

Minutes of EPC Meeting: September 16, 2009
Approved by Committee September 30, 2009
Submitted to Executive Committee _____
Submitted to Academic Senate _____
Approved by Academic Senate _____

MEMBERS PRESENT: R. Cohen, T. Black, H. Hertzog (Chair), L. Lampert, D. Brownlee, V. Pedone, D. Schwartz, K. Vrongistinos, R. Vedd, J. Pilkington

MEMBERS ABSENT: S. Morgan

GUESTS PRESENT: P. Faiman, M. Filbeck, C. Spector, K. Kearns, S. Dijulio, D. Gray, E. Adams, C. Von Mayrhauser, J. McCarrick, J. Hennessey

STAFF: C. Rawitch, G. Mena

I. Announcements

A. H. Hertzog (Chair) welcomed the new committee members.

B. H. Hertzog announced the fall meeting schedule:

1. 09/30/2009 2 P.M. - 4 P.M. UN 211
2. 10/14/2009 2 P.M. - 4 P.M. UN 211
3. 10/28/2009 2 P.M. - 4 P.M. UN 211
4. 11/18/2009 2 P.M. - 4 P.M. TBD
5. 12/09/2009 2 P.M. - 4 P.M. UN 211

C. The following EPC members are assigned to program reviews:

Fall 09

1. Chemistry and BioChemistry—Hillary Hertzog
2. Geography—Rishma Vedd
3. GWS—Lynn Lampert

Spring 10

1. Public Sector Management—Shannon Morgan
2. Health Science—Randy Cohen
3. Economics—Tim Black
4. Kinesiology—Vicki Pedone
5. Chicano/a Studies—Diane Schwartz
6. Philosophy—Don Brownlee
7. Sociology—Konstantinos Vrongistinos

D. Hillary Hertzog reviewed the Program Review Process – the EPC member will receive a copy of the department's self-study document. The EPC member attends the Exit Interview during which time the external reviewers will give commendations and recommendations. The EPC member should note those topics that are relevant to undergraduate curriculum. The EPC member then reports back to EPC the results of the Exit Interview.

E. Hillary Hertzog reported on the Psychology Program Review Exit Interview.

E. Vicki Pedone reported on the GE Governance Task Force recommendations.

See [**Attachment IE**]

F. G. Mena announced the draft of the Standard Operating Procedures will be circulated for review and approval at next EPC meeting.

II. Business

- A. The minutes from May 6, 2009 were **MSP**.
- B. C. Spector of the faculty senate executive committee informed the committee that she is the designee to review the minutes from EPC. She asked EPC members to use the new policy template and to feel free to approach her with any questions about the Faculty Senate policy process.
- C. The curricula review schedule was revised at the table and will be as following:
 - 1. 09/30/2009 New Experimental Courses
 - 2. 10/14/2009 CSBS (56 proposals)
 - 3. 10/28/2009 HUM and ECS (35 proposals)
 - 4. 11/18/2009 HHD, CSM, AMC and CBE (25 proposals)

D. Limiting Majors and Minors:

Rawitch explained that every spring there are over 1,000 students with over who have earned 130 units but have not filed a graduation check. For the last two Spring semesters, the Associate Deans were asked to contact these so-called “super-seniors” and help move them toward graduation.

Rawitch also informed the committee of other ongoing efforts to address the issue of “super-seniors”:

- 1. The BOT policy, passed on July 21, 2009, allows campuses to stop super-seniors from registering in classes so that the students can be graduated.
- 2. Criteria and availability of Financial Aid for super seniors will change. The maximum number of units for students to maintain eligibility for Financial Aid will become 150 units in the Fall of 2010. Satisfactory Academic Progress criteria will become stricter.
- 3. Registration for super-seniors with 130 or more units will be blocked during Fall 2009 and students who are approaching super-senior status will be sent a warning about a possible future registration hold.

C. Rawitch is asking the Faculty Senate and EPC to consider drafting a policy that would **limit majors/minors** or change the way in students declare majors/minors. The following possibilities were discussed:

- 1. limit the number of majors/minors a student can have and/or
- 2. limit the number of times a student can change majors and/or
- 3. set a point beyond which a student can no longer change majors (e.g. not after 75% of the current major is completed.)
- 4. set a point in the total number of units beyond which a student may not add a major or minor(s).

H. Herzog asked the committee bring any suggestions or ideas about this topic to the next meeting. G. Mena will bring a list of Majors and Minors and their unit counts.

- E. **Creation of a “University” B.A.:** In the contest of the super-seniors and business item IID, C. Rawitch asked EPC to consider the possibility of graduating students with a University Baccalaureate. The student would not have a major but they would be graduated.

H. Herzog asked the committee bring any suggestions or ideas about this topic to the next meeting. The Committee asked C. Rawitch to bring information about how other CSU campuses are dealing with this issue.

III. Pending Issues

- A. MATH 140 Substitution
- B. Hybrid Course Definitions
- C. GE Recertification
- D. Offering an Experimental Course in GE

[Attachment IE] Status Report from the GE Governance Task Force to EPC, September 16, 2009

Formation of General Education Governance Task Force

In Fall 2008, EPC made a request to Senate Exec to assemble a task force to review whether EPC should continue to assume responsibility for certification of all new GE courses, re-certification of current GE courses, and oversight of assessment and program review for the GE program, or whether a new group should be formed to accomplish these tasks. In Spring 2009, the Task Force convened, composed of faculty and administrators with experience in faculty governance, the General Education program, curriculum review, assessment, and program review. Names and relevant experience of the Task Force members are listed in Appendix A.

Work-to-Date by the Task Force

The GE Governance Task Force conducted research on GE governance, assessment, and program review on other campuses. A wide range of institutions was examined in order to provide a comprehensive catalog of practices. Based on this research, the Task Force reached a unanimous decision to recommend a new campus body be created to direct and oversee the General Education program on campus. It then considered the following questions concerning the new governance structure:

- a. What should be the scope of work and level of authority ascribed to body?
- b. What should be its representation and how should members be elected/appointed?
- c. What should be its relationship to EPC and Senate?
- d. What should be the timeframe for establishing this new structure?

Based on the compiled research and task-force discussions, each member developed a model of the new body, including its charge, membership, and place within campus governance. Through lively discussion of these models and the thinking they reflected, the Task Force developed the recommendations in this report.

Recommendation to Create a General Educational Council

Authority and Oversight

The Task Force recommends creation of a new campus body, tentatively named the GE Council, to administer and oversee matters related to the General Education program. Establishing such a Council will raise the status and awareness of General Education as a significant program on this campus, comprising 40% of a student's 120-unit degree program. Stewardship of this program is best achieved by a campus group whose sole focus is the coherent management of all components of the GE program. Therefore, we recommend that the GE Council should have authority to:

1. Review GE Curriculum (new courses and course modifications)
2. Determine the criteria of course placement in GE program
3. Review and recommend to the Senate policies related to GE program
4. Establish procedure for and then conduct GE recertification
5. Oversee the process and completion of GE program review
6. Establish procedure for review of GE SLOs
7. Oversee the process and completion of the annual assessment cycle for the GE program

We think that this body of work is too large for EPC to effectively manage in addition to its critical work on undergraduate policies and discipline-based curriculum. A campus body that has a holistic focus on the goals and components of the GE program is best suited to govern all of its inter-connected components. For example, the processes of authentic and valid assessment and program review, once implemented, would be major factors in approval and placement of new GE courses, in the modification

of existing GE courses, and in re-certification of GE courses. Hence, we recommend that the GE Council have authority and oversight over all aspects of the GE program.

Committee Structure, Directorship, and Membership

The Task Force discussed two different structures for the GE Council: a standing committee of Faculty Senate and a subcommittee of EPC. Both options will be effective in decreasing the workload of EPC, thereby allowing EPC to focus on undergraduate policies and academic program curriculum. Both structures are presented for larger campus debate. Some pertinent discussion points included:

1. As an independent standing committee, the GE Council:
 - a. would raise the status and awareness of GE as a program.
 - b. would make direct recommendations to Faculty Senate on policies.
 - c. would be an important committee with influence on resources.
2. As a subcommittee of EPC, the GE Council:
 - a. would be established more quickly because no by-law change is needed.
 - b. would allow the University time to evaluate the function of the Council before changing the by-laws and elevating it to a standing committee.

In addition, the Task Force recommends the creation of the position of Director of General Education. The position would be filled by a faculty member, on reassigned time during the academic year to fulfill the duties of this assignment (number of units to be determined). The Director would be responsible for the day-to-day administration of policies, assessment, and program review of the GE program. This person would be the campus representative to the CSU GE Affinity Group and to other system-wide and campus groups where GE expertise is needed. The Director would work closely with the Director of Assessment and would prepare the annual assessment report for the GE Program. He or she would also coordinate the self-study report for program review.

Appendix A. Members of the GE Governance Task Force

Member	Current Position and Relevant Experience
Elizabeth Adams	Associate Dean of Humanities, former chair of EPC, former Director of Liberal Studies, accreditation
David Ballard	Associate Professor of Sociology; Program Review Coordinator for University, accreditation
Sandra Chong	Associate Professor of Elementary Education, member of the Senate Exec, accreditation
Hillary Hertzog	Chair of EPC and Associate Professor Elementary Education, member of 2004-05 GE Task Force, accreditation
Sharon Klein	Director of WRAD, Professor of English
Bonnie Paller	Director of Academic Assessment and Program Review, Associate Professor of Philosophy, accreditation
Vicki Pedone	Chair and Professor of Geology, former associate dean, member of 2004-05 GE Task Force; Interim Director of University Assessment Spring 2008, accreditation
Diane Schwartz	Professor of Computer Science; former associate dean, former chair of EPC Subcommittee on GE Recertification; former Chair of EPC; former Faculty President; accreditation
Steven Stepanek	Chair and Professor of Computer Science, member of Senate Exec, member of 2004-05 GE Task Force; accreditation
Barbara Swerkes	Professor of Kinesiology, member of Senate Exec