

## EPC Minutes

October 11, 2018

Present - Jen Lillig (JL), Melinda Milligan (MM), Breana Archie (BA), Katie Musick (KM)- proxy for Luisa Grossi, Mary Weckman (MW)-proxy Kaitlin Springmier, Jenny Bent (JB), Kathryn Chang (KC), Chiara Bacigalupa (CB), Christina Baker –Foley (CBF), Tia Watts (TW) – joined at 11:30

Internet is down - Jenn provides hard copies of minutes and had downloaded remaining relevant files to share on screen

JL Adding 2 MCCCf's from consent folder to agenda COMS 301 and Hist 324 – approved

Minutes from 9\_27 some typos noted, adding JB to attendance

Minutes for 12/13 will be recorded by JB instead of KC

### Business items:

COMS 301 MCCCf is unclear whether they are teaching online only during the winter and summer intersession. KM reports that this is required to be in the course description. CBF says she has had to include this language as a chair in her own department. It is unclear whether the School can govern this policy, or is if this is something that should be at the Department level. CBF says that it is a policy for A&H. MM asks if the policy is published. Jenn will follow up on this and we will add this to our discussion of online policy in a future meeting. CB moves to approve MCCCf KC seconds and MM added the condition that they check all 3 modes. Unanimous vote to approve.

Music BA –determined that no MCCCf was needed because MUS 300 will stay in the catalog which was the only change requested by EPC during the 1<sup>st</sup> reading. CB moves to approve change to BA and MM seconds. Unanimous vote to approve. Must be approved by EXCOMM as a next step, Jenn will put it on the calendar for them.

ANTHRO 324 MCCCf to be cross-listed with History and Jewish Studies Minor – there are letters from chair of History and the coordinator of Jewish Studies minor which is housed in A&H. Do we need A&H to sign off? KM mentions this is an issue of how cross listed courses are handling - usually a department hosts it and the other department creates seats in it. May be necessary to draft a cross-listing policy that addresses whether/who host a cross-listed courses – who assesses the course? Who's program review is it included in? In this case, this is an existing course in Anthro and History and Jewish Studies will be adding the course (the MCCCf is for adding the new prefix to an existing approved course). Anthro does not need an MCCCf because they are not changing the catalog. JL asks if because the FTS goes to anthro should the Dean of A&H need to sign off? MM says yes, because it adds a course to their school and changes workload distribution. CBF – if its in the catalog for Jewish Studies and History they could potentially have one of their instructors teach it. KM suggests we may want to look closer at the definition of cross-listing for this reason – should it be restricted to just one department for teaching. As it is – they are all the same curriculum so if we create separate MCCCf's we are essentially saying they are separate courses and we need to consider the policy on cross listing with respect to this.

Currently, Jewish Studies goes through AMCS and CBF passes them on to Brian Wilson. Maybe when EPC handles the reorganization they can think about this issue also

MM – moves to approve the history course but not Jewish Studies course. CB- second – discusses – Jenn if the Jewish Studies comes back through with A&H signature she can just sign off– unanimous approval.

Discontinuances – JL received no emails or comments from anyone on campus regarding the discontinuances with ENSP BA, GEOG BA, ENSP-ECON Double major. MM – the only question was whether they need to do the discontinuance for double major and its fine to put it through as long as they are aware that there may be additional steps in terms of processing.

MM moves that EPC recommend these discontinuances without hesitation. CB –second – unanimous approval.

JL – report:

She received some definitions about flipped classrooms, online, hybrid from Laurel so we can include this language in the curriculum guide. The question remains as to which syllabi should be submitted with MCCCfS so we need to add this to our future discussion of online courses. The campus policy currently is that the department is supposed to write a policy. Before we require syllabi for online courses we should probably think about how we want to handle online courses. We may want to require a separate MCCCfS for each mode with a syllabus for each mode. KM – we need to decide whether we are approving a course or a syllabus? EPC currently approves a course rather than the content or syllabus. TW – it seems like we are mentally viewing a course offered in a different mode and maybe we should be thinking of it as 3 separate courses. Maybe we just need to have people explain how pedagogically a course is amenable to different modes. Maybe departments should be required to submit a policy to EPC before putting an online or hybrid class through. For now, JL will say that we don't need a syllabus but will be looking in the justification for logic behind mode change/delivery in the MCCCfS.

WEPT/WIC – Scott and Sakina are working on language for policy – TW adds that such a statement should include that resources are needed to support.

GE Subcommittee will be coming back with a change in course proposal processes. CB –people should not worry about catalog with regards to GE changes for Spring. We will have a big room with a panel style set up on 11/8 to field feedback from campus on think.

SEIE – are wanting to have more off-site programs, and need to clarify the role of curriculum committee of SEIE and how they relate to EPC and other related committees as well as how they put their forms in. New form is for off site courses – if we like the form it would go to APARC first and then come to us. KM – we may need to add language regarding self-support or state-support. We may also want to add language about delivery format (online, hybrid, f2f). The form is therefore deliberately broad. Before approving the form, KM wants to check with Chancellors office to see what is required for a new offering of self-support program. MM wonders if it would be good to develop a short statement for the curriculum guide regarding off-site programs and associating this form with that statement. JL will draft a statement to go with the form and check with APARC to get their feedback before next time we review it. KM will put a grid together showing what forms go where. MM – curriculum guide text could describe routing of the form as well.

Karen Jaffe – Proposal for Anthropology to take ownership of Gerontology minor with letters of support from Sociology and Psychology. MM –points out the Catalog references a certificate so what happens to that. Karen Jaffe is interim and is happy to take ownership of certificate. MM requests that the form is

changed to reflect that Anthro will take the certificate. KM will put the dot on the form for the certificate.

Liberal Studies Ukiah- same curriculum in Napa and Solano. – First reading of program reorganization

MM- suggests that the C- minimum requirement in all courses should be in the catalog; KJ will verify whether it is in the ARR and if it is she will put a request through to add it to the catalog if needed.

Human Development – impacted major but more than 50% of courses are offered outside of other departments meaning that students can finish 50% of their major before ever declaring major. This creates advising issues, course availability issues, and delays graduation. Proposal is for a pre-human development program to help guide and serve these students more effectively. Proposal is essentially to take impaction requirements and make it into a pre-human development so they can be tracked through ARR. Its really more of a structural change than a programmatic change. KJ will be back in 2 weeks for 2<sup>nd</sup> reading.

2<sup>nd</sup> reading for ARTH – decapital “Total” and add period after “advisors”- other than that it looks good. CB moves to approve curriculum proposal from ARTH with the above noted changes – MM seconds, no objections to approving.

GIG – 34% graduation rate currently and our goal is 54% in 2025. Resources are going towards hiring and recruiting students to support this goal. TW – asks whether pre-majors may actually be helpful towards the graduation initiative goals. This may be a helpful solution for tracking and advising students as we move them towards graduation.

Pre-requisite reports from schools can be emailed to JL and KM.

Adjourn 12:50 pm.