

EPC Minutes

Sept 13, 2018

11:00-12:50 – Academic Affairs Conference Room (Stev 1040)

Present: Jenny Bent (JB), Kathryn Chang (KC), Kaitlin Springmier, (KS) Emily Ascencio (EA), Tia Watts (TW), Jenn Lillig (JL), Karen Moranski (KMo), Luisa Grossi LG), Christina Baker-Foley (CBF), Melinda Milligan (MM), Breana Archie (BA), Katie Musick (KMU), and Chiara Bacigalupa (CB)

Guests: Hollis Robbins, Jennifer Mahdavi, Jennifer Shaw

Call to Order/Agenda/Approve Minutes

- JL called the meeting to order at 11:02 am
- Agenda approved by unanimous consent, with the following changes:
 - Three Art History MCCC's – moved to business item (12:30)
 - Music Proposal will be presented by J. Lillig instead of John Palmer
- Minutes from 08/30/18 approved by unanimous consent with the change that Alvin Nguyen be removed from the absent list, since he is no longer on the committee.

Question from Hollis Robbins, Dean of Arts and Humanities – would like to discuss cross listing, as questions about cross listing are coming up regularly in the School of Arts and Humanities. There was not time to discuss this issue. KMo will meet with Dean Robbins.

Reports

- Chair of EPC — J. Lillig
 - Internship policy update – JL and KM have been meeting to revise the draft. The policy needs to be circulated among faculty to find out if concerns have been addressed. Could be posted to a blog and looked at in small groups, before being taken to larger groups. Some key issues should be addressed up front, especially those that cannot be changed. Question from EA about timeline. There are immediate things that can be changed easily right now, but the overall roll out can happen over time
 - Question from MM about guidelines for undergraduate TA's – any new information? There are a large number of TA's who are not being paid. However, all TA's, GA's, and OSI's are unionized, so we need to be sure we are in compliance with Collective Bargaining Agreements. Right now, KMo is collecting data on where TA's are being used so that we can understand where we are. Question from CBF about whether students can teach courses. Need to check with Academic Affairs first. JL recommends checking with CFA as well. KMU: There are a maximum number of units of student-taught courses that a student can use toward their degree.
- AVP, Academic Programs — K. Moranski's report focused on changes coming to academic programs:

- Full time Associate Dean of Academic Programs position to be posted soon as an external search. Duties to include curriculum development and GE Implementation. January start would be ideal.
- Faculty administrator position – title to be determined. Someone to focus on graduate studies. Internal Search.
- Analyst position to be added to Academic Affairs. David Hartranft is retiring in December – his duties will be split into two different positions. New software will change curriculum and catalog changes – expected to need a full time position to oversee these areas. A second analyst position will focus on graduate studies to help with graduate student recruitment, building community, and other graduate program/student supports.
- TW asked whether there is any way to catch students who register for class even though they failed the pre-requisite in the previous semester. KMo replied that there is the potential to have a system in place to remove or at least identify students who have not met the pre-requisite by the start of the semester. System is called Post Enrollment Requisite Checking (PERC). However, her office needs examples of problems from departments in order to support the argument for needing a system. In the meantime, KMo and KMu can meet with departments to offer suggestions. MM asked if EPC representatives should go back to their schools to see how wide-spread the issue is. KMo suggests that we ask, “Are there problems with pre-requisite checking in your department?” EPC representatives will report back; JL will try to put on agenda for next time.

Consent Items

- MCCCCFs for Review – GEP 445 and PSY 581 are the only ones on the consent agenda, since the ArthI courses were removed. Consent items approved by unanimous consent.
- MM commented that the MCCCCF’s did not yet have KMo’s signature. JL explained that we have been looking at them first to prevent delays. MM asked whether the MCCCCF;s should be looked at for completeness before they come here. KMu: Dennis and KMu look at the proposals for completeness – whether they have the information they need to proceed with catalog changes. They do not look at the curriculum issues. After further discussion, it was decided that all MCCCCF’s will be sent to KMo first, because otherwise EPC members will always be asking whether Karen has seen them and whether she has any concerns.

Old Business Items

1. Minimal Change Proposal: Education TC 12:15 (J. Mahdavi)

- Changes made since first reading:
 - Filled out the MCCCCF to remove EDSP 400 from the catalog.
 - Filled out the MCCCCF to change the course description and add the prerequisites for EDSP 481
- MM: Updated cover sheet with Karen’s comments is also included now.

MM: Move to approve the revised proposal.

CB: Second the motion.

Motion passed unanimously.

New Business Items

1. Curriculum Proposals: BA Music / Liberal arts Concentration TC 11:50 (J. Lillig)

- This proposal seeks to remove 21 units (75 to 54 units) from the BA Music / Liberal Arts Concentration. All 21 units would go to university electives in the new configuration. The change allows more flexibility for students in this concentration, and it opens up the possibility of these students using the units towards a minor.
- Note from KMo: EO1071 – all of the music changes need to be looked at with EO1071 in mind, but not immediately. Academic Affairs wants the proposal to come forward, and then to be looked at for EO1071 later. EO1071 is an executive order that came from the chancellor's office in Nov 2016 that says programs with core + concentration, have to have more units in the core than they have in the concentration, minimally by 1 unit. The intent is to have exactly the same core across all concentrations that are within the same major. We received a report this summer on programs that need to address the issue. We have until 2021 to address all outstanding issues, and they are supposed to be done in accordance with program review. Any new programs that go to the chancellor's office now do have to be in compliance.
- TW asked what the rationale is for EO1071. KMo explained that the core is tied to the name and the identity of the degree. The concentrations go off in different directions, but the core needs to be the primary definer of the CIP code that is used by the federal government. When a program cannot meet EO1071, one remedy is to elevate the concentration to a separate degree.
- MM: confirm that MUS 300 is staying in the catalog? JB: Yes, it is staying in the catalog – it is used for other purposes. But she will double check.
- HS: We seem to be in the 2018-19 assessment cycle, so EO1071 maybe needs to be addressed now? KMu: The complication has to do with the other concentration, not this one. KMo: This proposal is okay, should be able to go forward.
- The proposal will come back for a second reading at the next meeting. The only request is confirmation that MUS 300 is staying in the catalog.

2. GE Reform (J. Lillig)

- Today at Senate, the General Education Revision Subcommittee (GERS) will be presenting an overview of their work, timeline, and communication plan. IGEA, GERS, and GE Subcommittee are all working together to launch and bring the new GE recommendations forward. On their website, GERS will have documents about their process and the recommendations that they have agreed upon so far (GE learning outcomes, definitions of LD and UD GE, recommendations for departments to consider what it means to be GE, and a process for met-in-major GE courses). There will also be information about how faculty input and EO 1100

were considered. The GERS will hold some forums and school/department visits to get more input on their recommendations. First reading at EPC is planned for mid-October. EPC would hold another forum, and then a second reading. GE Subcommittee is working on course content criteria and ideas for approving changes to existing courses in bulk. Courses needed in A1, upper division B, and lower division E – GE Subcommittee working on process for approving those courses in the spring. Also working to map the GE learning outcomes to the WASC core competencies and EO1100.

- MM asked that the proposal be submitted well in advance – up to two weeks in advance of the first reading. This would be October 1.
- It was also suggested that GERS could provide EPC with their recommendations while they were also gathering feedback; any resulting changes could be explained at the first reading.

2. GSS Report TC 11:30 (L. McCabe)

- This survey of graduate faculty and graduate students was carried out at the suggestion of Senate.
- Piloted in fall, full surveys implemented in Spring. 16 master's programs at that time (now there are 15). 9 are state-side; the others are run through SEIE. Most are in-person programs, but increasingly going hybrid or online.
- 141 faculty (26%) designated to teach in graduate programs. 7% of students are in graduate programs.
- Faculty mostly agree that the graduate programs are invisible.
- Faculty and students are satisfied with the programs.
- Underlying, consistent theme is lack of resources and time dedicated to graduate programs.
- Faculty would like to see an administrative lead for graduate programs.
- Students wanted more teaching, mentoring, and professional development.
- BA asked why graduate programs have not been funded sufficiently. Historical emphasis on recruiting and building support for first year students, resulting in less emphasis on transfer and graduate students. We have built the Transfer Center; now looking at graduate studies, starting with the hiring of a graduate studies faculty administrator and analyst (see Academic Programs report above). Biggest challenge has to do with funding graduate students and perhaps with being able to offer programs that students want/need.
- KS: Is graduate studies looking at the need for the library to procure materials to support the graduate programs. Library has had an increase in requests to provide resources (e.g. films) to some programs. EPC may need a different process to more adequately consider resources that are needed to support new programs.
- TW: Did you find differences in student responses between state-side and self-supporting programs? LMC: Data cannot be differentiated in this way.
- CBF: Can you say more about the item in which many faculty members wrote in that improvement of campus climate is needed? McCabe: 90-95% of faculty made comments consistent with a need to improve campus climate. We also need a

campus climate survey that asks specifically about issues of equity and inclusion. Some students specifically mentioned having been the target of micro-aggressions.

- Data is being discussed again today at Senate.

3. ArtH 490, 491, and 492. (J. Shaw, 12:30 pm)

J. Shaw introduced the proposed changes to the following courses:

- ArtH 490 Proseminar -- required of all Art History majors and is also a WIC.
 - Want to change 490H so that it is open to non-majors now that is a WIC. Have been letting in non-majors and has not been a problem. Content is something that anyone with an interest in visual culture could do. Beneficial to majors to have someone else looking at visual culture.
 - Drop the H from ArtH 490H. H stands for “history,” but no longer need the distinction since 490F no longer exists.
 - Change units from 3-4 to 4 units. ArtH 490 has always been taught as a 4 unit class. The 3-4 unit designation was leftover from an old way of structuring Art classes.
- ArtH 492 Senior Thesis is not required in the major; students may write it with permission. The change is only to the description to remove “film faculty,” since the department no longer has a film emphasis.
- ArtH 491H is no longer needed, since students write their capstone in ArtH 490 Proseminar. Thus, this course needs to be deleted from the catalog.

EPC questions center on ArtH 490 Proseminar in Visual Art and Culture.

MM made the following comments:

- Explanation of unit change for 490 needs to be part of the documentation.
- It needs to be more evident that ArtH 490 is for everyone and that Art 492 is optional.
- The pre-requisite of two papers in previous courses is not clear.
- Explanation needs to include a rationale for why a senior thesis course can include non-majors.
- The changes seem to be a “minimal change to the major,” because the major requirements have changed, more rationale is needed (see above), and there are significant changes to the catalog copy.

CBF commented that the title “proseminar” usually indicates that a course is for students in the major. She suggested the title be changed to “Seminar in Visual Art and Culture.”

After further conversation the following changes were requested:

- Change the title of the course to “Seminar” rather than “Proseminar.”
- Drop the requirement that says majors must have completed two papers in upper division art history courses, since students in the major would have already done that.
- Complete the “Minimum Revision to the Major” form, including rationales requested above.

If EPC members want to request additional changes, they should be sent to J. Lillig. At the next meeting, this item will be a first reading of the curricular revision.

Meeting adjourned at 12:53 pm.