

Educational Policy Committee
Thursday, August 26, 2021
Meeting Minutes

In Attendance: Emily Asencio (EA), Sergio Canavati (SC), Sheri Schonleber (SS), Kristen Daley (KD), Melinda Milligan (MM), Matty Mookerjee (MMo), Kaitlin Springmier (KS), Luisa Grossi (LG), Christina Gomez (CG), Monica Lares (ML), Stacey Bosick (SB), Jenn Lillig (JL), Kari Manwiller (KMa), Katie Musick (KMu), Damien J Hansen (DH)

Absent: Mike Ezra

Guests: Merith Weisman (MW), Rhianna Casesa (RC), Scott Severson (SSe), Lauren Morimoto (LM)

Meeting Called to Order by EA at 10:03am, brief introductions of members

Approval of Agenda: Approved with the pulling of two items and an additional business item added (discussion of GEORG committee)

MM: Had two questions, 1. are there comments from GE Committee for MATH 131, and 2. Was CS115S taught over the summer as part of their grant work?

EA: Recommended pulling those before agenda is approved

MM: Want to check in about GEORG, new business item added to the agenda

Approval of Minutes: Approved (minutes from 5.20.21) with the removal of the yellow highlights in the document, also will fix the names of attendees/spelling, remove question marks

Consent Items: Biol 110, CS115S, EE333, MATH 131 (see Curriculog)

Fall Meeting of EPC:

Date Minutes

8/26: Kristen Daley

9/9: Sergio Canavati De La Torre

9/23: Luisa Grossi

10/7: Kaitlin Springmier

10/21: Sheri Schonleber

11/4: Mike Ezra

11/18: Matty Mookerjee

12/9: Melinda Milligan

Liaison for Different Committees

Overlay: Melinda Milligan

SDS: Kristen Daley

GIG/Graduation Initiative Group: Stacey Bosick

Reports:

EA: Not much to report yet

MM: Report from Overlay, couldn't make quorum, talked about WIC memo from Provost, report from that, wondering if when Overlay can't make quorum, they then should come to EPC?

EA: Is that common, not to meet quorum?

MM: Not always, but the Overlay is a small sub-committee, and they met so early in the semester, not so clear who was supposed to be there, clearing that up this week

SB: Shared the membership roster of GIG for EPC, Stacey is happy to report back or bring up any issues that come up

MM: Often the chair of EPC would go to GIG for curriculum needs, maybe check in with Lauren Morimoto to see if she would recommend Emily attend, see what she thinks.

New Business Items:

Internship Safety Evaluations (TC 10:30) (See google drive) Merith Weisman

MW: I am here to answer any questions about the internship policy and any COVID protocols, whatever you need

EA: Does the Learning Contract replace the Internship Agreement Form, the new contract doesn't have any info for the agency, no LO of the agency and how that is in relationship to SSU class LO.

MW: I collected from many departments their learning contract to create the new Learning Contract, in that contract there is room for three LOs, one is required from the policy the rest is up to you and you are able to craft them as you see fit. Must be signed by the outside group. Wanted to make sure we weren't asking things that isn't in the policy and addressing what is actually in the policy.

MM: Reframe/remind us about the policy and the forms

MW: 4 forms--2 forms for the sites, 1 form for both site and student and 1 form for the student, sites part of the risk management, self-evaluation for safety that the sites do, that is not included no changes there. The CPP the site must provide, required by OSHA, also need proof of insurance, not an additional cost, the contract between the two entities needed new COVID language and that is now in the CPP. The Learning Contract and Limited Liability Form go through adobe signature for internal SSU folks.

MM: We have three forms in our department and the titles don't quite correspond. We only received three forms today.

MW: CPP (covid protocol), Learning Contract, Limited Liability Form. Changes to Internship policy needs to come to EPC, can share link to the flow chart to the process. Learning Contract, sites can negotiate that, it is just a draft, normal to not sign it, then you negotiate with the site, not through my office, through procurement and contracts.

EA: For the CPP, I am finding it hard to get that information, run in to situations where agencies are getting the CCP multiple, multiple times, concerned about missed opportunities for students.

MW: I don't have answers for those questions, CCE not responsible for that

SB: Risk Management requires that to be collected, employees entitled to see the CPP, so they understand where they are working. CPP is required as a protection for our student interns. Risk Management requires it to be collected, how the department and schools decide how to collect that information is up to those dept and schools.

MW: Please move forward and we will work on it, where it lives in the long run is CCE

SB: Who is asking for the CPP and where are they going? Maybe best to talk to Missy Burnetta

MW: Already spoke with Missy Burnetta, Risk Management does not review CPP or Internship, just changed 4 days ago, requires CPP be available for students, but RM does not review them or collect them. We (CCE) are reviewing them, there have been no problems so far. We don't have the capacity to hunt down CPP from every agency, part of the on boarding process, I foresee it will be at least a 3-year process.

EA: Might be helpful if this could be clarified to Schools and Deans, what actually needs to be happening, what the expectations will be. A little confused on what my role is as faculty how much to push or ask.

SB: Sounds like a process that needs to work out per School.

EA: I think a clarification would be helpful.

SB: Faculty Affairs and Risk Management are not approving the CPP

MM: I have questions about specific language in the Learning Contract, what is the timing for EPC to provide comments? Return to this in four weeks? Is that timing appropriate.

MW: The hope is for completion by spring semester.

Bilingual Authorization Program (TC 11:00) (See Curriculog) Rhianna Casesa

RC: Background and Information, Dept Chair of Literacy Studies and Elementary Ed, I proposed a Bilingual Authorization Program. This program is an added TK-12 accreditation, added on to existing credential, can add it while in the credential program or come back and get it while teaching. Worked with Ron Lopez and Robert Train to decide what courses would work from existing classes, only needed to add one new course, 2018, EDMS 465. Got feedback from

organizations (CTC and CABTE) and stakeholders to have an accelerated program. Revisited syllabi again, and also created a Post-Bacc/Accelerated Pathway. Developed both pathways, commission approved it through CTC and CABTE. Provide access to BILA to as many candidates as possible, meet growing demand in our service area. Two programs, Undergrad/Integrated and Post-Bacc/Accelerated. Happy to answer questions.

CG: Seems to be super relevant, happy to see the culture also included.

KMu: Confirm there are 4 ways to move through? Is there 3 or 4?

RC: Undergrad would take it before, to get into the credential program, or could take it once they are in, would be marked on their transcripts.

MM: Do you anticipate when the courses are offered? Is that an issue if they aren't offered often?

RC: Doesn't seem to be an issue, making sure we don't run the classes at the same time, hoping to have more demand and then will need to offer more courses. We have no max capacity, the demand in the service area is high.

MM: Do you anticipate that you couldn't meet demand, because there would be too many students?

RC: I think it will be fine.

SS: Acknowledge dual language in the sciences, super excited to see that.

RC: We need content area teachers that can speak in Spanish.

CG: From a different institution, native speaker would they need to take all the Spanish language courses?

RC: Could take a proficiency test if they are a native speaker.

KD: I make a motion to waive the first reading.

SS: Seconded

All agree to support, vote yes unanimous

KD: I make a motion to approve the Bilingual Authorization Program.

SC: Seconded

All agree to support, vote yes unanimous

CHEM/PHYS 107 (TC 11:30) (See Curriculog) Scott Severson

AE: Cross Listed Courses in Curriculog, this is a first reading

SSe: Historical context, PHYS had a 107, but wasn't always being taught, needed to bring it back on the book, Physical Science for teachers for those getting a PS degree, material is critical for the foundational science waiver, K-9 teachers will be a key class, excited about it and how it fits into our new degree program.

MM: Thank you for providing the department's online policy, it talks about philosophy of the decision, question 1: will it be offered through chemistry if so, do they have an online policy? 2. In the online policy the chair and faculty decide mode of teaching together, general question...just curious how it came up in your discussion.

SSe: 1. Moved course through curriculog, in consultation with Chemistry, have not offered this course in a very long time, if Chem wants to offer it we are fine with that, they needed the class to be the same, online modality we want this flexibility. Chemistry may not have a policy because they would never really teach this course? 2. Share we the department's idea of online learning is coming from right now, ethos of wanting in person instruction as much as possible, current way of thinking about it, summer an instructor might prefer to teach it online, motivated by the instructor, not the approval though.

MMo: Motion to waive the first reading

KS: Seconded, passed unanimously

MM: Motion to approve

MMo: Seconded, passed unanimously

Provost Response to WIC Criteria (11:45) (See Google drive) Scott Severson

EA: Received it on 5/26, Scott is joining us as the Overlay Chair and Lauren Morimoto as Chair of Faculty for discussion. How best to proceed with the memo we received?

SSe: Happy to speak to this, responding from the Overlay Committee and faculty point of view, language that is recommended does still give faculty tools to keep things at 25. Language that recommended to have an enrollment max of 25 students, faculty can talk about pedagogical reasons for WIC courses, CS code: 04. Faculty can specify CS codes. This language for EPC to consider for pedagogical reasons. One way faculty could proceed.

MMo: Two things 1. Feels like CS code part of the provost's memo is a bit like a smoke screen, not a CS code policy, this is a WIC policy, we are saying it should have a CS code and an enrollment, trying to build the mandate into our policy, if I had a suggestion Scott to your

structure, if we are not allowed to mandate 25, maybe offering in the criteria form how faculty can justify teaching this course above the 25 enrollment, how would that work in your course?

KS: Put forward max enrollment with a justification, preferred that class size be at 25, we do have precedent in that regard

SC: Initial suggestion could work, capstone, 04 can only have 25 students, that worked this time, if the chairs can do it this way, the Dean asks why it is not above 25, in the future not so confident it would be a deterrent.

MM: CS codes are not a mechanism for a hard cap, call them all out or put a list on the criteria form, CS codes below that number are acceptable, real issue is what language to use for the 25 requirement, ongoing conversations, decide whether it really should be required, maybe using the language “strongly expected” instead of “recommended.”

CG: As a student I really worry about being in a WIC course with more than 25 students, I think stronger language with a clear CS code (25 cap) would be very beneficial.

LM: Thank you Christina for that statement, it is a good reminder that we are doing this for pedagogical reasons, for the student and to support student success and be able to meet and give really specific feedback to each and every student. Seminar could be a viable CS code, we have seen that the CS codes are based on workload, that's what has gotten forgotten in all of this, what can we do with these courses that are reasonable, even 25 is a large workload.

EA: Thank you all, we are at time, need to end meeting, continue the discussion at our next meeting. The items MM pulled from consent approval we will carry over into our meeting in 2 weeks. Add it to our agenda for next meeting.

Meeting adjourned, 12:01