters from computer science would be helpful. Get a letter from Physics about a required physics course. Will work with Karen M. to clean up proposal.

Christina: what is the meaning of "support course"? What distinguishes them from core courses?

Steven: these are required in major.

K. Musick: difference is support courses are not included in Major GPA calculation.

Jenn: for second reading: reformat course requirement, make sure documents are the same and most recent.

#### —Kinesiology MA Discontinuance (S. Winter), TC 12:15 PM

Jenn read discontinuance policy. A Hearing must be open to anyone who has a concern, including students. We can decide to have a hearing.

Steve Winter: assumed new hires, to do research, needed a grad program and a cadre to do research with them. They are doing more research projects with undergrads and faculty members have liked this. Typical master's students live in this county, come back to Kines to get masters, but are not particularly interested in the course work. Six TT faculty and 400 students, so there is little time to tend to the grad students.

JP: how many MS grads per year and what do they do afterward?

Steve: 2 or 3 a year, generally go back to where they already work and into administration, or want to work at a JC and need the MS to do so.

Laura: who else has this degree?

Steve: pushing people to Education.

Laura: if this goes forward there should be language noting what students will do without the Kines MS, since there seems to be a demand for it. Perhaps a support letter from Ed dept.

Jenn: this is slated for Fall 2018 catalog. Deadline is two weeks to get through EPC (next meeting). Asks how current students will finish process?

Eight have finished, five have not, three of which have been MIA long enough to be considered gone. KIN has tried to contact them.

Laura: Hearing allows feedback from outside the program. We can have it at EPC meeting.

Katie Musick: can we implement it in Fall 2018 even if the notice is in the catalog?

Christina moved to extend by five min: approved

Chiara: Hearing in student union about physical education discontinuance.

Jenn: noted that catalog already states degree program is on hiatus. Put proposal through this semester so it can be implemented; catalog can be changed later.

GE task force: Heather Smith

Program review of GE last year. Reviewer from Chico gave comments last year. Our program is not aligned with pre- EO1100 requirements.

Distributed handout inviting participants in task force.

Laura: Chair of Structure and Functions is searching for language in the bylaws concerning selection of members. We have suggested that this task force be a committee of EPC. Ad-hoc committees form only by Senate. Would it be politically dangerous for non-tenured faculty to serve on this task force (protect them).

Heather: should be a subcommittee. Should task force include a staff person?

To whom do applications go?

Give specific meeting dates? This could limit membership.

Karen M. Task force must consider all students, transfers etc.

Expedited: GERN Proposal (M. Milligan, as time permits)

Not addressed,