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## MINUTES

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TO: Educational Policies and Programs Committee  
FROM: Chiara Ferrari, Chair  
DATE: August 24, 2017  
SUBJ: **EPPC MINUTES – August 24, 2017, Kendall Hall room 207, 2:30 p.m.**

Elizabeth “Betsy” Boyd, Secretary Du Jour

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**Members present:** Ferrari, Schierenbeck, Loker, Watkins, Camacho, Polsan, Cooper, Thompson, Shin (holding proxy for Stephen Treanor), Hammer, Miller, McConkey, Roll, Rowberg, Selvester, Allen, Aird, Hassenzahl, Crotts, Boyd (Millard)  
**Not present:** Cross, Kim

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1. Approve minutes for April 20, 2017.

The minutes were approved with editorial correction to indicate Ferrari was in attendance.

2. Approve agenda for September April 20, 2017.

Agenda was modified to swap items 6 and 7 and adding a discussion of EO 1100. Amended agenda approved.

3. Announcements.

Inquiry regarding appropriate announcements for this body was answered with the following announcements as examples.

- Civic Engagement and civic learning is pleased to announce upcoming visit of nationally recognized speaker (Norris) to campus on Sept 28 & 29. Norris is a recognized scholar of assessment on civic learning.
- Sept 27 - visit of author from Cuba speaking about gender and violence followed by breakout sessions on gender and violence: 4-6 pm in Colusa.

4. Welcome: EPPC Membership Roster

<https://www.csuchico.edu/fs/who/eppc.shtml>

Intent List

Ferrari explained that new EPPC members would become members of this email list for minor curriculum changes. The question of how best to respond to the intent list was posed and “reply all” was suggested.

Quorum and Proxies

Ferrari informed members of rules regarding proxies and confirmed that proxies should be held by another senator.

5. EPPC Officers: Secretary Schedule

The secretary schedule was revised and is reflected in Appendix A.

Vice Chair Nomination

Sara Cooper, by acclamation, assumed the role of Vice Chair

6. Discussion Item: Vice Provost for Academic Programs (VPAP) Position Description

Ferrari opened discussion with comments regarding preference for teaching experience and explained that suggestions from EPPC would be communicated to the Provost in order to post the description asap. Loker explained that some VPAP duties were transferred from the Vice Provost for Budget and Academic Resources position. Cooper suggested adding at the “level of full professor” and asked what constitutes “extensive” experience? Hassenzahl added that it may prove challenging to get a pool of people for this position and might be best to expand eligible applicants to include associate professors. Hassenzahl further explained the Provost needs to spread out direct reports, with some of reporting going to VPAP. McConkey commented that the rationale is in the description, seconded that teaching experience should be required. Cooper commented that a theoretical understanding won’t be enough and preferred that it be required. Loker commented on the word “mastery” ‘of latest analytical techniques...’ and suggested a better term would be “knowledge”. He added that experience in leadership program review and accreditation should be added because of position description.

7. Discussion Item: EO 1110

Chancellor’s memo to CSU Presidents on EO 1110 (8/2/2017)

<http://www.calstate.edu/eo/EO-1110.html>

Executive Vice Chancellor’s cover memo

CSU, Academic Preparation and Degree Completion:

<https://www2.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/academic-preparation/Pages/default.aspx>

An overview of the EO was provided. Rick Ford, Chair of Mathematics provided an overview of the implications for the math department. Remediation courses will be discontinued and replaced with co-requisite models. The requirement for co-requisite remediation was prescriptive and the 1 unit limit for non-college level work ties hands a bit. Per Title 5 not allowed to increase college level units for courses in the co-requisite models, but Math faculty are looking into supplemental models to prepare students for college level quantitative reasoning. The new EO also requires that all 1<sup>st</sup> year students be placed into GE composition and mathematics/quantitative reasoning courses in the first year of college. Some co-requisite ideas include working with science faculty on a co-requisite intro GE science courses. Ultimately, the Math Dept. at one campus can’t do the job of changing curriculum for Math 101 and Math 105 and others on its own, so they are working to network with other campuses to get other math models from departments that are more advanced in course development.

Questions and discussion followed the overview from Ford. Selvester inquired if this the way everyone has to address this? Are all math depts across system doing this the way you described? Ford responded that he was not able to describe other models at this early time. However, it appears students might be forced into some unfortunate channeling pending their level of readiness. McConkey asked is there still a placement test? Ford responded that until

multiple measures are developed other tools will be used. Follow-up questions regarding preparedness and limit of one-unit were discussed. Ferrari inquired: How many students/seats? Ford provided additional overview of specific logistical concerns regarding sections and space stating that to serve all students next year, math will need the equivalent of one classroom 24/7/362. Follow-up question: Is there budget help for additional professors? Ford: No, just for curriculum redesign. Loker clarified that GE math is not calculus, generally two GE (math 101 and 105) – clarification that when we talk about getting students ready for GE, we are discussing these two courses; students considered remedial – how many go into calculus? Estimates that is low. Ford pointed out that advanced course substitution is used for Math 105 so only true GE is Math 101. Calculus doesn't have ELM, it has different readiness test; corequisite will replace prerequisite. Camacho asked for clarification on which students this impacts. Ford explained freshmen shall enroll in appropriate GE math in their first year of college.

Chris Fosen, Chair of the University Writing Committee and designee for the English Department provided an overview of the interpretation and impact of this EO. Ultimately, there will be comparatively less work since the English dept. has offered the model required by system since 1993 – 1 credit non-bacc course is offered, for those deemed underprepared by EPT (English Placement Test), with Jour 130 and ENGL 130. The dept is looking at curricular redesign of ENGL 131 with a 4 credit model. However, they are not sure yet on how to articulate changes from 1110. They are able to keep the current model they have now. One additional change being considered is for Early Start to be moved to fall as possibility in order to have it in person. This may alleviate hardships of taking summer online course and challenges on budget side.

Questions and discussion followed the overview from Fosen. Ferrari added that there were four concerns communicated from ENGL dept: 1) faculty work in summer, 2) Multi measure vs EPT concerns, 3) Lack of consult with English Council, and 4) Rapid timeline for fall 2018 implementation.

Ferrari closed the discussion asking for any last comments. Selvester pointed out that in the field of Education, “deficient” is a problematic word and expressed criticism of its use.

#### 8. Discussion Item: Revisions to [EO 1100](#)

Boyd provided an incomplete overview of changes as the content of the EO, released only one day prior (August 23), was still being examined for implications. The new EO limits GE to 48 units and retains 9 upper division GE units. Ford was recognized and explained that there was a reduction of standards built into the language of EO 1100 for quantitative reasoning. Selvester inquired regarding the research pointing to the need for a baseline standard. Ford responded that per the Academic Senate of the CSU (ASCSU) Quantitative Reasoning Task Force (QRTF) report authored by subject matter experts in the CSU, community college leaders, K-12 experts, legislators, and other stakeholders, that the baseline standard (foundational proficiency) was defined as fluency and proficiency at the 9<sup>th</sup> grade level. Ford further explained his position that standards were being reduced and that what is being interpreted in the EO language “skills and knowledge required for course” is that different levels will be required for different students, depending on foundational proficiency for other aspects of major requirements. He stated this is a clear violation of QRTF suggestion. Furthermore, SAT scores align to 9<sup>th</sup> grade content – what's different is

this refers to CC placement – at CSU we use SAT/ACT plus a-g coursework admissions requirement, but CC student might not be held to these standards.

#### 9. Academic Senate Calendar

[https://www.csuchico.edu/fs/schedule\\_meetings.shtml](https://www.csuchico.edu/fs/schedule_meetings.shtml)

Ferrari reviewed the calendar and clarified meeting locations, with special note of EPPC on 9/21 will be held in SSC.

#### 10. Academic Senate Organization Chart

<https://www.csuchico.edu/fs/who/organization.shtml>

Ferrari provided an overview of organizational chart as well as the diagram depicting how proposals move through the senate (agenda item 16). She clarified that the EPPC agenda is approved at EC, so the timeline for consideration of items must include time for EC to see it first.

#### 11. Academic Senate Membership Roster

<https://www.csuchico.edu/fs/who/senators.shtml>

Ferrari explained the senate roster gives info on officers, representatives of various constituencies, at-large, and other representatives.

#### 12. EPPC Guidelines

[https://www.csuchico.edu/fs/documents/eppc\\_fasp/EPPC\\_Guidelines\\_FINAL.pdf](https://www.csuchico.edu/fs/documents/eppc_fasp/EPPC_Guidelines_FINAL.pdf)

Ferrari asked members to please review and be ready for a vote at the next meeting.

#### 13. Administrative Curriculum Processes

Nicol Gray from Curriculum Services was invited to provide an overview of curriculum processes. Ferrari and Gray explained that the current document online is being updated collaboratively and will be uploaded soon. The document shared with EPPC was a draft version.

Discussion on components of the processes ensued. It was noted that the intent list is used for minor changes and constitutes a form of shared governance in the process. Suggestions for Significant program review, specifically adding curriculum services. Also suggested was addition of the word “consult” before step of curriculum services for significant changes.

#### 14. Catalog/Curriculum Deadlines

2018-2019 Catalog

Deadlines: [http://www.csuchico.edu/curriculum/AcademicDepartmentManual/2018-2019\\_Catalog\\_Deadlines.shtml](http://www.csuchico.edu/curriculum/AcademicDepartmentManual/2018-2019_Catalog_Deadlines.shtml)

2019-2020 Catalog

Deadlines: [http://www.csuchico.edu/curriculum/AcademicDepartmentManual/2019-2020\\_Catalog\\_Deadlines.shtml](http://www.csuchico.edu/curriculum/AcademicDepartmentManual/2019-2020_Catalog_Deadlines.shtml)

Ferrari and Gray provided an overview of deadlines. It was noted that we are finishing up 18/19 catalog so it is too late for any additional items for 18/19. The reason for the deadlines is to allow for drafts of the catalog to be vetted prior to publication. Since publication is in February, a draft is usually circulated to departments in November of the previous calendar

year. EPPC and Senate spring and fall semester items of the same calendar year comprise the period for items in an AY catalog. For example, the current deadline is Nov 27, 2017 for new program submission to curriculum services and subsequent senate review for the 19/20 catalog. The deadlines are also in place to accommodate the CO review process in January, as required.

15. Program Proposals and Revisions: Academic Department Manual

<http://www.csuchico.edu/curriculum/AcademicDepartmentManual/>

Gray provided an overview of where forms and information are located for modifications to programs or new programs. Most forms were developed at Chico following EMs, with few exceptions. Elevating an option to a degree is an example where we use CO form because Chico doesn't have its own EM. Additionally, there are some procedures at Chico that we don't necessarily have a form or template for, so Nicol would like to create them. This would be a collaborative effort with EPPC Chair including EPPC for consult and review.

An important change to the Significant Program change form was highlighted, specifically that the proposers add reference to the program's TMC (transfer model curriculum) in order to make sure changes are noted. The TMC is an agreement with Community Colleges that guarantees student can complete 4 year degree in 60 units or less if they complete the TMC at the CC. Loker explained that every degree program has signed on or not, and that for our campus only 2 programs besides Engineering have not accepted. If changes to the program take us out of compliance with the TMC, then this must be noted in the proposal. Loker further explained upon request that the TMCs have a 5yr life span and are able to be adapted with periodic adjustments. Gray explained that she currently has added a link to SB 1440, but will add a link to all CSU Chico programs with TMC agreements.

16. Academic Senate Proposal Flow

Reviewed with previous item.

17. Parliamentary Guidelines - Robert's Rules of Order

Print copies of Point of Order booklet were distributed.

18. Parliamentary Guidelines – Main Motions

Briefly reviewed.

19. EPPC Committee Reps to Other Groups

The following members were appointed as EPPC representatives to committees as indicated:

Susie Roll – Graduate Council

McConkey – Liberal Studies (LBST) advisory board

Selvester – Curriculum Advisory Board (CAB)

Ferrari – University Writing Committee, and All University Responsibility for Teacher Education Committee (AURTEC)

20. Other

ASCSU QRTEF report distribution request

21. Adjourn

Spontaneous applause for Ferrari's first meeting.

Respectfully submitted,

Elizabeth "Betsy" A. Boyd

Appendix A.

**EPPC Revised Secretary Schedule -- 2017-18**

Please notify me regarding schedule conflicts. Once the schedule is final, please contact your alternate if you are unable to attend your assigned meeting.

<u>Date</u>		<u>Name</u>	<u>Alternate</u>
August	24	B Boyd	
September	07	M Allen	G Watkins
September	21	J Crotts	MT Miller
September	28	N Kim	M Thompson
October	12	M McConkey	P Selvester
October	19	MT Miller	K Schierenbeck
November	02	S Roll	P Rowberg
November	30	G Watkins	B Boyd
January	25	R Cross	M Polsan
February	08	M Thompson	D Hazzenzahl
February	22	P Selvester	N Millard
March	08	P Rowberg	J Aird
March	29	N Millard	D Hammer
April	12	D Hazzenzahl	N Kim
April	19	J Aird	M McConkey