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**MEMORANDUM**

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TO: Educational Policies and Programs Committee  
FROM: Elizabeth "Betsy" A. Boyd, Chair  
DATE: November 7, 2013  
SUBJ: **EPPC MINUTES – November 7, K-207, 2:30 - 4:54 p.m.**

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**Members present: Boyd, Cross, Crotts, Donoho, Ellingson, Ford, Kaiser, Kipnis, Lee, McConkey (Knight), Nichols, Ratekin, Schierenbeck, Thompson (Roll), Schindler, Lillibridge, Bowen, Loker, Bryan, McAllister, Herren (Barrett), English (Baumgartner-Lee)**

1. **Minutes** approved for October 24, 2013 meeting
2. Today's **agenda** approved.
3. Announcements – several announcements were made including:
  - Formalization of early assessment program will be in place spring 2014 to measure college readiness. The importance of this was stressed so that all needed courses will be available.
  - There is a tribute concert for veterans tonight
  - Nov 14, first year experience event
  - 2 events from Gender & Sexuality Center- take back the night and global voices
  - The meeting is being recorded as a supplement to the written notes taken
4. Name Change for Option in Foodservice Administration Research to Option in Nutrition Management (BS in NFSC) (presented by: Katie Silliman) **Action Item**
  - a. Correction noted by Silliman that the word 'Research' in the option is in error
  - b. Silliman presented rationale for the name change that Nutrition Management better represents the roles of graduates and the curriculum
  - c. No discussion: **Passed** to Senate
5. Significant Change Proposal - BS in Nutrition and Food Sciences Option in Nutrition Management (NFSC) (presented by: Katie Silliman) **Action Item**
  - a. Curricular changes were made to better prepare students for a career in health care and schools. Coursework in health care, marketing, budget, financing content have been added to the curriculum.
  - b. As the job market now includes nursing areas such as extended care facilities and schools, curricular changes were needed.
  - c. Question asked regarding whether the importance of childhood food allergies in addition to health care issues for the elderly had been addressed. Answer: Nutrition and disease course covers the content for food allergies in children.
  - d. **Passed** to Senate.
6. New Center for Enterprise Systems and Informatics Research (BSIS) (presented by: Jim Sager) **Action Item**

- a. A motion was made to vote on a substitute document that was distributed. Rationale for using substitute document was that the governing structure was better addressed and there was a more comprehensive discussion of the issues of concern.
- b. Motion passed and substitute document was used for discussion and consideration.
- c. Questions and answers raised are listed here:
  - i. Discussion ensued regarding how the audit based on the whistle blower by the CSU and validated by the campus linked to the proposal. Proposer responded with disagreement of the audit in that there were effective tracking of charges. Identified errors were rare in occurrence. Allegations were made about the inconsistency of charges for use of the campus during non-state functions. Proposer believed that changes were needed and this was the vehicle used to make those changes.
  - ii. Governing structure – question raised regarding the lack of student representation on the governing board. Response was that student input was identified as valuable but the center wished to be more established prior to including students on the board; however it was acknowledged that there was no clear rationale for excluding students.
  - iii. Proposer stressed the value of the center to the University and college. The Constitution of the Center will be reviewed based on the first board meeting and discussion that ensues following that meeting.
  - iv. Sager stated he would commit to having student representation on the board.
  - v. Point made that colleges of BSS and NS could also be served by the center.
  - vi. Motion to add the business plan to the document. Motion passed.
  - vii. Suggestion was made to have student representatives compile background information on student representation on Center Boards when proposal reaches Senate for consideration.
  - viii. **Passed** to Senate.

7. Discontinue: Option in Accounting Information Systems (BSIS) (presented by: Jim Sager) **Action Item**

Copies of emails that had been referenced during Introduction phase were provided. Memos speak to the manner of how the discontinue process has occurred; such as how students in the program were accommodated. Sager responded that student numbers have progressively decreased as students have been taught out and graduated (all students involved were notified). Motion to include emails to proposal passed. This information will provide more detail for Senators when proposal reaches Senate. It was made clear by Sager that students were informed of issues related to discontinue and approved the proposal.

Suggestion was made that perhaps an EM was needed to ensure that student consultation takes place when a discontinuation of a program is in the planning process.

Discontinue **passed** to Senate with Appendix of emails included.

A suggestion was made that EPPC present a summation of the dismay over this program discontinuation.

8. Significant Change Proposal - BS in Business Information Systems (BSIS) (presented by: Jim Sager) **Action Item**

No changes were made to the document following discussion at Introduction. Last significant change to the BS was ten years ago. There is excitement about transition to the new program.

**Passed** to Senate.

9. Name Change for Option in Supply Chain Management Systems to Option in Operations and Supply Chain Management (BS in BSIS) (presented by: Jim Sager) **Action Item**  
Sager presented rationale for the name change that included: combining the best part of both programs reflected in the name of the option. Believed that the name change would assist employers to be better informed as to how graduates would be prepared due to the specifics of the new name.

**Passed** to Senate.

10. Discontinue: Option in Outdoor Education (BA in KINE) (presented by: J. Trout, R. Lytle, T. Ciapponi, C. Hsieh, C. Buschner, T. Fahey, C. Himberg) **Introduction Item**

The Discontinue of OED began with the Chair reviewing how the proposal was going to be reviewed via specific topic areas (program, resource demands, instructional costs, faculty resources, administrative support, & consultation/consequences of discontinuation). Discussion was confined to the content allocation time only. A tape recording of the discussion occurred and is available for EPPC members on the EPPC Blackboard site. Proposal area discussion was lengthy and included the following areas.

**PROGRAM:**

- a. Discussion began with a presentation from KINE faculty, summary points follow;
  - i. OED – suspended for 3 semesters, department has 1 FT TT faculty, when started had two. Majority of KINE faculty voted to discontinue OED, faculty present at time of this meeting to support the proposal for discontinuation. There are 800 majors in KINE, 4 program options, 13 TT, which represents a decrease from several years ago. Courses have small class sizes and are outdoors, meaning high WTUs. Point was made that KINE department attempted to salvage OED but could not rectify the resource issues including: instructional costs, faculty capacity, and administrative support.
    - Currently KINE doesn't have chair in place due to illness. A statement made by the Chair was read to EPPC. KINE faculty spokesperson for discontinue stated there was careful review of OED and abundance of evidence to support this proposal. The vote to discontinue the program resulted from perspective that there were insurmountable issues. It was believed that this was the best choice for department as whole in order support the remainder of department programs/majors.
    - Discussion on program description and plan for improvement, started in May 2012. Series of steps were designed to work on a plan. This was an inclusive process, outlined in document, p. 4. Issues raised included how KINE could address cost of OED and support for program without adequate faculty. Stated that tried to rectify the risk issues that had been identified, but with current resources, deemed not feasible. Many resources were needed to determine out how risk would be managed from a variety of sources. Some changes were made but not significant enough to solve overall administrative costs or risk management costs. Regardless of outcome of proposal to discontinue, the Certificate in Outdoor Education will remain in place as the leadership continues in Recreation for support of it.
  - ii. Faculty in opposition to proposal – position point:

There is misrepresentation in the proposal by how the units of some courses have reduced affecting WTUs.

    - Questions raised: Where is the alternative plan? Was this done in writing? There was never a proposal that was brought to the department. Ideas were generated but didn't go anywhere. Why didn't the department prepare an alternative

- proposal? Response from Chair of KINE: Not just a curricular issue, cost of oversight, diminished faculty and need for additional ASC were key issues.
- Chair reminded committee to bring up discussion points in order. Point made that it is not regular practice to require an alternative proposal to proposal presented.
- iii. In response to opposition faculty statement: An EPPC member read a prepared statement that is summarized here:
- Acknowledgement of serious effort on part of KINE to prepare proposal
  - Legitimate issues facing department: risk management, limited resources, appropriate staffing
  - Department commitment did not seem present to redesign the OED option
  - Commitment to students was not upheld but realities can affect continuation of good faith to offer program
  - Insufficient cooperation in KINE to redesign OED
  - Impressed with passion of students- appeal of option immersion semester
- iv. EPPC comments: When admissions were suspended the new suspension policy was not in place. Question rose as to whether there was sufficient research initially for OED program. Skill demonstration a critical component of any graduate. Good programs can ultimately be cut due to lack of ability to demonstrate the application of skills, employers need this demonstrate of skill for hiring purposes.
- v. EPPC members questions/discussion/some timeline statements:
- What was the goal of an improvement plan? Information needed about where the program was and where it was hoped to be. Where is the cost information? Need more information for the lack of cost points.
  - Response: Good faith and effort, try to resurrect and improve OED and make modifications that were beneficial to students. Get a team of faculty across campus, intention was to get curriculum on track and move forward. Agreement needed for changes in courses.
  - Consultant, clarification – who was the hired consultant? Response: Nate Millard. Graduated from KINE program, now in a private company, on the national board of wilderness education. Consultant indicated a lot of work needed to be done to move the program toward meeting national standards.
  - Was the goal to have a national certification program? Original intention to have the program nationally accredited. Currently accredited with WEA.
  - In 2006 OED applied for accreditation. OED was grandfathered into accreditation. Schedules were in place for self-study that was designed to begin in fall 2012. The opportunity to do a self study never eventuated.
  - Short discussion about ideas for improvement that did not eventuate in an actual plan. The term insurmountable issues raised, disagreement about how this was determined.
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  - Student question about meeting that took place on Feb 1, 2013 asking why a committee was not set up to review program improvement.
  - Student representation requested to see any supplemental information that is available. KINE Chair response was to refer to the risk management report.
  - Committee asking for clarification of language that shaped the risk management from University Risk Management Officer, Mike Thorpe. This report suggested investigating the use of an outside company for maintenance of equipment. This adds cost to department.
  - Comment from EPPC member in opposition to proposal. Disagreement that equipment was unsafe; stating student using equipment is responsible for checking the safety of said equipment.
  - Request made from EPPC member to obtain the consultant’s report as this is not currently available.

- Comment made that an alternative proposal to discontinuation was required and did not eventuate during exploration of options other than discontinuation.
- A request was made of KINE to provide evidence so EPPC could more clearly understand cost related to OED.
- Supplemental documentation about consultant report will be requested following this proposal reaching ACTION status.

**RESOURCE DEMANDS:**

Resource demands – student/faculty ratio analysis presented. No faculty/student ratio by program was provided. CME pulled up ratios for outdoor classes: 10 students for outdoor, 22 for rest of programs

- a. Opposition states discrepancy between resource demands from both sides of debate about discontinuation.
- b. Response by KINE Chair to comment of discrepancy – WTUs and formula were based on current faculty. Challenge is that numbers change based on who teaches, such as TA or professor. What was presented was a snapshot only, not a formula that would look at the issue over time. Comparison made of least expensive possible rates. Who teaches classes can vary greatly.
- c. Alternative view of budget uses dollars. Numbers don't reflect faculty who teach across courses and programs.
- d. Why was ASC II required included, response was that the person who has the skills needed to be hired.
- e. Question raised about whether EPPC doubts the issue the faculty voted to discontinue the OED program, do faculty have the right to manage their own programs? Does ownership of programs belong to departments? Has the current process/discussion in EPPC become an inquisition of department, is it excessive? Do we subject other department decisions with the scrutiny we are doing today? Make a commitment to students but when programs are discontinued faculty teach out and take into account interests of students. Try to mitigate unattractive outcome for students. We all take this responsibility seriously. Due diligence is done. Response from faculty = vote over 2/3 of faculty to discontinue. Discussion about the process of due diligence presented by a faculty member.
- f. Point made that the minority has a voice –Question asked again as to whether students were initially consulted. Did students ask for transparency and feel they didn't get it?
- g. Motion from floor – called the question. Rationale provided.

Vote on cease further discussion, 2/3 majority vote to pass or fail the introduction item. 12 vote to suspend the rules. 9 voted against. Motion did not pass.

Motion made to postpone definitely to next meet meeting on Nov 21 passed.

11. Other - none

12. Adjournment at 4:54pm

*Chair's note: There were concerns raised on 21 Nov. 2013 during discussion on the motion to approve these minutes, specifically with regard to the Certificate mentioned on page 3, under PROGRAM. a. i. bullet two, last sentence. This sentence was revised to reflect more accurate wording "Certificate in Outdoor Education" and convey the intent of the proposal presenters, during the meeting on 7 Nov. 2013, to communicate that Recreation would continue to offer this certificate program. The revision aligns with the language in the Discontinuation of the Option in Outdoor Education proposal considered at Introduction.*