

EPC Minutes  
15 October 2009  
taken by Lynne Morrow

Present  
LM, MM, KG, SC, AG, PR sub for JT, CW, TS, RC-S  
Absent – Mateo  
Elaine Sundberg  
Melinda Barnard

1. Call to Order
2. Approval of the Agenda – unanimous with correction  
Correct misspelling of item 3 “discontinuous”
3. Approval of the minutes – unanimous with changes
  - a. MM said - MB’s report should state “Deans were asked by provost to have depts review Program Reviews in anticipation of the final meeting” Depts need to meet with the provost at the end of the process, 3-way meeting  
Dean/Dept/Provost
  - b. LL and SC, SCu, LM were present at last meeting
  - c. TS – SF statement (pg.2) was not factual

Consent Items:

1. none

Reports:

Chair –

Academic Programs  
Grad Studies  
University Standards Sub  
GE Sub  
AS  
Senate Budget  
APC

Business Items:

1. Double major –  
MB – in the summer Chancellor sent memo re “super seniors” and Provost became interested in issue, as budget hits and we have to reduce 450 FTES, we have fewer courses, Question: are students who take more than 120 units impacting other students?  
Questions from CSUNorthridge (handout)  
Provost is asking whether SSU needs a policy for this issue  
CSULB Excess Units Policy (handout)

ES – will collate what all campuses are doing.

Questions: Is there a max # units that we don't want students to go beyond?

What about students who change majors?

Some campuses don't allow major changes after 90 units

(LM - only if change adds units??)

(LM - some students discover new interests in jr year)

Some students are serial major changers/adders (trying to stay in school)

Is this a legitimate double major? Should it be declared at 60 units?

-No campuses are eliminating double majors

-Important not to make policy based on radical exceptions

-Need reasonable constraints, need to keep small majors in mind which are often chosen for double majors

TS – admin is asking EPC to participate in its budget planning decisions, faculty has been told that we don't have consultation on budget, but we're being asked to make policy limiting students as it impacts the budget, TS is more in favor of curricular flexibility

SC – agrees with TS,

what is required to finish degree and become 2<sup>nd</sup> Bacc?

Interested to see more data before a discussion. Are there just a few outliers?

MB – not admitting 2<sup>nd</sup> Bacc's in the CSU

Understands what TS is saying. Chancellor edict has to be implemented.

EPC can tell Provost that nothing should change.

RC-S = interested in a discussion on the alignment of excess and access limitation, this is an APC/EPC mission issue, there are many examples of the need for multidisciplinary study (double majors needed)

Chancellor still does not determine the curriculum or the mission of the campus

TS – understands that directives come from Long Beach, on this campus less than 50% of state money goes to Academic Affairs, how many majors are impacted?, there is a drive on this campus to deliver more GE and take away from majors, TS objects to budgetary push to choose GE or majors,

EPC needs a resolution or policy which addresses curricular/student/faculty needs, need more data as SC suggested in order to draft resolution

RC-S = what about the JC transfer students?

CW closed this discussion

## 2. GE Program Review 2<sup>nd</sup> reading

Document is online, not in packet (EPC is saving paper)

Rheyna – GE response to EPC comments at 1<sup>st</sup> reading – reference to Advising Subcomm in items 8 and 9, eliminate item 10

SC – last meeting Jenny Tice recommended that #8 be in 1<sup>st</sup> priority level

RL – the items are not ordered, 8 and 9 are not lower in priority

TS – (not suggestions for changes) re: items 5 and 6 – EPC passed (Spr09) a draft proposal for GE coordinator.

Questions: Do #5 and #6 fall within that plan?

Is GE Subcomm looking to do something different ?

RL – GE subcomm felt that for #6 they did not want to lead EPC, but wanted to bring the issue to EPC's attention. GE wants to follow an EPC directive.

Re: #5 and #7 GE did a lot of work on their Program Review and they want to address ongoing needs now. This is part of assessment. They have labor needs for assessment process. #5 and #7 overlap assessment needs

TS – question 2 – connects action items to GE subcomm charge – re #7 of charge recommendation of proposal for curricular changes.

Question: What is GE's position on curricular changes and reform re prioritization?

RL – Action item list originally had 30 items, eliminated everyday business items. GE is creating forms reflecting learning outcomes, structural changes in A&H Action items are the longterm plans as opposed to everyday/ongoing items

GE wants changes to come from A&H and GE will check JC-articulation and other requirements. RL said this to WASC

TS – how does assessment plan tie in to learning outcome workshops?

RL – faculty has good ideas. That is the engine of reform. Anticipating that faculty will re-work syllabi to address LO's. The re-thinking/renewal is built in.

RC-S – important to look at the CS numbers, carrying capacity of each course.

Some courses need to be small for correct pedagogy. CS numbers will/should dictate the assessment

SC – Ethnic Studies in item #2, suggests GE coordinate with PDiversity Council

Question: Is there a time frame for looking at Prg Rv again? 5 year?

RL – 5 years. Wants to go thru a full assessment process before looking at Prg Rv Funding will be required for assessment

TS – agrees with provost, GE document is exemplary, Thank you for responsiveness

Motion to approve: TS, AG 2<sup>nd</sup> - unanimous

RL – Nathan did major work on this Prg Rv

Questions: Does EPC want to look at assessment plan separately?

CW – yes

KG – why can they not move forward?

Motion to continue discussion: KG, TS 2<sup>nd</sup>

CW – is it the will of EPC to direct GE to move forward with what they have already? Do we need to approve their plan?

SC – we approved plan tentatively for WASC  
CW – it will go onto a future agenda as a business item  
TS – we don't have to re-charge them to continue their work  
CW – GE can continue, invited RL to return when they have a report  
RC-S item #7 – how important are CS numbers to your assessment  
RL – Nathan was more involved in the CS number connection to GE. He intention was to raise GEs awareness of what CS numbers are. GE may charge its subarea comm's to look at CS numbers and their relationship to curriculum

3. Discontinuation policy

MB – requested that EPC allow Elaine to contextualize the policy  
CW – we will look at and revise the policy  
Questions: Does suspension need to be treated in a separate policy?  
Does merging need a separate policy?

ES – did not have time/info to prepare, but will listen to questions and attempt answer them  
Concept for policy came from original Exec Orders.  
Hearings/approval processes are indicated in EO  
Campus takes EO's into campus policies. Certain processes must remain.  
ES will produce original order.  
Other campuses are looking at this. Appropriate to modify policy for issues that have arisen since original EO  
Haven't thought about the policy related to combining depts/merging.  
This deals with majors/minors curriculum, how a school creates departments  
Managing the dept is different than the curriculum itself

SC – if a combined school or dept changed the degree offered would that be curricular?  
ES – yes  
TS – hard to imagine a management change that wouldn't affect curriculum.  
ES – perhaps the university needs to weigh in on this concept  
CW – there could be language in the policy that directs what it covers

CW – Example: Geography shares AC with another dept, dean has asked for a change of location which forces a change in AC  
MB – this is a program operational change which the dean can do. Not grievable under the contract

4. Geography Curriculum Changes 1<sup>st</sup> reading

Dolly Freidel – forms and signatures are missing (Carmen)  
Also proposing some GE changes which will come in a separate meeting  
Curriculum Changes reflect new faculty – Jeff Baldwin (intl economics, liberation ecology)

Syllabi will be sent around  
12 units being replaced by 12 units  
Revising Latin American courses – add Caribbean focus  
SC – is South Asian study being dropped?  
DF – Pacific will be taught in Spring by an adjunct  
SC – suggest keeping South Asia on the books  
Question: are you dropping Math 165? Recommend that they keep it.  
DF – the dept does recommend the Math. Ended the requirement  
TS – you will need a statement from Math for that drop.  
Question: are Geography courses being changed for GE?  
DF – offering lower div courses to GE  
TS – why in 2 steps?  
DF – need the curricular changes to make the new catalog by deadline  
TS – EPC has not always approved curricular changes based on changed faculty  
as a justification. Suggest changing justifications  
DF – will adjust the justifications to reflect disciplinary/field evolutions  
RC-S – is a course technically dropped if it is not taught for 2 years?  
CW – will put that issue on another agenda  
ES – course outline needs Learning Outcomes and an assessment plan  
CW – for 2<sup>nd</sup> reading = need Signatures, statement from Math, LO's, justification  
adjustment  
Question: is tourism course audience expanded to GE?

5. CALS Curriculum Changes 1<sup>st</sup> reading  
Elizabeth Martinez – no signatures yet  
Program has changed due to faculty retirements, it is now an interdisciplinary  
program instead of a teacher prep program (This is a nat'l trend)  
Moved GE courses from core, they become electives for majors/minors  
CW – for 2<sup>nd</sup> reading please create a list of changes with justifications  
RC-S – offered to help EM with the process  
TS – how are 3 unit and 4 unit combinations being handled?  
EM – have not addressed 3 – 4 unit issues  
TS – for 2<sup>nd</sup> reading list units and a statement about how extra units are handled  
ES – for 2<sup>nd</sup> reading add to rationale statement for each change  
SC – are there prerequisites for the new core courses?  
EM – No, they handle it through advising, may need to change number of  
research course so that it's taken in junior year  
RC-S – need a statement for Senate about how dept will manage students through  
the program  
CW – for 2<sup>nd</sup> reading need = Comparison of old and new programs with  
justifications re: GE/core/electives, updated LO's, list of units for all courses

Discussion Items:

1. Curriculum Guide
2. Added – CS codes – TS – should EPC request that all depts look at CS codes and their curricular and resource issues?  
CW – her dean has asked for all depts to do that, courses that should have a low enrollment have been dropped if they have wrong CS code  
MB – provost asked deans to review CS numbers to avoid unintentional course drops  
ES – CS system has been in place for a long time, pedagogy has changed, CS codes don't reflect these changes,  
CS codes get changed all the time through Master Course Catalog change form – this is curricular