

**Minutes, Educational Policies Committee  
23 January 2014 — AA Conference Room**

Members present: Chair: M Milligan; C Baker, L Dippel (AS rep), A Gilinsky, F Palsson, N Rank, T Wandling, L Watt, and C Works.

*Note: reps for SS and SoE resigned at the end of Fall 2013.*

*Liaison: E Sundberg, Academic Affairs*

Minutes: A Gilinsky

*11:03. Called to order. Meeting begins. Agenda approved with revisions to postpone Old Business and add Schedule 25 as a Discussion item.*

Minutes of the 12 December 2013 meeting were approved with corrections: change “Ranks” to “Rank”, change “SEI” to “SEIE”.

Liaisons for 2013-14: Program review – vacant, GE – Felicia P + Tim W, Grad Studies - Tim W., APC – vacant, Senate Budget – M. Milligan

Minutes for Spring Semester 2013-14:

1/23 – A Gilinsky

2/6 – C. Baker

2/20 – F. Palsson

3/6 – N. Rank

3/27 – L. Watt

4/10 – C. Works

4/24 – T. Wandling

5/8 – L. Dippel

**Chair's report, from M. Milligan:**

Membership changes – L. Lee and M. Dingle resigned their positions, so those are now vacant. L. Dippel has replaced A. Gallino as AS rep.

**AVP, Academic Programs and Grad Studies Report, from E. Sundberg:**

**Information item:**

1. **SYE program report** (M. Jolly and A. Nguyen) — School of Soc. Sci. (SSCI) piloting program for Sophomore Year Experience in the History Dept. that past two years. M. Jolly is current Faculty Coordinator, a funded position, which is mobile. A. Nguyen noted that as the program has evolved, it is seeking further co-curricular opportunities and programmatic events for students. Committee of 9 faculty from SSCI with C Morizumi and A. Nguyen was formed to talk about kind of challenges 2<sup>nd</sup> year students face after they complete FYE, as sophomores struggle anyway as they enter larger, more difficult classes, and so are more likely to leave SSU. To increase retention,

increase graduation rates, we need a multi-pronged approach. Students respond well to mentoring and counseling, particularly on questions of career and identity, as well as “focused exploration”. Handout referred to six components of pilot program: (1) Summer letter (2) welcome-back event; (3) My Academic Plan (MAP); (4) How to think like a social scientist (SSCI 299); (5) Undergraduate Project Initiative; (6) Faculty Development. Peer Facilitator Program is under development. Summer 2013 SSU received \$206K grant to support this pilot program. Fingers are crossed that program will begin to grow within School of Social Sciences. N. Rank mentioned that in SST, A. Kooshesh is interested in providing tools/workshops in computer science for sophomores. Students will be paid as Peer Facilitators.

#### **Information item:**

1. **Schedule 25** (M. Milligan) — A scheduling software package that the university has been testing the last two semesters to allocate classes to classrooms (piloted by SST). Chairs are concerned that there isn't a way to schedule around the other campus commitments a particular faculty member might already have. E-mails and requests for information by the chairs about the new system have to date gone unanswered. Faculty are concerned that some pedagogical needs associated with certain classes won't be met (e.g. times and days of classes). Apparently, the software will be implemented on a permanent basis, beginning with Fall 2014 scheduling. Should there have been results from the test shared and further consultation with faculty? N. Rank noted that, during the pilot, he had experienced far fewer faculty complaining or not getting rooms/times desired than before. Some raised the point that SST is not necessarily a “typical” school given its needs for large lecture rooms as well as labs. Tim W. asked if the new software had been discussed at ACT (formerly JCAP). Elaine S. noted that Schedule 25 is under the Assistant Vice Provost's purview, so maybe needs to be discussed by FSAC as well and go to Executive Committee for further consultation. In the pilot, thanks to careful pre-programming, 90% of the courses were accurately scheduled within one hour. C. Baker has a lot of specific questions about how it works, so could EPC invite someone to come in and inform us? M. Milligan noted that it is a consultation and procedural issue. L. Watt made the point that during the consultative process, schools could opt in or out for Fall 2014 without holding up implementation. A. Gilinsky recommended to the Chair that she put this forward as an Information item and as a request to ExComm.

#### **Business items:**

1. **Academic Calendar 2014-15** (E. Sundberg) — Concerns have been raised by faculty and by staff regarding very early start of spring semester (2014 and 2015). Been a very difficult situation this year as it does not allow sufficient time for end of fall semester processing before the beginning of spring semester. Payroll calendar also does not normally allow faculty workdays prior to January 15. Request has been made to move semester

start back one week. [In days of yore semester began at end of January, which raised other issues.] President has approved change of AY calendars 2014-15, 15-16, and 16-17 to move semester start back one week and semester end back one week as well. Winter intersessions via SEIE (after 2014) could actually begin in January and end before the spring semester begins. Tim W. noted that some freshmen feel that the winter break is too long as it is and want to get to summer more quickly. Discussion ensued about the Veterans' Day and Chavez Day typically falling on Mondays this year, with implications for Monday class contact hours in 2013-14. Laura W very pleased to see this change happen. N. Rank thinks this is the best compromise. E. Sundberg noted that this change should help the increasing number of students who need to take winter intersession classes. **L. Watt moved to recommend, N. Rank seconded. Proposal unanimously recommended to President.**

2. **SSCI 299 + SSCI 444 Course Proposals** (M. Jolly) — [note: See discussion of SYE above]
  - a. SSCI 299 – How to Think Like a Social Scientist (1 unit) small classes of 25 taught by a regular professor (not an adjunct) and a peer facilitator. Has run experimentally twice, so needs approval to run again in Fall 2014.
  - b. SSCI 444 (2 units) provides Peer Facilitators (upperclassmen) with academic credit. Has run experimentally twice, so needs approval to run again in Fall 2014.

N. Rank moved to waive first reading; L. Watt seconded. **First reading waived.**

C. Works asked about funding, oversight. Funding (except for assessment) is permanent. School of Soc. Sciences provides oversight; M. Jolly is coordinator. L. Watt noted that all but one department in SSCI approved one unit as elective. A. Gilinsky asked about program continuity beyond M. Jolly, but funding is permanent and position is mobile. N. Rank noted a wealth of buy-in around the school. A Gilinsky moved to approve; L. Watt seconded. **Motion approved unanimously.**

3. *COMS Major program revision, 2<sup>nd</sup> reading (L. Burch)* — postponed to 2/6

Prior to adjournment, discuss took place regarding the difficulty of finding committee members as well as liaisons to other governance committees, the Program Review Subcommittee being a case in point. Chair will report back to Senate as well as to ExComm the difficulties of filling out committee memberships this semester. Chair also reported that state of SEIE policy is unclear given flux in APC. Chair asked if we should take a look at intersession unit load; at the final exam policy, whether it should contain stronger language that finals need to be held during finals week; TA policy; and the curriculum guide.

12:50. Meeting adjourns.