

EPC Minutes 15 September 2016

Members: * = Present

*Melinda Milligan, Chair (SOCl)

*John Palmer (MUS)

A&H - Vacant

*Kathryn Chang (BUS)

*Chiara Bacigalupa (EDU)

*Jennifer Lillig (CHEM)

*Tia Watts (CS)

*Caitlin Plovnick (LIB)

*Alvin Nguyen (SYE)

*Pat Jackson (Watt Sub) (CCJS)

*Briana Taggart (AS)

*Luisa Grossi (ARTICULATION) (Ex Officio/Voting)

*Karen Moranski (AVP AP) (Ex Officio/Nonvoting)

*Katie Musick

*Richard Whitkus

Meeting Called to order 11:00

Approval of Agenda:

—Revised agenda: add report on online curriculum by Laurel Holmstrom at 11:30

Add new business 11:15: GE Subcommittee input

New Business: Item 2 changed to International Education Proposal

The ITDS proposal was withdrawn.

No objections to changes

Approved agenda

—Approval of 1 September minutes: Approved

[We now have 11 members so quorum is 6 not seven]

I. Reports:

1) EPC Chair Melinda Milligan

Next meeting (9/29) EPC will review MQID reports, available to us 26 September. We should receive Email reminders. We review those from our school, looking for themes we see across the school's departments. The intention is for EPC to draw up a list of general themes and patterns. An Email request from Richard Whitkus went out to departments on 2 September.

SEIC curriculum committee has not submitted reports. They should report to EPC even for non-academic programs, and have not been.

Catalog memo should all be submitted by 15 December. Proposals should be to EPC by 17 Oct to allow for two readings by EPC and Senate. EPC needs to develop language of what it should approve.

Request from Sean Johnson concerning students ready for graduating but have not filed, mainly because of GE deficiencies.

Heather Smith and Melinda asked for report on patterns of GE offerings since 2009, the last time such review was made. Should a GE course not offered for some time be pulled?

Melinda currently attends Graduate Studies meetings, but EPC requires Grad Studies, GE subcommittee, and APARC liaisons.

2) AVP, Academic Programs Karen Moranski

WASC accreditation a priority. EPC will handle review of MQID reports, which are due 22 September and will be available to EPC on 26th September. She has organized workshops for programs that are working on their MQID or complete IEEI from last Spring. 14 September workshop had four attendees and one completed the MQID. Another workshop is scheduled for September 16th at noon, which Richard Whitkus and Karen Moranski will attend. Karen noted that the MQID paragraphs should be brief, and that much of what could be in the MQID can be extracted from a Program Review. Total narrative for WASC must be completed this semester, and the WASC visit is October 2017.

3) Jennifer Lillig report from GE subcommittee: Push to get Syllabi. Preparing for March visit. Liaison officially to GE sub is Luisa Grossi, with Caitlyn Plovnick as backup.

II. Consent Items: MCCCCFs

POLS 199 change

WGS new course

No objections to either, so approved.

Report **Online Curriculum Guide** update Laurel Holmstrom-Keyes 11:30

—Webpage is not live so use this link. Sonoma.edu/aa/curriculum_guide

The page will eventually be under Academic Affairs.

—"Curriculum guide": EPC needs to look at all the text and approve or make recommendations.

The page includes Links to Current Degrees, How to start a degree, etc.

—Certificate programs: Laurel requested help. SEIE certificates, Writing (see webpage).

—Question: Do we need continuance/discontinuance of certificate programs?

Melinda Milligan: Used to be a single, hard-copy document, rarely updated. Changes were made through forms. Site should reduce the amount of informal "Curriculum lore" on campus.

Comments:

Tia Watts: include information for students found at: "Link to catalog," since the guide is primarily for faculty.

Melinda Milligan: parcel out sections of the Guide for review week by week. We should look at it on our own for now.

Katie Musick: perhaps each section should have a "last updated" indication, in addition to the one for the entire site. Laurel noted that this would be easy.

Patrick Jackson: Cite index? Graphical display of the site?

III. Discussion: reconciling catalog inconsistencies (Katie Musick) 12:00

EPC Curriculum presentation: passed out flow chart of the change process.

CSU Degree Database: All CSUs post on this database: Degrees.calstate.edu
Data has been migrated to PeopleSoft.

Catalog is used to update degree the database and CSU Assist, and the two locations should be consistent. Consistency is necessary so students can know what to expect when applying to a campus and program.

Concentration vs. sub plan: Concentration does appear on the diploma, subprogram does not. Concentration has more weight.

There are inconsistencies in Degrees Offered after migrating to PeopleSoft: Katie Musick distributed a two-page handout with specific inconsistencies. Majors and concentrations must be reflected accurately at the CSU level. She is willing to contact departments to learn their intentions and correct inconsistencies.

Katie Musick would like EPC to consider primarily Concentration. Currently departments do not need to go through discontinuance to remove a concentration.

JL Question: When are changes actually implemented?

Katie Musick: Once the information is in the catalog it is current.

Tia Watts: If a student does not take all the courses for a subprogram but fulfills the degree, can the student graduate? Same question for Concentration.

Katie Musick: If all the boxes [on PeopleSoft] are checked green, students can graduate. If concentrations are built into the major then the courses are necessary to graduate.

JM: sub plan is a advising tool, but not the same as concentration designation on diploma.

By what process does a department remove a track or concentration?

Richard Whitkus: Discontinuance is required only for the major, not a concentration.

Melinda Milligan: if an advising pattern is not part of the ARR, it does not require discontinuance.

Tia Watts: suggested creating a document that clarifies the difference between Concentration and sub plans. Can we help Katie Musick if all the departments streamline, and have the departments refer to all their sub plans as concentrations?

Melinda Milligan: both sub-plans (required) and concentrations come through EPC and are in the ARR. The difference is that sub plans do not appear on diplomas. EPC will determine what process to follow for "cleanup."

*Motion: EPC recommends Katie Musick contact departments to learn their intentions. **JP moved, CP seconded. Approved.**

IV. New Business

Item 1: GE Subcommittee request for additional MCCCCF, website, handout, and catalog oversight. 11:15

GE motion for expanded involvement

At the last GE meeting GE approved the first paragraph of the Request. Should EPC recommend that GE Subcommittee have increased involvement as articulated on the proposal? This would include:

Review of changes or deletions of GE courses

Review of GE section of University Catalog

Review of advising resources on the SSU website

Review of advising handouts: revisions and updates will involve GE Sub.

Discussion: Jennifer Lillig: GE sub has been finding errors in the places listed above. Rumor has it that if a course was not offered for two consecutive years it needs to be reviewed. If a course is removed from the catalog is it gone "forever"? How is it reinstated? Departments are reluctant to remove courses because reinstatement process is arduous. Perhaps EPC should come up with a regular process to return courses to the GE pattern.

Tia Watts: How consistent are departments in creating MCCCCFs for course changes?

Melinda Milligan: Nothing should happen without an MCCCCF. Dennis Goss's statement that one can simply change a CS code is not accurate. Any change that affects what is in the catalog requires an MCCCCF.

Jennifer Lillig: bigger question: what about prerequisites? Must other departments approve prereqs, such as a requirement of "C or better"?

Chiara Bacigalupa: MCCCCF required for anything beyond a typo.

Jennifer Lillig: It is important that GE is treated as its own program.

Katie Musick: Departments have made changes to courses and not indicated the course was GE.

Jennifer Lillig moves that we support GE Subcommittee's request, Patrick Jackson seconds. Approved unanimously.

Discussion: Area B: many students came in one unit short, and typically this has been waived. Katie Musick is looking into amending this practice.

Are students being prevented from graduating because of this?

Item 2. International Education Advisory Subcommittee proposal (12:30) (Hope Ortiz) distributed the rationale.

Hope Ortiz has taken the proposal to Structure and Functions twice but they were not able to get past the first reading. They are not interested in creating another committee. Carmen Works felt that if EPC is supportive it can happen without going through Academic Senate.

Melinda Milligan: standing committees can form subcommittees as they wish. Why pursue this ? Should APARC take it on as a subcommittee, or EPC?

Motivation: Hope Ortiz: Globalization is a part of SSU's overall plan, but there is no specific committee. Some perceive Extended Education as a rogue, but internationalization affects all corners of campus. Being part of the Senate as a subcommittee would give it more authority and stability. Would help "all voices be heard." The Subcommittee could work with either APARC or EPC. EPC is better for integration of courses into GE.

Melinda Milligan: Membership in subcommittee would not be filled from EPC, and thus would not necessarily be a big burden for EPC. APARC is currently "defining itself." Who will serve? Generally there seems to be interest.

Jennifer Lillig: perhaps make all the positions At-Large at first? Hope Ortiz would prefer not to do so.

Melinda Milligan: decide if EPC wants to continue this because we are considering it, or should we send it to APARC?

***Motion to have HO return for further discussion: JP moved, PJ second, passed unanimously.**

Adjourned 21:50.