EPC, 4/26/12
Attendees: A. Gilinsky (Chair), J. Reeder, C. Baker, M. Milligan, C. Works, M. Dingle, A. Kittelstrom, J. Marquez (minutes), E. Sundberg

Agenda changes.
Information Items
Beth Warner to join Kelly Estrada for discussion on Proposed MOU with Ex Ed
Deborah Roberts for Beth Warner on On-Line Course Policy
Approved agenda, AK, MM (2nd)

Bypass approval of previous week's minutes.

Reports:

Chair Report:
- Approved items from last meeting are on the consent list for April 26 Senate.

GE didn't meet last week (CW)

APC (AG)
- support the immediate need to hire Institution Research person
- need data for next year's assessment
- statistical dashboard for faculty
- lost 30 probationary faculty
- interest in looking at junior faculty retention, also adjuncts
- Question to ask: why so many FERPs? Why the departures from junior and adjunct faculty?
- Looking at faculty productivity – a method to catalog and advertise the work being done

Program Review (AK)
- Stephen Galloway (Chr, Program Review) is creating a memo on program review subcommittee

Grad Studies (JR)
- MOU with Extended Ed discussion,

Pre-discussion:
Online Student Evaluations – creating a form to capture SETEs. Question about security of online form software.

AG – clarity on section IV A 1 may be needed, around the idea of dept chairs

> IV A 1 – refers to depts. making decisions without further consultation. Also second sentence, "Departments will be encouraged" – not entirely clear. May need clarification (ES)

Online Course Policy –D. Roberts, B. Warner

Background – directed to come up with an online policy. SSU is one of two CSUs currently without a policy. Took best practices and looked at regulating bodies (CSU and WASC), vetted through CFA and Academic Freedom, IT, Disability Services.

Comment (AG) – no online student evaluation process.

IV A 1 – talking about Department curriculum, committees –language is vague.

Language suggested by Kelly –
"Departments, via the established departmental procedures for curriculum review, "

There are currently two routes to online instruction:
- new course
- taking established course and entering into an online format

Recommendation
- all courses, new or established, going to online format should be reviewed and approved

Discussion

(JR) Re:approval of courses
- as long as curriculum is clearly stated and defined, within the approval process, delivery should not be an issue

(AG) If probationary faculty are teaching online, how is evaluation or a peer review taking place?

(DR) Nursing is currently using online software to capture SETE information. Peers are able to review nursing instructors teach via access to their moodle portals.

FSAC had requested that document be sent to Academic Freedom

(ES) Clarification (IV A 2) WASC has revised their definition. "50% of instruction in the major and not the total degree"
- nothing in the policy about development of online courses and what constitutes a quality online course.

Suggestions
(AG) Change section 4 to section 5. New section 4 would/could talk to rigor of the curriculum and details/guidance on creating online courses.
(DR) response, put AG suggestion to IV B 2.

MOU – Kelly Estrada, Beth Warner

(BW) Revisions to document created in 1996.
- included language that Sch of Ext Ed operates "under policies governed by CSU"
- two sections added: program review and discontinuation (??)
- essentially to say that ExEd is following same procedures that normal classes follow
(AG) Language change, preamble, add "and periodic" after "levels of prior"
- definition section

Revision to ECE Minor (C. Bacigalupa, J. Filp-Hanke)
- changed some courses to put together the major. As a result, changes were made to the minor.
- name change
- had to make substitutions, units are 25 from 24. (as a result of changes to the program)
- used to have an upper division
- used to have 9 units of electives, now 6
- electives used to be across various departments
move to approve, JR, AK (2nd)

Second reading.
Motion to approve, JR, AK (2nd)
Proposed revisions to Early Childhood Education Minor, approved unanimously.
Goes to ExComm, not Senate.

John Kornfeld – Freshmen Learning Cohort
Discussion of efforts.
Has greatly expanded.
Would like to call everything FYE.
New communities
FIG, MOSAIC, EOP – easier to register because courses had been selected and reserved for them prior to arrival.
Looking for ways to make registering easier for students..

Website has been created (URL???). Site is divided between living/learning communities and academic cohorts.

Website allows students (and parents) to easily compare course obligations online.

(AG) Graduation initiative.Any plan to study the impact on:
*   freshman learning communities on academic outcomes?
*   Community service?
*   Student retention?
*   Graduation?

(ES) taking group of faculty to conference to work on student assessment.

Revision to Latin American Studies Minor – T. Alfaro-Velcamp
*   Changes in personnel (departures and retirements) who teach Latin American Studies

(ES) Would you accept HIST 241-242 or equivalent to be taught at another institution?
(TAV) Yes

Typos:
HIST 453 – POLS 453
SPAN 307 – not intro, "Cultures of Latin America"

Move to second reading. JR, AK (2nd)
Move to approve. JR, AK (2nd)

Committee recommends to make changes above and submit revised copy. Proposal to go to ExComm agenda and Senate in the Fall 2012.