

EPC minutes 31 August 2017

Fall 2017 EPC Members

Melinda Milligan, Chair (SOCl)

John Palmer (MUS)

Christina Baker-Foley (AMCS)

Kathryn Chang (BUS)

Chiara Bacigalupa (EDU)

Jennifer Lillig (CHEM)

Tia Watts (CS)

Laura Watt (GEP)

Kaitlin Springmier (LIB)

Alvin Nguyen (SSP) **absent**

Jason Gorelick (AS)

Luisa Grossi (A&R) (Ex officio/voting)

Karen Moranski (AcProg) (Ex officio/non-voting)

Changes to 31 August Agenda:

Eliminate consent Item.

Discussion Item no. 4 Exec time certain 12:00

New business

1: not revisions to MCCCCF, but Laura Watt added SEIE Curriculum Committee

Objections: none. Amended agenda approved.

Minutes 18 May:

Corrections: page 1 under GE Substitution:

"...course that they took at another college that did not have (or similar) GE designation."

Changed to:

"...course at another college that did not have the appropriate GE designation for SSU."

Page 3: WASC:

"We received several commendations: we took process seriously and distinctiveness chapter."

Changed to:

"We received several commendations: among which are that we took the process seriously and used the distinctiveness chapter."

Minutes approved with corrections noted.

A few minutes for introductions.

MM noted that she will be chairing this semester, then be on sabbatical in Spring.  
MM hopes to put all other business in first hour of the meeting to leave the second hour for EOs.

#### Future Minutes:

9/14 –Jenn Lillig  
9/28 –Luisa Grossi  
10/12 –Kathryn Chang  
10/26 –Christina Baker-Foley  
11/9 –Laura Watt  
11/30 –Jason Gorelick  
12/14 –Chiara Bacigalupa

#### Liaisons:

MM will attend GE sub.

Grad studies: Laura Watt is on the committee so will liaise with them.

APARC: meets alternate Tues 3 to 5: Laura Watt volunteered; MM as sub.

#### Discussion items:

Updated Curricular Items and Process for 2017–18.

MM had printed copies of Curriculum Proposal forms. First time EPC has established deadlines

Program proposal DECLARATION deadline 15 September. This applies to a Program, not courses. This gives time for Karen M. to give feedback. Programs that have declared by the deadline can have softer deadlines as they move through the process. They must have at least two meetings at EPC (not the last two).

Individual course changes deadlines: allows time for two readings. If a course is not approved, Dennis Goss still has time to pull the course from the schedule.

Christina B-F: is this for experimental courses? MM: this is for any course.

Additions, changes and deletions: Nov. 17.

Karen M. has been meeting with programs to assist process. Details should be cleaned up at the beginning of the process.

Tia W: if someone submits a course that will be part of the GE Package in midst of changes, should we wait?

MM: no, go forward.

KM: perhaps wait if it is for area E.

LW: against holding off revisions, etc. because of potential changes in policies. There are always upcoming changes.

Proposal deadlines for SEIE. What is a realistic deadline for their marketing? Deadlines are not firm.

Business item no. 2: Revisions to Changes to Existing Programs form

Changes to Existing Programs Form: Examine for suggestions.

Program sends changes to Katie Musick, then to KMoranski,

Karen Moranski signs again after senate approval because of potential changes during process.

KMusick: perhaps add place to enter suggestions.

MM: place to enter summaries of committee comments.

JL: does a change to a program require discussion with all departments in that GE Area?

LW: only if courses overlap with other departments. Falls under "Affected programs"

LW: WGS made some program changes and asked History for a letter of support saying that History was OK with WGS changes.

MM: "Comment" vs letter of "support"?

Christina B-F: what is the difference between a cover letter and a proposal? Ask for Executive summary.

Perhaps put examples of Required Components in the curriculum guide.

MM: the process will take longer in the beginning but the rest of the process will move more smoothly.

TW: rationale components should be in Curriculum Guide

LW: for Comments letters, change "all" to "any" affected programs.

Motion to approve curriculum proposal forms with suggested changes:

Tia moved Laura seconded.

Approved.

Discussion Items.

2) Abbreviated Curriculum Guide Update:

Not full but up and running. Brief summaries of procedures, with links embedded.

3) Discontinuance / suspension of a program policy.

What in the current policy needs to be changed?

Current policy does not require discontinuance to pass through Academic Programs. Who else should be part of the process?

Add "suspension" so programs can suspend instead of discontinue. Policy concerning this needs to be crafted.

K Musick: should be time limit for suspension. Consider default to becoming active.

APARC liked the idea of having a list of discontinued programs

MM asked committee to look at the current policy and make suggestions.

New Business

1) SEIE Curriculum Comm.

LW: It has not been functioning. SEIE is not part of Senate governance, as are other school curriculum committees. Structure and Functions asked what we thought if it were a sub-committee of EPC. University Studies Curriculum Committee might also be a sub-committee of EPC.

MM: this would mean more work for EPC, but a convenient place for it.

LW: Should Structure and Functions or EPC write the charges?

Motion approved that EPC is open to Structure and Functions look into charges for these committees.

Time Certain 12:00: guests: Carmen Works , Heather Smith, Katherine Nelson  
Executive Orders

Karen Moranski: EOs 1071 and 1110

1071: concentrations and sub-plans. This will create more work for EPC, because we are asked to make a list of academic programs that have concentrations or sub-plans that are more than 50% of the total units of the major (as opposed to core units). If so, it needs to be changed. Core units should be the majority of a major. This applies to new programs and program reviews. We have seven years to take care of this.

K Musick: EO has multiple options.

LW: what about units that are core in one program but optional in another?

1110: Academic preparation. Concerns how we admit students not prepared for university-level course work and Remediation. EPT and ELM tests will no longer exist. It proposes "multiple measures." High school grades and GPA, AP and dual enrollment, APT and SAT scores.

Thoughts: High school transcripts are difficult to review, might be used for appeal. Students must enroll in English and Math in their first year.

Remedial courses to be eliminated by Fall 2018, after which time the word "remedial" must never again be used in the CSU. This is problematic for Math. Convert Early Start units to BA units. No more than two units of remedial work in summer and one in the Fall.

SSU is ahead of the game on this. English has stretch courses; Math implementing some this year.

TW: why are these students here in the first place?

K Moranski: K-12 does not prepare them, but they make up 40-60% of our student population, depending on the region. Dominguez Hills is 90%

EO 1100: in place for several years; now revised (revisions received last Thursday morning). Revision of GE. Aim seems to be to help students (particularly transfers) move into the CSU more easily. The changes SSU made to GE in 2011 are affected a great deal by the revisions to EO 1100.

Timeline: Fall 2018. Must reform this Fall; catalog deadline is in January.

Content: One: 48-unit GE pattern (set in stone): 39 lower division, nine upper. Majors may not impose greater GE requirements. Two: upper-division GE currently requires nine units in three categories (3B 3C, 3D) Not in Area E. SSU has very few upper-division courses in Area B, so we need more. Some in Area C courses are limited to majors. In E, most courses are upper division; many should become lower division. Grades of C- or better are required in the Golden Four.

GE courses can count for a major.

Three-unit issue: we must supply an adequate number of three-unit courses so students can complete the requirement without taking four-unit courses. SSU, especially A&H, has moved to four-unit courses.

Need to clean up the list: eliminate courses not taught in five years.

TW: problem with converting E courses to lower division?

Chiara: the problem is that many are part of a major. Also, the courses were designed as upper division.

Jenn: this adds three units to the program, because students fulfill all of Area B anyway.

Psychology: converting some courses to the major limits who can take them.

K Moranski: EO seems not to make special exemptions.

SSU does not have A1, so we are out of compliance.

Our campus can create Graduation Requirements, enabling a continued place for upper-division Area E.

Can only three units of a four-unit course be used for GE, the remaining unit for elective?

Kaitlin: how do these affect program revision proposal deadlines? K Moranski: badly.

SSU must send a message to chancellor's office about these changes. Create a coordinated response. Must decide which items are most important.

Katherine Nelson: Letter from Chair of Senate, President, Provost; as well as a Statement from Senate.

Pointed out that a four-unit class is OK if it meets a major requirement. There must be three-unit choices, not ALL courses must be three units.

Carmen Works is ready to write a response.

Christina: we are not being ordered to eliminate all four-unit courses, but what is an "appropriate" number of three-unit courses?

K Moranski: no specific number has been given. Perhaps have both three- and four-unit versions of a course?

K Musick: 49 units allowed but only if the "extra" unit is lab course.

Katherine Nelson: are cultural competence courses affected?

TW: Are we really opposed to the content of the EO 1100?

LW: this might have CFA implications because of z changed unit load. It seems inconsistent that the CSU has wanted to expand student choice, but is now directing their course choices.

11 vs. 12 units for transfer students?