

## **Educational Policies Committee Meeting Minutes September 28, 2017**

**Present:** Melinda Milligan, John Palmer, Christina Baker-Foley, Kathryn Chang, Chiara Bacigalupa, Jennifer Lillig, Tia Watts, Laura Watt, Kailin Springmier, Jason Gorelick, Luisa Grossi, Karen Moranski, Katie Music

### **Call to Order 11:05 am**

**Approval of Agenda:** Approved with the following changes.

- Move Consent Items 3, 4 and 5 to Business Items
- Remove Revision of Discontinuance/Suspension Policy from agenda
- Add MCCC's as and Informational Item

**Approval of Minutes:** Minutes from 9/14/17 approved as is.

### **Reports**

*Chair of EPC — M. Milligan*

WASC: The WASC team will be here for a site visit between October 24th and 26<sup>th</sup>.

There will be opportunities for department chair's and committee members to meet with WASC during their visit. All are encouraged to attend.

The final Curriculum Revision Proposals to be Reviewed by Governance 17-18 chart is now available on Moodle and was emailed to committee by Melinda. This sheet lists all programs that submitted their intention to submit proposals this year.

E.O.1100: Karen Moranski is working on a summary cheat sheet on changes and how they will impact SSU. There will be a webinar presentation this Friday by the Chancellor's Office. Hopefully some questions will be answered. If you are interested in attending the webinar please let Kim Prudy know.

*AVP, Academic Programs — K. Moranski*

E.O. 1100: Karen has encouraged everyone to attend the webinar. Hopefully, the webinar will provide more clarity on EO 1100, so we can set out organizing and creating a committee to work on the GE changes. There will be a campus level task force that will help navigate the campus response to EO 1100 and work with individual School's GE task forces.

E.O. 1110: This order focuses on remediation and what to do with the Early Start program. The EO gives us until summer 2019 to implement the changes. At this point SSU will continue with Early Start for next summer.

#### *Liaison to GE Subcommittee — M. Milligan*

The GE Subcommittee has made a decision to pause review for all new proposals or proposals with substantial changes for all fall 17. This decision will be re-evaluated when we have clarification on E.O. 1100. GE did decide to approve 3 final GE courses for WGS. WGS begun the proposal process last semester. The three courses were approved unanimously.

#### *Liaison to APARC — L. Watt*

The Program Review Subcommittee is now under APARC. EPC is supposed to have a liaison to the subcommittee. Since the Program Review Subcommittee is no longer under EPC do we need a liaison or should APARC send someone? Melinda will let Standards and Functions Committee know that EPC will not be sending a liaison.

#### **Information Item**

Melinda reported that there was a MCCCCF for a GEP contract course that was originally submitted to EPC for 1 to 3 units, but students need it to be 1 to 4 units. Melinda signed the MCCCCF with that change without it being placed on the agenda as a consent item.

#### **Consent Items**

MCCCCFs for Winter 18, Spring 18 and Summer/Fall 18 have been moved to Business Items.

#### **Old Business Items**

Some of the MCCCCFs for Winter 18, Spring 18, and Summer/Fall 18 are not yet available for review by EPC because they still need to be signed by the Dean or Karen Moranski. Melinda has asked the committee if we can approve these MCCCCFs conditionally before getting the signatures? Laura Watt moved to waive the first reading of MCCCCFs, Chiara Bacigalupa seconded. Laura W moved to approve the MCCCCFs conditionally, Chiara B seconded. All in favor.

#### **Theater Arts – Acting Revision (P. Draper, K. Daley)**

Second Reading:

P. Draper and K. Daley presented new/revised material for the proposal. There were additional informational items that were requested by EPC for the second reading. Some of the MCCCCFs that were resubmitted still need revisions. It was recommended that the following be completed before submitting the proposal for EXCOM:

- Revise MCCCCFs to show correct implementation semester and update the spreadsheet to match the correct dates on the MCCCCFs
- Submit the Curriculum Proposal as one document

- Post all revised material with corrections/revisions to Moodle for EPC's review by Monday October 2<sup>nd</sup> at 10am

John Palmer moved that the proposal be approved conditionally with the understanding that the three bullet points above be completed. Jason Gorelick seconded. All in favor.

### **New Business Items**

#### **WGS 300 (C1/ES, 3 unit, Perm) (L. McQuade)**

First Reading:

Last week the GE Subcommittee unanimously voted to recommend approval of WGS 300. WGS 300 was pulled from EPC's agenda as a Consent Item. The original course proposal was presented last semester to the A&H Curriculum Committee. The Committee made some recommendations after the first reading. Dr. McQuade took those recommendations and revised the syllabus. WGS 300 was scheduled for a second reading by the A&H Curriculum Committee, but was cancelled after E.O. 1100 was released. There is no final recommendation from A&H regarding WGS 300. EPC requests that A&H have a second reading for WGS 300 and then provide feedback to EPC for their second reading. Melinda will contact the chair of the A&H Curriculum Committee to let her know EPC is requesting feedback.

#### **WGS Program Revision (L. McQuade)**

First Reading

Dr. McQuade presented the proposal to revise the WGS curriculum. WGS has not revised their major since 1998. There will be changes to the major core requirements and to the minor. There was a discussion regarding the proposal and the following requests were made for the Second Reading:

- A revised resource statement which shows analysis on how the new proposal is changing resources for the department
- Side by side four year plan for the major and minor. Preferably on one page.
- A confirmation that WGS has contacted other departments regarding some of their courses being listed as electives for the major. EPC requests that WGS provide confirmation of this discussions.
- The learning objectives listed on page 31 and page 5 be clarified to show the relationship between the two lists.
- Assessment: Specify in the proposal that a portfolio is submitted by student in senior seminar and those portfolios are reviewed by faculty to assess student learning objectives.
- It was suggested that "track changes" be used so EPC can see what has shifted in the second reading.

