

EPC Minutes
24 February 2011

Present

Members:

Elaine Newman (chair), Melinda Milligan, Sharon Cabaniss, Mary Dingle, Armand Gilinsky, Karen Grady, Amy Kittlestrom, Lillian Lee, Joe Marquez, Lynne Morrow, Thaine Stearns, Nicola Carjuzaa (proxy for Alex Boyar, AS)

Liasons:

Elaine Sundberg for Academic Programs

Art Warmouth, Psych. for APC

Absent -Laura Watt

Called to order @11:06 a.m.

Agenda changes –

- SC will provide a special report on Academic Coordinating Committee

Minutes from 2/10/11: Approved with changes of Chair's initials referenced from EM to EN.

Reports

1. EPC Chair (EN)—reported that Katharine Nelson and John Kornfeld will be at meeting March 10th. Last meeting's approved program name changes (Stats & Math, Engineering Science, Anthropology) are currently on Senate consent calendar. Chair congratulated TS for his election to the 2011-12 Provost Search Committee.

Chair requested committee members to consider carefully whether or not they would like to be, or know of a colleague who might be interested, in being EPC chair for 2011-12 (which currently includes a course release per semester).

Chair requested progress reports on program reviews. **MD & SC & TN & AK & LM** reported progress on their reviews.

2. Academic Coordinating Committee (*special report*) (SC) — Enrollment and budget 7,450 students in 2011-12 and 750 transfer students. May not be letting students into majors that are impacted. Students have proposed a 48-unit GE program (as opposed to current 50/51 unit GE pattern) with multiple sections of courses. Intent is to make GE more efficient and more effective and less onerous for majors such as those in Econ & Business who

cannot as easily apply GE courses towards their majors (i.e. double-count). Students would like to see something with a lower unit load in general. **SC's** take was that we need more broad discussion of this proposal, including EPC review. Perhaps EPC could facilitate a more broad-ranging discussion. There was also a discussion on the budget (could be cut by \$8 million). Provost mentioned 3 themes: (1) cost-cutting, (2) curricular changes and improvements, and (3) revenue generation. In terms of (1), expand Department Chairs responsibility to multiple program oversight. In terms of (2), count more GE courses for majors. In terms of (3), develop programs via Extended Ed that might generate more revenue.

3. Director, Academic Programs and Graduate Studies (**ES**) — Update on SB 1440. Three departments that did review curriculum, sociology, psychology, and communications, did forward documents to the Chancellor's Office for review, and the Chancellor's Office was pleased with the reviews. Has met with department chairs in A&H and S&T and soon will meet with chairs in B&E and Social Science. Kinesiology, Math, and Criminal Justice are currently posted on the SSU website for review. Vanessa Franklin, University scheduler is off on extended medical-leave and may or may not return to the University, so approved changes for scheduling purposes may be delayed. SC said that Sam Brannen in Math had been in touch with all Math professors and they are aware of the changes going on due to SB 1440. Position of Vice Provost has been changed; it is now the Associate Vice President for Faculty Affairs.
4. Liaison to Graduate Studies Subcommittee (**SC & JM**)
5. Liaison to GE Subcommittee (**TS**)—
6. University Standards (**LL**)—
7. Liaison to APC (**AW**)—
8. Senate Budget Committee (**TS**)

Business Items

1. **Proposed move of Latin American Studies Minor from CALS** (Chicano and Latino Studies) in the School of Arts and Humanities to History Department in School of Social Sciences [first reading]— Theresa Alfaro-Velcamp. Move is caused by a serious attrition of faculty due to the retirement Elizabeth Martinez. Signed off by both School Deans. Proposed to continue minor with Alfaro-Velcamp and (Robert) McNamara as advisors. Impact on Global Studies: this minor is a stand-alone, with 5 classes not replicated for other majors (i.e., no “double-dip”). **SC** wondered if there would be any confusion over the names of the two programs (CALS & LAS minor). **TS** said

he was in favor and would like to see this come back for a second reading. **TS** questioned whether the proposal had been reviewed the curriculum committee for A&H or if it was tied to the current search for a hire in Modern Languages (i.e. replacement for retired Professor Martinez). Would it be possible or prudent to revert this proposal to the A&H curriculum committee prior to EPC review? **EN** noted that our role is advisory with respect to this proposal and that we are asked to support or provide opinions. **EN** offered to move this to review by the A&H curriculum committee. Proposal was recommended for *second reading* pending review by A&H.

2. **Class attendance policy from SAC** — [first reading] **EN** noted that we are asked to provide some feedback to the Student Affairs Committee. Noted that document still is vague on the policy. **SC** provided specific suggestions (second to last sentence in 1st paragraph: “students may be (replace “should”) able to make up missed assignments and class work...” **SC** also noted that not all work or missed classes can be made up, so that make up work may not be possible in all cases. **JM** noted that the “should” arrangement with the instructor clause was deliberately put in by the Fairness Board last year to put the responsibility on the student. **LM** observed that the syllabus is a legal document and instructors need to make it clear on that document the nature and weight of attendance. **NC** noted that some of the language had been changed to make it more positive and proactive for students regarding what they should do to comply with attendance policies. **EN** voiced support for **SC**’s suggestion — **LM** clarified — “it is the student’s responsibility to discuss with instructors...” **AG** recommended that the entire sentence (sentence #3) be stricken from the proposed policy. **ES** noted that the proposed attendance policy needs to be linked to the policy on faculty course outlines (which should specify attendance guidelines). **AK** noted that court dates were frequently cited by students as reasons for absence. **MD** replied that family illnesses / deaths were also common reasons for absences and thought it was a good idea for students to be asked to take responsibility for make-ups, consult fellow students for missed materials, but seek out faculty guidance after class hours. **SC** followed-up with an observation on what constituted an “official” university activity. **EN** noted that this policy would be reviewed by FSAC.
3. **Revision to Discontinuance Policy**— **TS** reported on proposed edits and changes of “folksy” language to amend current policy on Discontinuance of Academic Programs. Marked-up version reflective of proposed changes to written document distributed to members of EPC. Advised committee members to review document prior to a second reading. **ES** noted that the history of the documents predated her arrival at SSU. Noted that due to budgetary exigencies, Provost may need to consider how to merge the administrative functions of Department Chairs that could result in the oversight of more than one program. **MD** noted that we should be cautious about changes, merging of departments, in light of a fluid, dire budget

situation. **TS** noted that as a faculty we should be proactive, i.e., show leadership about what program mergers or discontinuance might entail. **LM** suggested that we should be looking at some rubrics nationally for making choices about the future of Liberal Arts at SSU. **EN** queried whether EPC should approve this as a first reading, send it to the Acting Provost for review, asking him to read it carefully, and bring it back for a second reading. **MD** requested that, in light of the fact that SSU also offers non-degree programs in addition to degree programs, the definition of programs need to be expanded to include credential and certificate programs. **SC** requested that the document also be shared with chair of APC before it goes to the Executive Committee.

4. Revisions to Kinesiology (Elaine McHugh)[first reading]— Would eliminate Kinesiology 330A (1 math and statistics course) and allow substitution of Math 165, which would double-count for GE math. Kinesiology core would remain at 29 units. **LM** moved to waive first reading, **SC** seconded. No further discussion ensued. Chair called for a vote. *Approved unanimously.*

Field experience requirement for interdisciplinary concentration (influx of Occupational therapy students) – add KIN430B Field Experience (currently not in the catalogue). No added resources would be required. **LM** moved to waive first reading, **SC** seconded. Chair called for a vote. *Approved unanimously.*

Note that Dean of School of Natural Sciences and Technology needs to sign original documents for both proposed changes.

Discussion Items

Meeting adjourned.

Minutes prepared by Armand Gilinsky.