MINUTES

TO: Educational Policies and Programs Committee
FROM: Lyndall Ellingson, Secretary
DATE: April 17, 2014

Members Present: Boyd, Cross, Crotts, Ellingson, Kaiser, Kipnis, Lee, McConkey, Nichols, Ratekin, Roll, Schierenbeck, Schindler, Thompson, Lillibridge, Bowen, Loker (Ford), Bryan, Baumgartner-Lee, English

1. Approve minutes of April 10, 2014 meeting - Approved

2. Approved agenda with an amendment adding 7C: University Writing Committee.

3. Announcements and Introductions:
   a. Town Hall dates: 4/22/2014
   b. Concert Band: 4/17/2014
   c. STOP Conference: 4/17/2014
   d. CUSD Board: Mosquito Vector Control/West Nile Virus

4. Chair’s Prerogative:
   a. 2014-2015 Academic Calendar (Wenshu Lee) – Update. Presentation included such matters as inflexibilities in 2014-2015 calendar development and Presidential support of a Calendar Development Committee for 2015-16. Discussion included 1) Committee membership (President’s Chief of Staff, Academic Senate President, Associate Vice President for Faculty Affairs, Representatives from Continuing Ed., Payroll, CFA, and a student representative); history of calendar development issues and evolution (including the CBA, changes in state support for intercession, town-gown conflicts, involvement of EPPC/Senate); validity of EM 75-17; faculty involvement in calendar development.
   b. EM 13-078 Facilities Use and Management (Ford, Ellingson, Selvester) – Update. Presentation included of history of EM 13-078 issue and present developments and responses. Discussion included the need for a policy for policy development, SAC composition, EO1000, non-academic use, and sustainability. A request was made for all Senators to receive EO1000 and related documents before new EM reaches EPPC.

5. Proposed Revisions to EM 84-005: Policy on Commencement Exercises; Interim (K. Zimmerlee) Action Item
   a. Motion to use substitute document for consideration (Lillibridge/Schierenbeck)/Passed
b. Discussion included commencement speakers, various alternative scenarios, inclusion of Graduate School in discussion/decision, CBA and “work day” conflict with multiple weekend commencements.

c. Motion to delete reference to expected percentage of faculty in attendance (Bryan/Kaiser)/Passed.

6. DRAFT Guidelines for Discontinuation of Programs – **Discussion Item.** Presentation included committee work on discontinuation policy. Discussion included consultation language and “appropriate units.”

7. Special Committee Appointments – Annual Reports
   a. Graduate Council (Lillibridge)
      i. See Appendix A
   b. Study Abroad (Lee)
      i. See Appendix B
   c. Curriculum Advisory Board (Nichols)
      i. See Appendix C
   d. University Writing (Ratekin)
      i. See Appendix D

8. Other-none

9. Adjourned at 4:45 pm.
APPENDIX A

TO: EPPC, April 2014 Report from Graduate Council

FROM: Jennifer Lillibridge, Graduate Council EPPC Representative

Graduate Council business in A/Y 2013/2014

Recruitment and retention of international graduate students.

Presentation and lengthy discussion about graduate recruitment efforts globally especially in areas such as East Asia, South America, Mexico, Australia and India; recruitment of international students from local communities and neighboring states; an earlier application deadline, which would better accommodate international students; more support services once students are on campus; and benefits of international students on campus for the wider campus community.

Increasing graduate student enrollment.

Enrollment has been decreasing; strategies discussed about increasing graduate enrollment and how many graduate students programs could accommodate. The Graduate School sent a survey to Graduate Coordinators about growing programs and international students.

Discussion about difficulties expressed by Graduate Coordinators and sustaining the thesis option due to limited resources.

Discussion about College of Agriculture and the changes in commencement that are occurring this year.

Several 5-year reviews of graduate programs took place during the academic year.

Discussion among Graduate Coordinators about whether the Provost’s Possibilities Discussions were adequately including graduate programs.
APPENDIX B

Annual Report for Study Abroad Advisory Committee, 2013-2014
From: Chang Lee

Meetings (3 times) during the 2013/2014:
• 10/15/13-attended
• 3/7/2014-absent
• 4/16/2014-absent (partial attend)

Study Abroad Advisory Committee (SAAC) has met three times during the 2013/2014 academic year. As the authority to approve study abroad programs was not clearly defined in the scope of the functions and responsibilities of the Study Abroad Committee, the process for final Study Abroad program approval is reviewed. The committee has discussed faculty-led trip proposal form, routing form and timeline, along with proposal rubrics. The committee noted that the Faculty-led Study Abroad Program Plan form needs to be re-formatted to clarify the cost per student breakdown. The current form makes it difficult to determine if airfare is included in the total cost. Drafts and revisions are being reviewed by committee members. The committee also requires pre-departure orientation(s): face-to-face orientation is preferred with a supplemental online module. The committee has reviewed 6 faculty-led proposals during this period. Criteria for evaluating Study Abroad Program Providers have been discussed. Areas identified in the Possibility Conversation were also discussed.

• The process for final Study Abroad program approval is reviewed as follows:
  • This committee recommends approval
  • SIO (Senior International Officer) distributes the Final Proposal Routing Form for appropriate signatures
  • Provost Wei recommends approval

• Possibility of EM 09-011 Revision:
  • Paula reported that the Possibility Conversation analysis indicates that studying abroad, internationalization, and language study were recurring themes.
  • Changes should be proposed soon for fall 2014 and should take into consideration the vision for the next five years.
  • The committee has not yet discussed the overall vision for the future of Study Abroad; however, plan to increase number for the next five years and set goals for specific regions of the world.
    • Latin America, East Asia and South Asia should be the priorities.
    • Europe is currently the most popular with students which is consistent with national data statistics
    • Internships and faculty-led programs are important in future plans

• Criteria for reviewing/approving third party program providers have been reviewed:

• The University Studies Abroad Consortium (USAC) review was discussed:
  • There are currently 16 professors applying to teach abroad with USAC during the 2015/16 academic year

• Faculty-led proposals have been reviewed:
  • Lindsay Briggs-The Gambia Summer 2014
  • Masami Toku-Japan Summer 2014
• Daniel Schindler-China Summer 2014
• Antonio Arreguin-Bermudez – Mexico Fall 2014
• Georgia Fox – Antigua Summer 2014
• Kui-Hee Song – Seoul, South Korea Summer 2015

• Direct Exchange Proposals have been addressed:
  • Massey University, New Zealand
  • Mannheim University, Germany
  • University of Wollongong, Australia
APPENDIX C

Report to EPPC on Curriculum Advisory Board (CAB) Committee for 2013-14

From: Christopher Nichols, EPPC representative to CAB

The CAB Committee, responsible for the implementation, oversight, and assessment of the GE program at CSU, Chico, met 14 times during the 2013-14 academic year. Over that period the following actions were taken:

1. Approval of new GE courses, GE designations, and GE Substitution courses. CAB reviewed many applications, and approved:
   a. 3 new courses added to the GE program
   b. 1 pair of “slashed” GE courses replacing another such pair
   c. 1 GE course for Capstone status
   d. 5 GE courses for Writing Intensive (WI) status
   e. 17 courses for USD status (not all GE courses)
   f. 1 course for GC status
   g. 17 courses as WI Substitutions
   h. 3 courses as Capstone Substitutions
   i. 1 course as a Major Course Substitution

2. Assessment of the GE Program. EM 10-01 included a mandate to assess several of the 10 GE SLO’s each year within the program as a whole. The “matrix” of GE courses and the SLO’s they address has been cleaned up, so CAB now has a good record of which courses in the GE curriculum are meant to address which SLO. Current status of such reviews:
   a. Written Communication: review of a cross-section of writing assignments has been completed; a report is pending
   b. Oral Communication: recordings of a variety of oral assignments are being made; analysis to begin soon
   c. Diversity: assessment plan has been completed; assessment to take place in Fall 2014
   d. Active Inquiry: assessment plan nearly completed; assessment to take place in Fall 2014
   e. Mathematical Reasoning: to be assessed in 2014-15
   f. Creativity: to be assessed in 2014-15

3. Policies put in place. As a continuing part of the implementation of the GE curriculum, several policies were developed, including:
   a. A plan and yearly timetable for “refreshing” courses; adding new courses where space is available and removing courses no longer being offered
   b. Policies regarding WI, Capstone, and GC credit given for students taking courses through the Study Abroad program
   c. Plan to grant GE credit for “U-Courses”

4. Communication. To keep faculty and students aware of the organization and regulations involving the GE program, several initiatives were taking, including:
   a. A new 2-page FAQ-style discussion of the GE program has been written. It is meant for faculty and advisors, so they can give accurate suggestions to students
   b. Pathway coordinators and other CAB members have participated in a number of campus events to engage students and help them navigate the GE system
Annual Report: University Writing Committee
From: Cindy Ratekin

• Reviewed WP proposals from 4 courses: ARTS 395, MUSC 345, MUSC 452, CIVL 595. For each course, two committee members read and commented on syllabi, rationales, sample student work, and course activities; wrote brief overviews to the committee; and then answered questions from the rest of us about the course. The Chair wrote approval memos and met with faculty to discuss ways to revise their proposals to bring them closer to best practice in writing in the disciplines.

• The UWC Chair, Chris Fosen, continues to work with Chair of GEOG on integrating writing workshops into GEOG 101. He led three weeks of writing workshops and discussions with 20 faculty during Academy E-Learning summer 13, and met again with some of these people in Dec 2013. He is also assisting with the writing assessment the GE Curriculum Advisory Board has done the last two years; this includes holding norming sessions with faculty readers, assessing papers, and doing second-level review in the case of split votes. He plans to be working to parse what the assessment tells us about writing and learning in GE courses.

• Because the working hours of members of the committee were so packed, the committee met face to face only once this year. The rest of our work was handled via email.