

## EPC Minutes for March 24, 2016

### Abstract

Minutes and agenda approved. SCI220, PSY415 and SOC470 approved. Discussion of relationship between service-learning definitions/campus approval and departmental requirements. Changes to Engineering Science program approved. EPC feedback for WASC review discussed and planned.

### **Action items in bold.**

Present: Laura Watt (Chair), Kristen Daley, Chiara Bacigalupa, Felicia Kelker, Nathan Rank, Katharyn Chang, Tim Wandling, Melinda Milligan, Tia Watts, Alvin Nguyen. Richard Whitkus,

Members absent: Luisa Grossi. Student Rep position is vacant.

Call to Order Chair Milligan called the meeting to order at 11: 05 when a quorum was present.

Approval of Agenda. Agenda was approved with two additions. At the request of a member, three courses (SCI220, PSY 415, SOC 470) were pulled from consent calendar to the agenda as item #1. Item #3 was added, a discussion of Department Service Learning Policies (Melinda Milligan).

Approval of Minutes. Minutes of 3/3/16 were approved.

No reports given:

Business Item 2: Discussion of MCCF and Syllabi for the following courses.

Course #SCI 220

PSY 415

SOC 470

Courses were discussed due to the fact that the syllabus submitted as samples lacked clear learning outcomes and lacked compliant with universal design.

Points discussed:

Is there a clear syllabus for PSY 415? (Tia W)

Whether all syllabi need to have clear learning outcomes (NR)

Making too many syllabi requirements may stifle curricular change (TW)

We should start with courses coming up for approval (CB)

Good syllabi and clear learning outcomes help programs and related programs (NR)

Are we approving catalog copy or syllabi? (TW)

No, we only approve course descriptions (LW)

We should approve these, but then give advice. Then work to align the various policies related to syllabi (outcomes, accessibility). (MM)

**11: 34 MM moved to approve three courses with recommendations to course makers to improve syllabi to be in line with syllabi guidelines. NR seconded. Approved Unanimously.**

**Action Item #3. Discussion of service-learning policy.**

Melinda Milligan discussed the issue in her department, which involved a new faculty member who wanted to teach a prior Sociology core course with service-learning.

Points discussed:

Lack of enforced guideline helped innovate SL course in biology (NR)

History of SL Guidelines (Pedagogy). Dept. controls curriculum (TimW)

RW agreed with TimW. Dept. controls curriculum. Faculty member has academic freedom.

MM aid she can take the matter to FSAC, as it relates to academic freedom.

LW Agreed that it would be good to take issue to FSAC.

MM. This may rise to the need to create a policy on Service Learning

TimW Service Learning folks don't agree on definitions of service learning. Why "guidelines" and not a policy were approved by senate back in the day.

CB. Would also like more clarity on the entire issue.

Business item #1. Engineering Science Curriculum revision.

Dr. Farid Farahmand was welcomed by the committee. He went over the key changes to the program;

ES program takes control teaching of math concepts in course EE345, formerly those concepts were taught for some students by Math.

Change course titles from ES (Engineering Science) to EE (Electrical Engineering), except for GE courses.

MM: Could you clarify the impact of these changes on majors.

**Discussion Item # 1**

EPC Tasks for WASC Review. Richard Whitkus.

AVP Whitkus introduced the committee to a worksheet that asks EPC members to provide feedback on various criteria for the WASC review. Column 1 is "Criteria for review" of the worksheet. EPC members are asked to provide comments for column #5, related to the criteria for review. 38 total criteria. EPC has been tasked to address and with certain areas in particular and they are marked in column 7, "Team/Staff Verification."

FK asked for clarity on the use of the term "evidence" on the worksheet.

RW said this is determined by the university. Should be related to the Program Review process,

FK recommended committee members read the entire document.

RW said we are free to review and comment on all categories. The Steering Committee tried to steer certain topics the way of the

TiaW asked about making sure lab requirements will provide a coherent experience for students who retake only the lab portion, especially for students who have failed and are retaking lab only.

NR. We do in Bio what Tia described, linking multiple labs to one lecture so there is coherence. But now understands what Engineering is doing.

TiaW asked which of the two labs students typically fail?

FF – not sure. Seems about 50/50.

RW pointed out that in his role, he would not normally approve a program revision if the program is out of compliance with program review policies and deadlines.

FF replied they would be moving forward with PR in the next year.

TimW. Ranted that ratio of faculty advisors and program development also out of compliance. We should write a memo to the admin about that if a program winds up having program changes blocked as suggested by AVP Whitkus.

**NR moved to waive the first reading of the program approval. CB seconded. Motion passed without objection. 12:32.**

Members of the committee praised the clarity and thoroughness of the program revision.

MM asked about the committee discussed the relationship of this approval to catalog copy change and deadlines.

**MM moved to approved. KD seconded. Approved unanimously. 11:38.**

Returned to WASC worksheet discussion.

LW discussed starting on this now, as future EPC agendas will be very full, as 4/14 may be lost to membership not being present due to strike.

TimW agreed good idea to keep 4/14 EPC agenda clear, work on committee business if strike does not happen.

NR agreed good to keep 4/14 EPC agenda clear. Praised the layout and design of the WASC worksheet, and call for our comments.

Committee discussed logistics of commenting, using google docs.

Report. NR on SEIE committee. NR discussed membership of committee. Need for greater coordination between that committee and faculty curriculum review. Greg invited to bring course approval forms to EPC for discussion. MM pointed out that courses approved by SEIE are still supposed to be sent to EPC as information items.

Meeting adjourns 12:50