

Educational Policies Committee (EPC) Minutes

**Meeting Date: Wednesday, September 3, 2014**

Status of Minutes: Approved 9/17/2014

*Attendees:*

MEMBERS PRESENT: L. Becker (Chair), D. Conner, L. Henderson, Y. Mimura, J. Oh, V. Pedone, D. Schwartz, C. Spector, D. Wakefield, L. McConville

STAFF: E. Adams, J. Hunter

GUESTS: P. Faiman, C. Hayashi, K. Michaud, A. Wright, D. Gray, L. Lampert, T. Abourezk, J. Binkley, M. Cahn, K. Stanford, R. Ryan, C. Jones

I. Announcements

- A. L. Becker (Chair) announced the meeting schedule for the academic year and curricular agenda for Fall 2014.
- B. L. Becker announced that E. Garcia stepped down from EPC and that the Senate Executive Committee will appoint a replacement. Y. Mimura was appointed to replaced D. Lemus.
- C. Members, associate deans and guests introduced themselves.

Senate Executive Committee liaison K. Michaud explained her role, read the charge of the Educational Policies Committee, and encouraged members to prepare for and attend EPC meetings.

- D. L. Becker announced the curriculum review schedule and moved Humanities "Essential Knowledge" proposal to 10/1/14.
  1. 9/17/14: Selected Topics, Experimental Topics, and Early Implementation Proposals
  2. 10/1/14: ED, AMC, CSM, HUM "Essential Knowledge"
  3. 10/15/14: CBE
  4. 11/5/14: HHD, ECS
  5. 11/19/14: SBS, HUM
  6. 12/3/14

## II. Business

- A. The minutes from 3/26/14, 4/23/14 and 5/7/14 were **MSP approved** with minor edits to the 5/7/14 minutes (3 abstentions).
- B. Program Review Representative
  - i. Cinema and Television Arts program review exit meeting 9/23 from 11 a.m. to 12 p.m.: **J. Oh.**
- C. General Discussion: SOPs, Early Implementation, Proposal Requirements, Assessment, Financial Resource Implications
  - i. SOP underwent changes last year. L. Becker invited committee members to raise any additional suggested changes.
  - ii. L. Becker reminded the committee that early implementation is not automatic and should be reserved for rare situations. There were no additional thoughts or changes regarding the reservation of early implementation.
  - iii. E. Adams and L. Becker discussed financial resource implications. E. Adams shared that a potential form (pre-EPC check) was vetted by the deans and other relevant parties. Feedback indicated the form was a layer that did not need to be added to the existing process. She asked the committee to think about financial resource implications when reviewing proposals – has the resource implication been addressed? It is not adequate to say there are no resource implications. L. Becker added that addressing financial resource implications should come early in the process – by the college curriculum committees and dean’s offices, prior to the proposals coming to EPC. EPC is not policing financial resource implications, but it is part of reviewing the forms.
  - iv. L. Becker discussed understanding assessment in a broad way and the need to close the loop. Curriculum reform is driven by assessment and curriculum forms ask for assessment methods in the justification section. Provost Hellenbrand is unavailable to attend EPC this semester to discuss the topic.
  - v. E. Adams reminded the committee that Fall 2014 is the final semester for General Education Council (GEC). GEC will finish certifying courses and write a report to EPC about the future of GE recertification and larger issues around GE (i.e. mandate GE have assessment and program review). L. Becker added that EPC already handles all other functions related to GE.

- D. L. Becker distributed draft revisions to the Faculty Authored Materials Policy from the subcommittee. An audit showed that the existing policy is dated and not enforced on a regular basis. The old policy on the bookstore's responsibility was removed (the policy can suggest but not state the bookstore's responsibilities). The draft removed section 2.4 regarding royalties and redistributing funds. V. Pedone mentioned that this may still take place in at least the College of Science and Mathematics. V. Pedone joined the subcommittee and will gather additional information from her College regarding section 2.4. The draft also addresses 21<sup>st</sup> century changes and distinguishing between self-published versus commercial press. There was discussion regarding the department review committee in section 2.2. Would the review happen every semester or once during the lifetime of the work? L. Becker suggested not every semester once approved, but that new editions could be approved again. D. Gray said the wording "in each case" was unclear – does it mean each course or each work? Additionally, the policy only addresses self-authored work. "Faculty Authored" may need to be interpreted more broadly.
- E. EPC approved final changes to the Written Syllabi policy at the end of Spring 2014. The revisions need to be approved by GSC this semester. Once the policy has been approved by both EPC and GSC, the subcommittee will consult with the Academic Technology Committee, which may bring up additional considerations related to the policy.

The meeting was adjourned at 2:50 p.m.