

**Minutes, Educational Policies Committee
11:00 am – 12:50 pm, Sept. 3, 2015**

Present: Laura Watt (Chair), Tim Wandling, Jennifer Shaw (for Kristen Daley), Kathryn Chang, Jennifer Lillig (F15 sub for Jack Ou), Nathan Rank, Melinda Milligan, Laura Krier (sub for Felicia Kalker), Chiara Baciagalupa, Alvin Nguyen, Brandon Mercer, Richard Whitkus

Meeting called to order at 11:02 am by Chair Watt. Agenda was approved, with removal of planned visit from GE Subcommittee Chair Heather Smith (visit will be rescheduled for future date). Past minutes (05/14/15, taken by P. Kim-Rajal) approved with no changes. At the request of the chair, those present introduced themselves.

Review of Robert's Rules of Order (Info/Discussion Item #2)

EPC viewed a video presentation prepared by Laurel Holmstrom-Keyes detailing key elements of Robert's Rules of Order. In response to a question, Holmstrom-Keyes noted the presentation file is too large to send by email but anyone who wants a copy is welcome to ask her for one.

Minutes Assignments for F15 (Info/Discussion Item #1)

9/17: Alvin Nguyen
10/1: Nathan Rank
10/15: Jennifer Lillig
10/29: Laura Krier
11/12: Kathryn Chang
12/3: Chiara Baciagalupa
12/17: OPEN

Chair's Report

Chair Watt began by noting that the announcement of President Arminañá's retirement at the end of the 2015-16 academic year is expected to bring many changes. She then reported that a key item discussed at last week's Executive Committee meeting was the recent announcement that the GMC would require funding augmentation from stateside sources of \$800,000 per year for 5 years. However, she said it was noted at the Executive Committee meeting that CFO Furakawa-Schlereth was looking for other sources for the funds. EPC was referred to an email on the subject the CFO had sent to the campus community that noted that the funds had been located elsewhere for the current year. Lillig asked why the email had referred to the GMC as a department. Watt said she would look into it.

Watt then recognized the appointment of Interim AVP Richard Whitkus to replace recently retired AVP of Undergraduate Studies John Kornfeld. She noted that Whitkus had also been assigned many of recently retired AVP of Academic Programs Elaine Sundberg's curricular responsibilities. Watt noted that Sundberg's retirement means the loss of much institutional knowledge, but that Whitkus brings his own significant experience to the role.

Liaison Assignments for F15 (Info/Discussion Item #1)

- Graduate Studies Subcommittee – Vacant
- GE Subcommittee – Tim Wandling
- APC – On Hiatus
- Program Review Subcommittee (Voting Member)– Laura Krier [unknown if Felicia Kalker will continue in this position when she returns to EPC later in Fall]
- Senate Budget Subcommittee – Laura Watt

- University Standards – Vacant [Watt noted it is a very low priority to fill it]

In the course of the discussion of liaison assignments it was noted that Charles Elster (SDS) had expressed concern that EPC was not interested in diversity issues. Milligan clarified that Elster had brought a proposal regarding diversity within the curriculum to UPRS during the last academic year and that UPRS was working with him on it. Last year's UPRS chair had conveyed to the past EPC chair that the proposal was not yet ready to be brought to EPC. It was noted that Diana Grant would be chairing the University Program Review Subcommittee for 2015-16.

Watt explained that she planned to draw attention to EPC's subcommittees over the course of the current academic year. In order to do this, she said she plans to invite all of the subcommittee chairs to attend an upcoming EPC meeting to discuss their charges and their expected business for the year. Watt's goal is to remind the subcommittees of their relation to EPC, as well as clarify their charges for both the subcommittees and for EPC members. Watt noted that past EPC Chair Milligan had recommended such a reconnection with the subcommittees.

Report by Interim AVP Richard Whitkus

Reorganization of Administrative Positions in Academic Affairs: Whitkus began his report with a summary of his newly assigned duties. He will take over John Kornfeld's role, as well as take on Elaine Sundberg's Academic Programs duties. Whitkus will be the Interim AVP of Academic Programs. Whitkus also detailed the expanded positions of Julie Greathouse (Interim Senior Director of Student Academic Services), Gustavo Flores (Senior Director of Enrollment Management), and Sean Johnson (Senior Director of Records, Reporting and Analytics), as well as the expanded duties of Alvin Nguyen (now coordinator of FYE and SYE programs) and Merith Weisman (now coordinator of co-curricular programs, including the development of a co-curricular transcript).

Program Review Routing: Whitkus then reported that yesterday's University Program Review Subcommittee meeting had reviewed revisions to the tracking process for program reviews. He distributed a handout titled "Program Review Routing 2015-16" that was labeled as reviewed by UPRS on Sept. 2, 2015. He explained that the key changes involved an additional "middle level" of review. (1) Undergraduate program reviews will be routed to Laurel Holmstrom-Keyes in the Senate Office. She will agendize them with UPRS and notify the program. (2) Graduate program reviews will be routed to David Hartranft in Academic Programs. He will agendize them with the Graduate Studies Subcommittee and notify the program. They will be reviewed by UPRS as an info item.

Milligan asked for clarification of the role of the Provost and Academic Affairs in the program review process, given the past history of EPC requests regarding the need to "close the loop" in the review process. Whitkus noted that UPRS had discussed the need to revise the current policy to put "teeth" in the request that the program reviews should be reviewed by the Provost. The routing handout was then revised to list AVP Whitkus as the ultimate Academic Programs recipient of the program reviews, in addition to David Hartranft.

Chair Watt noted that two meetings had occurred just prior to the start of the semester: (1) a meeting to discuss the curricular change routing process (attended by Watt, Milligan, Sundberg, Whitkus, Holmstrom-Keyes, Goss) and (2) another to discuss the status of the curriculum guide with an emphasis on adding it to the university website (attended by Watt, Milligan, Sundberg, Whitkus, Holmstrom-Keyes). Watt also reminded EPC members to respond to her recent email message requesting review and input on text that is potentially ready to be added to the curriculum

guide website. She also said she plans to add examples of well prepared curricular revision proposals to serve as models for the current year. Watt then added that a meeting had taken place yesterday (attended by Watt, Holmstrom-Keyes, Whitkus, Goss, and others) regarding the likely piloting of routing software for curricular forms for a 30-day trial. She said believes it has the potential to streamline the signature process in particular.

Revisions to Academic Calendar (Info/Discussion Item #4)

As a part of his report, Whitkus advised EPC of future revisions to the SSU academic calendar (see EPC agenda packet document: "Academic Year Calendars 2015-16 through 2019-20"). He explained that Elaine Sundberg had prepared the calendars prior to her departure. Wandling expressed concern regarding the high number of Monday holidays Spring semesters in upcoming years. He said these holidays shortchange Monday classes and create scheduling issues for departments. He also commented that it would be nice not to have classes during Thanksgiving week in recognition of the growing number of students who live outside the service area. Whitkus responded that these topics had been noted as issues of concern earlier in the review process. Baciagalupa concurred that the Monday holidays were a major concern.

Selection of an EPC "Vice-Chair" (Business Item #1)

Watt noted that EPC had been allocated additional release time for the 2015-16 academic year to allow a member of EPC to effectively act as a "vice-chair" for the year. The release time will take the form of a single course reduction in Spring 2016. With APC on hiatus, EPC has taken on a number of policy issues for the university. Consequently, EPC's workload has increased. The vice-chair will work with the chair to address the backlog of policy and other issues currently faced by EPC. It was suggested that the election of a vice-chair take place at the next EPC meeting in order to allow those interested to meet informally with Watt to discuss the position.

Visit by University Standards Subcommittee Chair Michelle Jolly (Info/Discussion Item #3)

Chair Watt introduced Chair Jolly and explained she was the first of the EPC subcommittee chairs that would be visiting EPC this semester. In her introductory remarks, Jolly noted she had served on the USS for 14 years. She summarized the basic business of USS: it hears student petitions and deals with policy on course withdrawals (full withdrawals and late drops), reinstatement petitions for disqualified students, course repeats, late adds, and incompletes. She explained that petitions go to the Registrar's office first. If they clearly meet pre-established standards, the Registrar makes the decision. If not, they come to USS (for example, if the course of action is unclear, if they involve exceptions, etc.). Of note, current policy says that retroactive withdrawals must be from the whole semester, so all petitions to drop only one course retroactively must go to USS. Jolly said there were changes in 2008-09 at the CSU level that impacted SSU policies, so SSU's policies were revised slightly at that time to comply with the CSU. Jolly explained that she viewed most changes made by USS as procedural ones, not policy ones. USS business is confidential unless it involves policy.

Jolly said USS sees approximately 60 business items a year. The vast majority of petitions do not go to USS and instead are decided upon by the Registrar Lisa Noto. Jolly also spends time advising students one on one.

Ranks asked if many Waivers of University Regulations are seen. Jolly says yes, since this is the petition used for retroactive withdrawals. Wandling suggests looking into the use of the waiver form and what it can be used to do, even when a policy says no.

Watt asked if USS sees any notable patterns. Jolly said there had been a rise in petitions to drop due to stress, which has resulted in USS discussion as to whether stress presents a sufficient reason for

late and retroactive drops, especially when not accompanied by medical documentation. USS evaluates if these petitions present “serious and compelling” cases.

Wandling asked to what extent USS requires documentation in support of petitions, especially of confidential issues. Jolly says it is required and if it is not provided it will be requested. Lillig asked what happens when advisor is lukewarm in their support of a petition. Jolly said USS takes that into account and follows up with the advisor. The advisor’s recommendation is given credence with reinstatement petitions in particular, says Jolly.

There was additional discussion of the forms used by USS, including the process for revising and updating such forms. Wandling noted that in the past, revisions to forms went to Senate. Jolly responded that forms are procedure, not policy, so recent USS practice has been to update them internally. Jolly said she would like to start communicating with chairs more directly again, a past practice that had dropped off due to workload in the Registrar’s office. Now that a new assistant registrar is in place, Jolly expects additional lines of communication to open. Watt added that the new assistant registrar will be on EPC and GE. Rank said it would be helpful to communicate info about forms to chairs so that they know that forms are overseen by USS, not by A&R, in case they have changes to recommend.

Milligan said it would be very good for USS to report regularly to EPC and asked if USS would benefit from having EPC send a liaison? Jolly responded that USS business was quite repetitive, so there was likely a better use of liaison time than attending USS. That said, she noted it was an opportunity to be at the table with the Assistant Registrar, Academic Programs, and Counseling, and to see the connections across them within the university.

Watt requested that USS check in electronically with EPC on a regular basis this year. Wandling requested that USS give EPC notification when policy issues are on their agenda so EPC can send a liaison to those meetings in particular.

Consent Item Added to Agenda: MCCCCFs

Rank moved to add the MCCCCFs posted to the EPC Moodle page to today’s EPC agenda as a consent item. Milligan seconded the motion, which was then approved without objection.

A general discussion ensued regarding the approval processes for experimental and permanent courses. Chair Watt reminded those present that if committee members have questions about a specific course listed as consent item in the future that they need to request that the course be moved to the agenda as a business item.

Status of EPC Working Groups/Task Forces/Charges (Business Item #2)

- not discussed

EPC Statement on Proposed Reorganization of Faculty Governance (Business Item #3)

- not discussed

Meeting adjourned, 12:50 pm

- Submitted by M. Milligan