

## EPC Minutes – November 9, 2017

**PRESENT:** Melinda Milligan (MM), John Palmer (JP), Kathryn Chang (KC), Christina Baker-Foley (CBF), Luisa Grossi (LG), Jennifer Lillig (JL), Chiara Bacigalupa (CB), Katilin Springmier (KS), Jason Gorelick (JG), Tia Watts (TW), Karen Moranski (KMi), Katie Musick (KMk)

**ABSENT:** Laura Watt (LW)

### Approved agenda

**Approved 10/26/17 Minutes as submitted**

### I. REPORTS

Academic Affairs (KMi)

- Thanks for attending WASC events; the turnout was good. There is a recommendation about the course learning outcomes, that is, learning objectives in the syllabus should match program learning outcomes. Need to refine program learning outcomes. Regarding EO 1100, there are discussions about possible ways to get to the 48 units – Fall 18 catalog. Trying to stick to the transfer GE pattern of 48 units. TW asked about the status of remedial Math /computer science classes. KMi: The idea of adding math or computer sci. and /or STEM oriented courses and doing away remedial courses was from the Quantitative Reasoning Task Force. MM: Tia should bring these questions to EO11 task force group at her department.

### II. CONSENT ITEMS

1. MCCC's S18 GE, all approved
2. MCCC's S18 non GE, all approved with changes for GLBL350A, GEP390 – see note
3. MCCC's Sum18 + F18 non GE, all approved

### III. OLD BUSINESS ITEMS

1. Revision: WGS Program (L. McQuade)

**Second reading.** LM referred to a 30-page pdf document for recent updates based on EPC recommendations. Minor detail changes discussed. For example, side-by-side comparison on page 6, WGS 285 moved to elective (JL). TW was not clear about the meaning of “clinical”. LM explained the meaning of “clinical”. Members agreed that the terms “clinical” and “critical” should be clearly explained in the document; a short version should be included on the major / minor advising sheet as well. KMk: whether EPC would include a note granting her flexibility to add courses to accommodate the curriculum changes and a teach-out plan. EPC supports the flexibility and a teach-out plan as part of curriculum revision.

JL moved to approve, KS seconded. Unanimously approved.

2. Revision: App. Physics – Astrophysics BS (S. Severson)

**Second reading.** SS addressed 2 questions raised by EPC in the first reading: 1) Learning objectives; 2) units change. The units were changed from 65 to 72 units to be comparable to units required for BS in Physics. Learning objectives are breaking down with identified courses pertaining to specific learning objectives. Also it included a matrix of process skills for the concentration. Adding a clarification about “gray shades” would be helpful for easier understanding (KS, MM, KMi).

KMi: WASC also recommended the skill matrix during the assessment. JL suggested including an email from Brigitta (?) in the packet to ExCom.

JL moved to approve, JP seconded, Unanimously approved.

3. Memo to ExCom: Com Bus BS / Offsite Degree Policy + Process

MM: Is the existing SEIE’s policy sufficient to govern offsite programs, as suggested by APARC? Need to craft a memo to Excom next week.

KS raised a question about the library support for offsite students.

KMi: We do have a state side – off location in Ukiah.

CB was unsure about the SEIE’s policy.

MM will write a memo and send out for all to review / comment

#### **IV. NEW BUSINESS ITEMS**

1. Discontinuance: Career Minor Woman’s Health (L. McQuade)

MM: On program discontinuance, EPC is responsible to hear the initial proposal and ask for additional information if needed, in the form of commenting and public hearings.

EPC also makes the recommendation whether the program should be discontinued. For this particular proposal, it was folded in the WGS program revision.

LM: The above minor had 3-8 graduates for past couple of years; the impact would be small. The minor was created in partnership with the Nursing department – see document for detailed background. The department identified a redundancy where students with WGS major often have this minor (e.g. internship hours). Talked to the Nursing department as well as other stakeholders on campus; all supported the discontinuance.

CB: Do you have any information (feedback from) any of community stakeholders?

LM: Woman’s Health Specialists in Santa Rosa was the major community stakeholder; it was closed. The WGS minor with an emphasis in community/clinical pathway could have addressed community stakeholders’ needs via internship hours.

WGS499 may address the issue of community stakeholders (KMi), this could be clearly addressed in the EPC recommendation letter (MM), and how we do internship in the future (LM)..

CB moved EPC to recommend supporting discontinuous of Career Minor in Women's Health, JL seconded, Unanimously approved.

## V. EXPEDITED REVISIONS

### 2. Expedited – Business Adm. BS Revision (offsite) (K. Thompson (KT))

MM: the expedited revision process doesn't require the proposers be present in the meeting.

This offsite (with College of Marin) BS program has only one concentration. The catalog should clarify one concentration (KMi).

JL: who will be teaching? KT: open to all TT faculty, in alignment with qualifications, and doing it as overload.

TW: where to take UD GE? – SSU, College of Marin.

MM: last time the discussion was more about general review and approval process for offsite programs.

JP: how much is the cost? KT: \$400/unit (referenced to the budgeting page).

CB: will (offsite) students have access to SSU online courses? KMi: Yes, any matriculated students who are taking 7+ units.

CB moved to waive 1<sup>st</sup> reading; KC seconded.

**Second reading.** TW questioned the timing of approving it without having a clear policy / process. MM: this proposal is sufficiently developed, and the policy /process may take a long time. At yesterday's meeting, APARC was charged with the policy development for offsite programs. Some suggested whether the existing SEIE's program policy would be sufficient to govern these offsite programs? APARC may reinforce the existing policy instead of developing the policy.

CBF: On the expedited form – some boxes were checked off, some didn't?

JL: Is this the same business program? MM: Yes, but it has only one track available to offsite students; catalog should reflect it. JL: could these courses be mounted? KT: do not anticipate any problems.

CBF: Should a list of faculty for this program be included (in the catalog)? – No. the catalog has the list for the regular business program.

MM: Catalog text for this program should be in the proposal.

JL moved to approve with inclusion of the full catalog copy in the proposal (MM), KS seconded, Unanimously approved.

3. Expedited – Human Development BA Revision (K. Jaffe)

KMi: It takes a course and breaks into 3 separate courses (12 units → 3 4-unit courses)

CB: 3 syllabi, two didn't have LOs. JL: # are not shown

KMk: will forward the pdfs see if the missing info was a problem of formatting.

Changed to 2<sup>nd</sup> reading.

4. Expedited – Counseling MA (A Hill, A. Zagelbaum)

5. Expedited – CALS BA (R. Lopez)

6. Expedited – GEOG BA + Minor (M Goman)

EPC will go over expedited Items 4-6 during next meeting. There is a discussion about the expedited review process. And more conversation on expedited process, as well as catalog change process (CB), is needed (KMi, MM).

Meeting adjourned at 12:50 pm

Minutes submitted by Kathryn Chang