

Educational Policies Committee Meeting
Minutes
April 26, 2007

Members present: Mary Halavais (MH), Steve Bittner (SB), Sharon Cabaniss (SC), Brett Christie (BC), Kirsten Ely (KE), Rick Robison (RR), Lillian Lee (LL), Thaine Stearns (TS), Carmen Works (CW), Carol Blackshire-Belay (CBB) and newly appointed Student Representative Whitney McClure.

Meeting was called to order at 11:10 a.m.

The agenda was approved.

The Minutes from the last meeting were not available. Chair MH said the Minutes were important so we need to get them in on time.

Reports were postponed to allow time for Business items.

**Business item – 2nd reading - Probation/Dismissal Policy
(Michelle Jolly)**

CW as EPC liaison to Standards Committee provided MJ's responses to questions raised by the EPC at the first reading. CW presented the documents for the 2nd reading. Handouts: form letter disqualified students are sent, a sheet listing requirements.

- *SB moved that EPC approve the policy as presented. Second by KE. The vote to approve was unanimous and the policy will be forwarded to the Executive Committee.*

**Second business item – 1st reading - Math Program Review
(Ben Ford)**

This is the first program review under the new procedure.

Background: Math Department initiated the process last spring. SC was instrumental in the research/self study conducted. Also

submitted was a report from an external reviewer, Dean Axler of San Francisco State. KE offered her observations from the meeting with Axler and was impressed by the work presented in the review. TS noted an interest in the Course Coordinator position included in the review. SC in her position as the liaison to APC asked EPC to be mindful that planning issues need to be forwarded to APC.

- *SB moved that the 1st reading be waived. Second by BC. Motion approved unanimously.*
- *Now into the 2nd reading. KE move to endorse program review. Second by SB. Approved unanimously. KE will also draft an endorsement letter from EPC to accompany the review.*

Point of process: Will members go through the binders that programs provide? Members said they would like to see them made available prior to a reading with time to look them over. EPC expects to review two programs in Modern Languages soon. Binders will be available in those departments.

Third business item – First reading – GE Policy Proposal (Nathan Rank)

NR presented changes to the Guide for GE Course Proposal to include a ranking of proposals to facilitate the GE subcommittee's review process. Discussion centered on the definition of "ranking" and how that was going to be used in the review process. NR clarified that the ranking be done by each school's curriculum committee before forwarding them on to the GE Subcommittee. The subcommittee could then schedule their reviews accordingly. NR was invited back in two weeks. In the meantime members will take this information back to their schools for feedback. Handouts: the guide adopted in 2000, the guide with proposed changes.

Business item – 1st reading - CCJ 201 Proposal (Pat Jackson)

TS requested clarification on Nathan Rank's rationale in supporting the change from 3 units to 4 units for CCJ201. Anticipating the

same questions will be raised regarding more than one course across the GE pattern going to 4 units and the effects on students. And EPC will need to deal with 3-to-4-unit proposals. A 2nd reading will be scheduled for the next EPC meeting.

Business item – Singapore Program (Rhena Laney)

RL wanted EPC to forward the program proposal to the Senate this date. The request for WASC approval must be submitted soon to meet the projected fall 2008 start date. However, APC and EPC are the only ones to see this proposal. Members were supportive of the program in principle and expressed concerns regarding oversight on the funding for the program and whether or not the departments who would be teaching the classes for the program fully understand the responsibility and commitment required. With the opportunity so close at hand and approval taking longer than anticipated RL expressed frustration with the approval process and requested guidance from EPC. EPC agreed to call this a 1st reading and will take the information back to their schools for feedback, especially those departments teaching courses identified in the Singapore Program proposal.

SB moved to support the Singapore Program in principal with agreement from members, and EPC invited RL back for a 2nd reading.

Business item – Election of new EPC Chair

By unanimous vote of the members present Thaine Stearns was elected the new Chair of EPC.

Meeting adjourned 1:05 p.m.

Respectfully submitted by Lillian Lee