

EPC Meeting Minutes Wednesday, December 11, 2013

MEMBERS PRESENT: D. Conner, C. Spector, L. Becker (Chair), M. Rivas, C. Woolett, K. Vrongistinos, J. Oh, D. Lemus, E. Garcia, L. McConville

MEMBERS ABSENT: D. Wakefield, V. Pedone

STAFF: E. Adams, G. Mena

GUESTS PRESENT: M. Shifrar, P. Faiman, D. McLaughlin, A. Bouguarche, B. Castronovo, D. Gray, C. Jones, B. Ryan, K. Stanford, T. Abourezk, D. Hosken

I. Announcements

- A. Spring 2014: D. Wakefield will chair EPC on February 26, 2014.
- B. The Faculty Senate approved the [Second Baccalaureate Disqualification](#) policy on November 21, 2013.

II. Business

A. Review of minutes

1. The minutes from October 30, 2013 **were MSP approved** with one changes: edit item IIE2 to specify the departments.
2. The minutes from November 13, 2013 were **MSP approved** with edits: one typo and revision for item IIE to reflect that C. Spector volunteered to serve on the Syllabus Policy Subcommittee

B. Returning Proposals

1. FREN 495 Topics was **MSP approved** with edits: (1) PRE-REQ is "or" and (2) Tchad to Chad.
2. KIN 406 was **MSP approved** with a recommendation to consult with Joyce Burstein regarding syllabus statements on community service.
3. FCS BS_Apparel Design Option was **MSP approved**.

4. Undergraduate Syllabus Policy discussion:

L. Becker explained that Academic Technology Committee (ATC) is working on a policy related policy. L. Becker contacted Merril Simon, the GSC Chair, regarding the development of a unified syllabus policy for undergraduates and graduate students. The EPC/GSC subcommittee will consult with ATC and campus community regarding the unified syllabus policy.

D. Lemus, M. Rivas, and L. Mcconville volunteered to serve on the Syllabus policy subcommittee.

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EPC briefly discussed the following issues related to the development of a revised syllabus policy:

1. General Education (GE) SLOs vs. GE goals.
2. Tentative due dates for assignments
3. Faculty Phone numbers
4. One document vs. Syllabus content on Moodle.
5. Mandated policy vs. “recommended best practices”