

## **Educational Policies Committee Meeting Minutes**

**May 3**

Members Present: Jennifer Lillig (Chair), Christina Baker-Foley, Kathryn Chang, Chiara Bacigalupa, Debora Paterniti, Tia Watts, Laura Watt, Kaitlin Springmier, Luisa Grossi, Karen Moranski, Katie Musick

Meeting called to order at 11:00am

Agenda approved with the following change:

Remove 2<sup>nd</sup> reading on internship policy from agenda

4/19 minutes reviewed and approved

MCCCFs for review approved.

### **Reports:**

JL: GE subcommittee only wants to look at courses when part of program review unless they have mcccf associated with them. CB points out that EPC may have to more responsibility to consider GE implications if GE does not review. KMo suggests adding check box to indicate whether program change has impact on GE. JL mentions that we may kick something back to GE if item needs more review.

JL: Received email from Heather Smith (GE): As of May 10 GE subcommittee will review new course proposals. Courses will be experimental and taught only one time (Spring 2019).

JL: 5 year course deletion process update. Plan is to coordinate next year with catalog revision process and collect another data set. KMo suggests if course has been taught within 3 years it needs to go through course deletion process.

Discussion related to special topics courses being taught more than 3 times – does course then need to have a unique number? JL will add to horizon list for next year.

JL: Working on scheduling for next year's curriculum revision.

KMo: Internship policy update. Lots of discussion and feedback from faculty, chancellor's office, and legal counsel. This summer, will begin internship policy from scratch. Will create brief policy document and then a longer procedural document (what to do to create and maintain internships). Both must be followed by faculty. Points out that we are 8 years out of compliance and emphasizes that this is a priority for next fall. Will first take policy to schools, then bring to EPC. Emphasizes that policy will support but not take the place of community partnerships that faculty have built. Other issue/concern is related to internships planned for summer and fall - we will continue to run these without policy. JL points out that without policy faculty are not "protected" and this may be problematic if something goes wrong, but having policy validates the CSU insurance. KMo will distribute communication about what is happening with process.

**New Business Items:****Expedited Music Proposals**

1<sup>st</sup> reading - Proposal to require C- or better for all courses taken during 1<sup>st</sup> three semesters that are common to all programs and concentrations. Is this to be implemented 2018 or 2019 – inconsistent information. JL will let Music know that it needs to be implemented in 2019. LW points out that they should clarify why only some courses require C-. LG suggests grading minimum is connected to each course, rather than first three years. KMU points out that some courses are taken repeatedly – beyond first 3 semesters - so the C- requirement may not work for those courses. Should the requirement be for the first three times students take the courses? LW points out that C- requirement should perhaps be for all courses. JL emailing comments to BW in music.

BA Music liberal Arts and BM in performance revisions: Both were submitted as expedited so did not have complete information. Did not go through hellosign process. Missing support letters. KMU will put through system for signing. EPC will not review without clarification and complete documentation.

CB requests discussion of general electives. Discussion postponed – tbd.

**Curricular Form Changes:**

MCCCFs:

KMU: New course form and revision course form. Added instructions. Made drop down menus to increase user-friendly-ness. If titles are longer than 30 characters, will not fit on transcripts. Reduced character total. Justification separated from impact of course. Added checkbox for syllabus. On signature sheet, committee can now add note if course cannot be offered as soon as proposer would like. Instructions: added note to think about audience when creating title.

TW: Should unit value read “values” for variable unit courses? Do departments need to explicitly decide and explain unit value? Response: Unit value always linked to hours – this is the policy.

JL: Discussion about the confusion related to meaning/title of “expedited” form. Now titled “minimal adjustment to program” form. Form also lists eligibility for use of form.

KMU: Revision to existing program. Now there is a box for a short description for revision on front page.

Will continue to discuss next week.

KMU discusses SSU common courses and standards for these courses - These are courses that have common numbers across departments. Gives departments flexibility to add/delete at discretion. Regarding final three courses on the list (Teaching Assistant Courses, Research Assistant Courses, Topics Courses ) - it's impossible to come up with common numbers across departments, but we may want to come up with list of suggested numbers.

**GE Revision Course Approval Process, 1<sup>st</sup> reading, Heather Smith, 12:30 TC**

Changing process so that school committees outside of proposer's school no longer comment. Also, first routes to GE subcommittee, followed by the proposer's school curriculum committee.

CB suggests this may be "jumping the gun."

CBF: Why do proposal go to GE prior to school? HS: should have priority in GE courses. Based on A1 proposal process.

12:50: Meeting adjourns