

## Educational Policies Committee Meeting Minutes

Meeting Date: Wednesday, September 7, 2016

Status of Minutes: Approved 9/21/16

### *Attendees*

**Members Present:** L. Becker, M. Carter, P. DiMarco, B. Lasky, C. Mayberry, Y. Mimura, D. Schwartz, C. Spector, B. Tila, J. Vey, D. Wakefield

**Staff:** E. Adams, J. Hunter

**Guests:** C. Rawitch, C. Hayashi, J. Binkley, P. Lazarony, R. Talbott, X. Alviso, R. Ryan, D. Gray, T. Abourezk, M. Stein, J. Stallcup, K. Dabbour

### **I. Announcements**

- A. L. Becker (Chair) welcomed everyone to the meeting and announced the year's meeting schedule.
- B. New and returning members, associate deans, and guests introduced themselves. M. Stein, Senate Executive Committee Liaison to EPC, read the committee's mission and charge. She reminded committee members about the importance of attendance and being prepared for each meeting.
- C. L. Becker announced the curriculum review schedule for Fall 2016.

### **II. Business**

- A. The committee reviewed the proposed Standing Committee Expectations. After discussion, the expectations were **MSP approved** as amended.

The Educational Policies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2016-2017 academic year:

- (1) Attend the entirety of every meeting and participate actively in meetings.
  - (2) Thoroughly and thoughtfully read all distributed materials prior to the meeting.
  - (3) Volunteer for subcommittees or other tasks as the need arises so that the workload may be spread fairly amongst members of the committee.
  - (4) Ensure that the climate of the committee is conducive to all viewpoints receiving a full and fair hearing.
- B. The minutes from 5/4/16 were **MSP approved** (one abstention). C. Spector asked about the department chairs' response to the proposed Program Review documents that EPC approved on 5/4/16. E. Adams said she would ask E. Bartle about the chairs' feedback.

- C. L. Becker asked for volunteers to serve as the EPC representative on two upcoming Program Review exit meetings. He explained that EPC has a representative at MOU and exit meetings for program reviews. The representative attends the meeting to observe what is occurring in the department and to see if there are any issues that need to be related back to EPC. They also serve as a resource if questions come up during the meeting that relate to curriculum review or policies. The representative is asked to give a brief summary at the next EPC meeting. The representative cannot be from the same college of the department being reviewed.
1. Psychology exit meeting Friday 9/30 from 1:30 p.m.-2:30 p.m.: **D. Wakefield**
  2. Geography exit meeting Thursday 10/20 from 1 p.m.-2 p.m.: **P. DiMarco**
- D. The following item was informational and not voted on (effective Fall 2016)

**Selected Topics**

1. GWS 495GIL – Gender and Islamic Law
- E. L. Becker shared general reminders with the committee. He encouraged committee members to read the Standard Operating Procedures (SOPs). The SOPs provide details about what needs to be included in curriculum proposals, the timeline behind the curricular review process, curricular consultation, and other information.

He also explained the criteria the committee should consider for proposals requesting early implementation. It is a problem administratively to pass everything early and the committee needs to make sure the proposal has gone through the proper amount of review. The department must provide a compelling justification for early implementation.

Regarding assessment, proposals can include the matrix or a brief narrative. The committee looks at how the proposal fits into the larger assessment program for the department. The committee also needs to be aware of and document proposals that are submitted as a result of assessment.

Although EPC generally does not make decisions about financial implications, proposals are required to include information on financial resources so the committee is informed that thought and discussion has occurred at the department and college level.

L. Becker mentioned that the university will be transitioning to electronic curriculum forms. E. Adams provided an update on the current status of the project. It will be completed in late Fall and piloting will begin with the College of Humanities and the College of Science and Mathematics.

F. L. Becker reminded the committee that some policy items are remaining from last year, including Standardized Breaks in Classes, Scheduling of Instruction, General Education, and Selected Topics. He will compile a list for the committee to discuss how to proceed with the outstanding policy items from 2015-2016, along with any other policy issues, at the next meeting.

The meeting was adjourned at 3:04 p.m.