

EPC Minutes, 9-10-20 taken by Kristen Daley

Attending:

Emily Asencio, CCJ, Chair
Mike Ezra, AMCS
Kathryn Chang, Bus
Sheri Schonleber, Edu
Kristen Daley, Dance
Matty Mookerjee, Geology
Mary Ellen Wilkosz, Nurs
Melinda Milligan, Soc
Joseph Lofton (Student Rep)
Luisa Grossi, A&R
Jenn Lillig for Academic Programs
Katie Musick, Academic Programs
Damian Hansen, SEIE liaison

Absent:

Kaitlin Springmeir, Lib

Guests:

Merith Weisman
Chiara Bacigalupa
Lauren Nahas

Meeting began at 10:02 AM.

First Order of Business: Emily's Report

Emily noted a couple of things, made a few agenda changes shifting the date from 5/14/2020 to 8/27/2020 on the agenda. Also added GE approval process timeline for courses to get through and added a time certain to 11:30 for WIC so Lauren Nahas could join. Melinda wanted to pull all the consent items, they all became Business items. Changes to the minutes? No changes to the minutes, no questions. Approved the agenda and the minutes.

Memo for temporary tags for online courses in Winter and Spring (see memo on Google Drive)

Emily: Departments want to plan one way or another prior to decision on learning modalities. Melinda made edits and suggestions. Does anyone else have any other comments, suggestions, ideas?

Melinda: Three categories of changes. First, revised dates on memo, Winter, Spring, Summer. Later EPC can reflect on Fall 2021. Second, last semester students had already registered for courses, so the memo from the Spring had to address that. Now it is more about can we change the modality without going through the formal approval process. Two specific areas we would need to suspend, that is the change

in the google doc., does EPC want to weigh in on course cap sizes? This section probably needs some discussion, other two a little more straight forward.

Emily: She has been hearing concerns from faculty and departments about changing modality and also course caps. What kind of changes and protocols will faculty need to do? Edits, suggestions?

Mike: By extending the temporary tag to Summer 2021, would we be grandfathered in for GE?

Emily: This is a separate issue, this discussion just relates to tags about modes, not GE. Faculty would not need to do formal mode changes. I think it is separate. This is just a temporary tag, and can put mode change in regardless of what SSU decides for the Winter, Spring, Summer. Do we think this is ready to go out?

Melinda: Can you say something about timeliness. Hope we can move it forward soon. The CS code part might need more discussion? Does the committee have concerns about that? I would recommend moving forward with this temporary tag.

Emily: What does the committee want to do? How are people feeling?

Mary Ellen: Still feels open enough, the part about the CS code, seems fine to me to move that part forward.

Emily: Do we need a motion for this to move forward? I am hearing no comments, concerns, questions.

Melinda: Moves to put this interim policy forward, motion to move it forward

Matty: Seconded

Approved unanimously.

Emily: Feel free to let colleagues know that this temporary tag will be coming forward today or tomorrow.

GE Unit Change

Emily: Document is on the google drive...how can EPC alleviate some stress that departments are feeling? GE revision to curriculum as a result of the GE program/criteria. People are getting stressed out about meeting the deadline, due to the challenging 6 months. One idea is to potentially have a blanket approval for courses moving from 4 to 3 units with no other changes. Would love to hear from the committee about this.

Mike: Just doing this in our department, wondering about a modified blanket approval, but still needing to go through the entire approval process.

Melinda: Following up from 4 to 3, all of the courses would still come through faculty governance at some point in the future and be specific about how they meet content criteria and demonstrate signature assignments. Make sure the unit transition takes place and gets through by fall 2021. Proposals should come through as expected even if the unit shift gets a blanket approval.

Emily: We are behind, we want to try not to have a huge backlog.

Jenn: Chime in a little bit. Two processes...we are scheduling so early so they will not be approved in time, so in Fall 21 they will get approved, unit change will already be done. What is the impact on the programs, for A&H there are lots of changes, GE courses, and shifts to schedules. Also, weird because program changes don't go to the GE Subcommittee, so programs will already be behind. EPC might want to fast-track some of these, still switch the units for fall.

Mary Ellen: Had a question about GE in a proposal in Nursing about met in major? Is that considered a program revision.

Jenn: I don't think so, you are just double dipping.

Melinda: We could make it easier in addition to the unit change for fall 21, we might say programs can come through if the only thing that is impacting the program is the unit change.

Emily: Matty you are next. We will have you comment after our time certain.

Back at 10:53am

Matty: GE committee has changed its make up, and all the work that was required of them last year. Might we go to GE and ask them to streamline their process.

Jenn: They really did streamline, Megan (GE Chair) really took feedback from last year and she has worked on routing and protocols for easier/functional pathways. Paperwork is now more complete by the time it gets to them. Making sure the ones that are ready go to them. People are getting used to the process...but there is a long, long line.

Emily: Any other thoughts, strategies to ease the pressure/stress.

Melinda: This is a good idea, but EPC must be really explicit, from 4-3 units in the catalogue for Fall 2021

Emily: Would that help?

Jenn: Yes, it will take pressure off of Dennis and Katie and the long line. Would really help.

Emily: Okay blanket approval for courses from 4-3 units

Melinda: Clear that it is only an approval, if the course catalog and the level of the class remains the same, the ONLY thing changing are the units.

Back at 11:10am

Melinda: What is going to happen for Fall 2021, will release the backlog a bit, but EPC and Academic Programs should be aware of how things are moving through. I am in favor, and I move to back the blanket statement from 4 to 3 units, same area, same class level.

Jenn: What do you want to do with courses that aren't in the cue? Hopefully faculty work together to get those courses approved. Courses where there is no movement, what do we want to do with that group?

Sherri: One more warning, but pandemic, maybe one more warning, I would vote for that?

Emily: Where are we?

Melinda: Motion to approve

Emily: The motion is "Fall schedule to reflect changes from 4 units to 3 for courses in the same GE area at the same class level while they continue to move through for their further approval."

Approved unanimously

Field Trip Policy (1st reading)TC 10:30 (Merith Weisman) (See Google drive for draft)

Emily: The Field Trip Policy is on the google drive, Merith is here to answer any questions. First reading.

Matty: Troubling with the word, "unwilling" feels like prescribed wording? Seems that it is making field trips optional. That would be a problem in a field based program.

Merith: It is in the Executive Order

Matty: What are other CSU's doing?

Mike: Accept the risk of a field trip, I'll bet you, you could ask students for DSS reasons why they could not participate.

Merith: Unable and unwilling are very different words, "unwilling" to accept the risk. Unwilling to sign the liability form. Executive order is from 2011, so we are out of compliance. What are other institutions doing, easy to contact other colleagues and programs at other universities?

Mary Ellen: I hear what you are saying, but that perhaps it should be in the syllabus all field opportunities, to earn the degree, certain things you can't opt out, somewhere in the syllabus.

Matty: We do that, but I wonder if it is now illegal to put it in the syllabus. Is it legal to have a field class that requires field trips?

Emily: Can you look into Matty's point Merith?

Sherri: Is it outside the classroom time?

Matty: Yes, it is usually over a weekend, they are published in advance. Get that to them as soon as possible, so we have the momentum.

Emily: EPC, have your colleagues looked at this?

Kristen: I will be sure to forward to A&H Curriculum Committee

Merith: You can't do less, but you can say this is how you address it. In the current draft, needs to be in the syllabus, SAC State that students can drop the course? Merith will add the language from Sac State's Field Trip policy to our current working draft policy.

Emily: any other comments?

Merith: Do I still need to look into the legality of creating a field trip class?

Matty: No, this statement from Sac State addresses that.

Merith: Does this address Melinda's question, about legal language?

Melinda: I think it does, I am not really the person to address "legal" questions.

Sherri: Students are not willing to sign the liability waiver, put that in the policy, sign that waiver, not a "nice to do but a need to do."

Emily: Not currently in the policy, but would be nice to see that in there.

Melinda: Merith, maybe you can review language from other CSU's and see what we might want to borrow?

Emily: Is two weeks enough time to get feedback from our schools?

Melinda: Four weeks, so we can get it to our schools' curriculum committees first

Merith: Risk Management takes a long time as well, so four weeks works best. Update document.

Emily: Will reconvene in about a month on the policy.

MA Early Childhood Studies (2nd reading) TC11:00 (Chiara Bacigalupa/Sheri Schonleber) (See Curriculog and Google Drive for budget information)

Sherri and Chiara presented

Emily: Back for a second reading, chance for the committee to review the budget document. Any questions or feedback?

Chiara: We were thinking of a summer start, but do not think it will get through the chancellor's office by then, so we are willing to wait.

Matty: Move to approve

Melinda: Seconded

Approved unanimously

Items Pulled off the Consent Calendar

Melinda: Pulled all the courses off the consent items. Three reasons for the Art History Courses

Technical rejection on the courses

Semester activated from F 2020 to Sp 2021

Art History online policy can EPC ask for that information?

Emily: Not sure about the technical rejection

Jenn: That's the first level of review, something was not filled out. Red doesn't mean disapproval, just missed filling out an area which was then corrected.

Emily: Semester change, thoughts on that?

Jenn: We can talk about that, but often Dennis just fixes it, but we can change it.

Melinda: Six courses listed for Fall 2020, change it to Spring 2021. Do we want to ask for their online policy, guidelines for how decisions are made? Strongly encouraging them to develop an online policy if they don't, if they do please send our way. Ask Art History for their policy and justification. Request that for the second reading.

Mary Ellen: Chem 105 question, prerequisite for two biology courses, should be no prerequisites.

Jenn: The impact is what courses will be impacted by Chem 105...those two biology courses.

Melinda: Fall 2020 issue, just seeing it, semester needs to be changed to Spring 2021. Jenn checked yes, but I couldn't see them.

Jenn: Changed the repeatability to no.

Melinda: Move to waive the first reading for Chem

Mary Ellen: Second that.

Approved unanimously

Emily: Second reading on Chem 105

Melina: Move to approve Chem 105

Matty: Seconded

Approved unanimously

WIC Course Approval, TC 11:30am (Lauren Nahas)

Emily: Brief explanation on google drive. Proposals are ready to go out, but the overlays have not created the content criteria yet. If we approve they would have to come back, but WIC need to be approved for student demand. Options...allowing them to go through under the current process without overlay in place and then wait to go through once the content area is established, or make them wait until the overlay content criteria has been developed.

Sherri: I would like to privilege student needs and demands

Melinda: I agree, but EPC needs to see the criteria, the WIC list of courses should come to EPC and then we sign off on them. The overlay might be very different. My suggestion is to use the previous system until the overlay committee has gathered their criteria. EPC will need to see the list, because the overlay committee is not vetted yet. Lauren, will the training still happen?

Lauren: Yes, I will still run the workshops, usually in December. For now, I would proceed as normal for fall and potentially spring. Be sure we can pay faculty that would be doing the training, definitely an issue we will be figuring out. The training is ongoing, refresh training also gets paid.

Loriann: Call comes from EPC not Lauren?

Lauren: Fine with me, but that's a lot for Emily

Emily: No head of overlay yet

Jenn: EPC says fine but Lauren can send out the call. Up to EPC, as long as you know what is going on, and can review the courses.

Melinda: Maybe Emily vetts the memo, and outsources it to Emily with Lauren's help?

Lauren: The WIC site lists the EPC process approval, I can draft some language to sort that out. I also want people to be aware that there is some anxiety from faculty that courses will not get approved. Emily: Other questions, comments, concerns, other things that need to be addressed.

Melinda: We will need to vote on keeping the previous procedure in place to approve the WIC courses. Suspend the overlay, Spring 21 previous approval process is used not the process that is detailed in the overlay process. Motion made.

Sherri: Seconded

Approved unanimously

Online Policy

Emily: Continue discussion for online policy. Continue to think about, are we going to want to see a separate syllabus or schedule for online courses?

Melinda: Curious about the 50% requirement, programs can't be more than 50% online, I recall that being a WASC requirement.

Jenn: What is the oversight for programs that go beyond 50% online or all online?

Emily: Do we limit the amount of online courses?

Mary Ellen: Nursing is 90% online, but is considered a hybrid program.

Melinda: Who tracks that, if programs are moving fully or mostly online.

Mary Ellen: Considered a hybrid, because we have one f2f.

Sherri: It would be great to hear more about WASC's requirement for online.

Emily: There is a lot here. Justin Lipp is wondering how to convert the summer training into a certification program. Do we want to make the training a requirement?

Emily: Joe, what is your thought about online modalities?

Joe: Yes, to WIC approval and yes to diversifying options for learning and for course selection. The more options for students the better.

Emily: Keep checking in with your faculty and colleagues regarding their thoughts on online instruction. Thank you all.

Meeting adjourned at 12pm

