

EPC minutes, 2/3/22

In attendance: Emily Asencio (EA), Mike Ezra (ME), Sergio Canavati (SC), Sherri Schonleber (SS), Kristen Daley (KD), Matty Mookerjee (MMo), Monica Lares (ML), Kaitlin Springmier (KS), Melinda Milligan (MM), Luisa Grossi (LG), Derek Gorman (DG), Jenn Lillig (JL), Stacey Bosick (SB), Katie Musick (KM), Megan McIntyre (MMc)

Guests: Michaela Grobbel (MG), Lauren Morimoto (LM), Bryan Burton (BB)

Confirmed minute takers for Spring 2022

2/3: Kristen Daley

2/17: Luisa Grossi

3/3: Monica Lares

3/17: Kaitlin Springmeier

4/14: Nanette Schonleber

4/28: Matty Mookerjee

5/12: Sergio Canvatti De La Torre

KD: Asked for permission to record, yes, all approved

EA: Before we start the meeting, I would like to add SOC 451 to the consent list, before we approve the agenda, any objections to adding to the consent list. Any other changes to the agenda?

Agenda approved

Minutes from 12/9/21, approved

EPC Chair Report

EA: Chair report, so much to say, not sure where to start. It's been crazy and non-stop, a lot happening, Jen and Melinda have been helping. One of the main things happening is the curriculum deadline of February 1, 2022, has caused a huge panic. Courses needed to have been in curriculog by October, to get to EPC by 2/1, not launched on 2/1. Jen suggested a forum/presentation about curriculum changes—"a how to", for March/April, hopefully helping clear things up for faculty. Moves us into the course modality tag.

Course Modality Tag Discussion (TC 10:15am)

EA: I posted a draft memo on the Temporary Online Tag, request to extend. I have received so many emails, and have conversations with Jen, Stacey, Provost. We need to figure out what we need to do, faculty are stressed, and want flexibility. We will not be operating under the "emergency" condition, starting February 11 and in the fall. Online Course policy at university level still in the works, a lot of faculty changing course modality to have flexibility. EPC doesn't

have anything to evaluate that, doesn't have a policy yet, so can't really approve the courses yet.

MMo: At our chairs meeting, the Dean said the university would be 70-75% in person for the fall. We need to think about that, if the tag gets shut off but we are still teaching online courses that is a conflict.

EA: Less emergency but more about what makes sense to offer courses now online pedagogically. We did have a list of things to consider. Stacey and Matthew are also working on a list of questions/criteria of what makes sense for the future. Tweaked the memo, not as an emergency, but what makes sense to the departments/university, until we get the campus wide policy through governance. Just my opinion, I currently have it through the fall semester.

MM: I am speaking through the specific language of the memo, temporarily suspended until the Online Policy is approved through governance. Do we want to do it semester by semester or something longer?

SS: Clarifying, university as a whole 75% on ground/f2f course modality for the fall?

EA: Yes, that is my understanding, not an official announcement, but will look similar to what we are doing this spring semester.

JL: Let's say it is 70%, what does it mean programmatically, one department all online, the other department is all f2f, might have parent complaints? What is best for the students as well.

MM: Problems with transfer heavy departments, they never lived here or moved here, can't graduate unless they get online classes.

MMc: Think about GE as a program, less about just departmental level, we may end up having GE areas that aren't as accessible, have more complex discussion about GE and modality, should have those conversations before we start approving online modalities.

EA: Stacey, can you speak to this issue?

SB: In terms of online modality for this next year, up to 70-75% will be in person in the fall, more than anything at this point we should look through the lens of student access, what makes a good program for students. If there are some good pedagogical reasons for the online modality we should stay open to that, what have we learned from being online, real reasons, learned during the pandemic, some things work better online, push is to be strategic, what does it offer who is it appealing too, by design it needs to be online, expanded accessibility. In terms of WASC, programs that shift to over 50% online, will need approval from WASC. I recommend that the university or governance also have a similar approval process for that, so that is sustainable. For the short term I am not worried about the WASC, we should be in the clear in the short term, audit that in the program, if it is completely online we would reach out to WASC.

Way to move forward is for the courses to be approved for online modality. Not a huge deal to get WASC approval short term, does force our hand to be strategic as a campus.

EA: Departments required to be 70% in person?

SB: No, push is to get people back to campus, Provost believes there is some value to being online somewhat, beneficial to have these courses, long term we don't know, what is the ideal percentage?

EA: Speaking of GE as a program, is that something that will be on GE's plate? Once we have the online policy in place how will that look with GE?

SS: Experience teaching high-flex at University of Hawaii, IT set that up, students in class in person and remote, I didn't have to do anything special, don't know if that is possible down the road here, fundamentally in person, IT resources, put that out there down the road to get more flexibility. Zoom is really not set up to do that well.

SB: CTET and IT are investigating the cost of high-flex, a couple classrooms would be set up that way, a certain number of courses/type of courses that benefit from what you are describing, part of their identity as a university at University of Hawaii. I would like to send Sherri's name to APARC for input.

MM: Extend tag to fall and winter, changed language, could say it is suspended until we say it isn't, signal fall and winter now, implications of extending it longer, could come back to it later this semester for future semesters. Based on this conversation, Emily and others, EPC might not want to approve mode changes until the policy is approved. Side comment. For now the issue on the table is the memo, and what the committee wants to do about it.

MMc: English current launch proposals are just modality changes, make this mode change right now. To Melinda's point, can we take out just the modality changes, so we can look at those. One more thing I wanted to say, think about the GE of it all, part of policy and maybe in the memo, work with Academic Programs and Departments, acknowledging that in the memo. GE is part of their conversation but it also has other complexities as a whole university.

SB: Yes, a rush of faculty trying to do the right thing, proper approval, but it is exhausting, from an Academic Program perspective, I would love us to take a breath and temp tag for the academic year, put out a timeline and thoughts about guiding programs through.

MMo: Go with a year, give faculty room to rethink, must be in by October for a full year. I make a motion to extend the temporary online tag all the way through summer 2023.

EA: Give campus time to think strategically

KS: Second the motion

EA: Discussion? Would love to get it out today, so everyone can be informed. Think through a timeline, take Stacey's suggestions, department to think about guidelines as well as think about GE, continue to work with APARC on campus wide Online Policy at the same time.

Motion approved, unanimous, temp tags extended through Summer 2023

EA: I will get it to Laurel, so that it can go out today, that will ease a lot of people's minds going forward.

WIC Overlay

EA: Chair Sam Cohen asking for EPC to delay the call for WIC proposals, need to know what will happen with the GEAR, will hear that relatively soon. The committee wants to put a message out to campus but they want to wait for more information. Stick with the same method we have been doing, getting a list from schools that had been previously offered as a WIC course, continue to follow that method until the call for proposals comes out, appropriate timeline. Thoughts about this?

MM: This proposal is something GEORG and Overlay have been talking a lot about this past fall. Both of these committees made the same recommendation to Emily.

DG: As a grad level effort also on hold now.

EA: Other comments or concerns? Motions?

MM: Move to support the Overlay request to delay call for proposals

SS: Second

Approved, unanimous, Will delay the call for WIC proposals

Implementation Dates in Curriculum

JL: Make sure I am consistent with small and large changes, what I did was change implementation date to spring 2023, you could change it back to Fall 2022 if it is a super small change that has no impact on students. Met with Dennis, easier to make the change based on the deadline, EPC can make the content call. Other changes have to be passed by EPC governance.

MM: If we want to do that it would help to publicize it at least through department chairs, still in gray period, changes after students register that is a huge no-no. Signal to campus about fast track.

JL: I always ask that and it is always a fast track.

MM: I think the memo is great, but people are so bombarded with memos I wonder about a more targeted way to message, maybe mid-semester, more targeted communication, back to issue, just doing spring 2023, without signaling the exceptions because everything is an exception.

EA: I agree with a more targeted messaging too, reminders with the list online, maybe in September and then again in March

MMc: Deadlines are February 1 and February 20, but there are differences between those two deadlines, faculty need to understand that...maybe add a launch by line so everyone can be aware of when to get it into curriculog, strategically.

ML: Maybe in the email you could have an "add this to your calendar" link when messaging.

EA: Any other thoughts? For now it sounds like we are okay to have those implementation dates changed to Spring 2023 if coming in after the 2/1 deadline, people will let Jen and I know if there is a worry.

Choosing a Chair for Next Year

EA: Did not hear back from anyone that they are interested in chairing, I am happy to do it again for one more year. Does anyone want to nominate themselves?

SS: I nominate Emily.

SC: Second.

Unanimously approved, Emily will be Chair of EPC for 2022-2023, thanks Emily!

Cross-listing MOU (first reading)

SB: Impetus of putting this together is Area F, cross-listing, how does it work, where do the FTS go and how does that affect SFR, opportune time to have a broader discussion on this, two docs in the folder in our google drive, process doc and one is the course listing MOU. Will also put it in the chat. MOU just provides a structure for any cross-listing in Area F or other areas, so both programs are on the same page. It is largely free from, the department needs to spell out the

process, course title and name, prefix are the same. Goal is to help programs have conversations and agree upon the process so there aren't conflicts down the line.

MM: Linked to curriculum, Area F or other Areas cross listed course it would need the signature of the MOU, here as a first reading. Does this live in governance, is it an EPC document? Are we thinking this as an EPC document we are approving or something we are just reviewing.

MM: That is an EPC document and we are approving it. I would love to bring this to SSCC, but that would not be until a month from now.

SB: Admin process and MOU mostly just reaffirms what we have been doing, the current delay with Area F is that there is a review committee in A&H, that is the bigger speed bump.

MM: Admin process document is not a curricular document, just a benign process, just want you to chime in, MOU is included in form for Area F, so EPC needs to give approval, Admin Process more bureaucratic guidelines how it is going to move, value input there to be sure we are on the same page.

EA: Any other questions? Please take back to your school curriculum committees, get input or feedback from those committees. We won't be holding anything up since we are already doing this work. Please be sure you circulate those documents to curriculum committee

SB: This is a required form for Area F, but historically not for other areas or other cross listed courses. Is this something EPC wants to add to the MOU for all other cross-listed courses?

SB Report: Updates out of Academic Programs, Chancellors' office released new policy credit for prior learning opportunities back and available to students. Start those out of SEIE, then move to the state side. Connect with faculty that have been in the military, workforce (computer program), would be great to have faculty to help us think through this.

Launching a new degree planner, we are looking for a new one, working group registrar Sean, Amanda McGowan, Elias Lopez, Alvin Wynn, would be great to have faculty also involved.

Third, thanks to Melinda...data on HSI status, we qualify without having to ask for a waiver. Finally, submitted initial impactation plan, full report in March, intention to drop impactation for ECS.

Suspension/Discontinuance policy (TC 11:15)

EA: Guests here for Suspension/Discontinuance policy, history of this policy, why are we here today, we need to take a look at it in a more general sense, things coming up across campus. Need to go through the policy and its application. Not well versed in the history of this policy. Melinda will speak to that.

MM: Happy to go through the history and concerns, in the mid-2000s Thaine Stearns helped write the policy, in 2015-2016 quite a few discontinuances that came through, EPC really worked through how it was operationalized, revisions in fall 2017. What might make it confusing now is the process is more fluid and complex than Curriculog allows, doesn't match, and so any concerns that one might have about discontinuance aren't able to be caught. Policy says a discontinuance must come through EPC, speak with the Chair of EPC, and then the committee, from there they can then move through the discontinuance process. EPC supports that process and makes sure all stakeholders are consulting, giving EPC purview on how best to collect that information. EPC should hold public hearings, sometimes those are just meetings. In some cases public hearings were held when there were more controversial discontinuances that came through, they can be controversial. The goal is for EPC to compile all of the forms required so EPC can make a recommendation to the Senate, then the Senate makes recommendations to the President. What has recently come forward is the suspension policy, 2015-2016. Kinesiology noted a few years back that one of their programs were "put on hiatus" in the catalogue, but that should not be done without EPC's consultation, weighing in on whether "put on hiatus" or "suspension" shouldn't be done without EPC being in conversation. What is the intent of limiting enrollment, does the policy need to be clarified or the interpretation more transparent? Make sure policy supports the issues we are seeing on campus today, and that the processes are being followed, anyone can submit a discontinuance policy, anyone can consult with EPC to ask for a halt. The policy is in pretty good shape, routing or flow charts could be created for better clarity.

LM: Suspension of two programs, German Cultural Program and Organizational Development Program. We were told you are either offering your program or you are not offering your program, if you aren't offering your program it must go into discontinuance, if we have something regarding a suspension of a program we should have a policy to address that, discontinuance and suspension are not the same thing. Do we need to create a suspension policy, there should be a process?

MMo: I agree that these are two separate things, and we should have two separate mechanisms to do that. We want to let students know it is not a thing, we need a mechanism to tell the students that things are on hiatus, maybe we create a hiatus policy?

MG: We need a clear policy on the suspension issue, this came through by the latest program review, through the MOU. I am still waiting on that, informally I was notified the program was in suspension, for three semesters it has been "on suspension", special major is no longer around, communicated to me by the Dean of A&H. The program is being dismantled, enrollment hit us very hard, and this decision was not made in a thoughtful way. I would love clarification about this so that we can plan for the fall semester and for my own workload and career.

DG: Similar subject for Grad Students, our Film Studies major is in the same place, no faculty to even do a program review, we need consultation on guidance of a program that exists on the books but we have no ability to run the courses, both SEIE programs have to be viable financially, so that is also an issue.

SS: As the chair of SEIE curriculum committee, I have similar confusion.

DG: Graduate Program, OD and Film Studies, do not belong to a school or a department and have no faculty guiding them.

MG: Interdisciplinary Studies, Special Major in German, unfunded and suspended, no compensation, funding needs to be there, even when a home is needed. My program was supported by administration that are no longer at SSU, no more support because those administrators are gone.

LM: Two questions for EPC. Suspended animation doesn't really exist so can we admit students into the program? We have no suspension policy so this is a viable program. EPC's purview to consult on this, how we are making these decisions and who has a voice in it? Who is consulted, or being consulted, feels like an overreach, when curriculum is the faculty's purview. We all want that for our programs.

DG: ITDS, GSS as an oversight committee for that masters level program has only one student a year.

MMo: Policy is to ensure that faculty assert their voice in these decisions, does this policy apply to suspension? Issue is that it wasn't being applied that way, "hiatus" flagged as inappropriate, don't recall any program coming through to discuss the language or tag. Precedent for EPC to say "suspension" status does not exist.

SB: Added info here, it does exist in the eyes of the Chancellor's Office, does allow programs to be in suspension.

MG: I did ask Karen to share those guidelines from the Chancellor's office to EPC today.

SB: I don't have that information, in the case of the MOU and revising that German Cultural Studies it is not on that discontinuance list. Important to have agreement laid out in MOU, when/how it would be unsuspended and become viable again, for programs struggling with enrollment.

EA: Followed up with Provost for that info as well, did not get that from Karen, specific information from the Chancellor's Office.

LM: Frustrating to hear that a policy exists in the Chancellor's Office but that policy does not exist here at SSU. Is this body, EPC, able to make that decision? There has been no process, we don't have a process, air on the side of supporting the German Cultural program and its faculty.

KD: Agree with LM about supporting this program, and that it seems reasonable that a program can't be on suspension if we do not have a policy clarifying those processes for suspension.

SB: My understanding was that the Dean and Michalea have agreed to temporarily suspend it due to low enrollment, next step was to create an MOU, Melinda has been working on the MOU, in the meantime on the Academic Master Plan the German Cultural Program has not been suspended.

EA: Move to extend by 10 minutes, EA motion, SC seconded, extended by 10 minutes.

SC: Feels like the process is not clear, questionable that this is even possible, motion to allow the program to omit students, can't survive without students, doesn't seem like there has been a clear process for suspension. I make a motion to allow the program to accept applications until the program is officially suspended.

KD: Second

EA: Discussion

MM: For the motion, I would argue against it, as we don't have enough information to support it, Michaela should present her case to EPC, using existing policy to make her case to EPC.

DG: Question is this motion about the German Cultural Studies program and also the Film Studies and OD program, or just the German Cultural Studies program?

SG: Just for the German Cultural Studies program.

KD: I hear Melinda's concerns but I have concerns about the time frame, feels like this is time sensitive as it could be another month before the case can be presented by Michaela.

MM: What could be reframed, is to ask the Dean to pause on the suspension, EPC must decide what the process is, makes sense procedurally, committee asks the Deans to wait before stopping enrollment

MMo: Bears on the curriculum and faculty have primarily responsibility for that process, the Dean suspended the program, that violates this policy, that needs to be said either way.

EA: Call to vote, motion passes, continue conversation going forward, will have it on our agenda. Will notify Dean/s that enrollment can be continued and students can be omitted into the program

SB: German Cultural Studies is living under my office, but I don't really do anything for scheduling or admissions or enrollment, in respect to MOU Melinda drafted that, we will formalize that. I am still unclear, is the admission blocked?

EA: We want to make sure students are able to apply and be admitted and enrolled in the German Cultural studies program.

MG: Asking for Stacey's guidance and help and support, happy to come back and discuss my case, I would hate to have this program suspended or discontinued

MM: Bring the case that the "de facto" tag had been created without your permission, bring forth to EPC as de facto discontinuance.

Meeting adjourned 12:14pm