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**M E M O R A N D U M**

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TO: Educational Policies and Programs Committee  
FROM: Mahalley Allen, Chair  
DATE: August 25, 2020  
SUBJ: EPPC AGENDA – August 27, 2020, 2:30 p.m.

**Attendance:** Allen, Ford, Ferrari, Horst, Millard, Adamian (Seipel), Bailey (Kralj), Buffardi, Medic, Miller, Schartmueller, Shepherd, Son, Gapa, Meehan, Salehi, Grassian, Unruh, Gray, Peterson, Gruber, Snyder, Maas.

<p><b>1. Approve Minutes for April 16, 2020</b></p> <p>Minutes were approved, with no comments or amendments.</p>
<p><b>2. Approve Agenda for August 27, 2020</b></p> <p>The agenda was approved without amendments.</p>
<p><b>3. Welcome and Introductions</b></p> <p>Chair Allen invited all members of EPPC to introduce themselves.</p>
<p><b>4. EPPC Officers: Secretary Schedule and Vice Chair</b></p> <p>Chair Allen went over instructions in relation to the secretary schedule. She also gave instructions about how to take minutes. Matty Miller was elected Vice Chair of EPPC by acclamation.</p>
<p><b>5. Review Guidelines and Resources:</b></p> <p>Chair Allen gave an overview of EPPC as a Standing Committee of the Senate, and explained the role of its members in relation to the approval of curriculum proposals and policy related to curriculum.</p> <p>Chair Allen also introduced the EPPC guidelines, pointing out how they need to be revised to match the Senate Constitution, which was revised last year. She shared a document that included proposed changes and guided EPPC through those proposed changes. A key proposal is to add membership of the Vice President for Student Affairs or designee as a non-voting member. Another key proposed change is to add a</p>

representative from Graduate Studies to EPPC. One additional change proposed is the addition of language that clarifies that both state support and self-support significant changes must go through EPPC. Questions were asked about whether or not this specification is included in other Senate documents, such as the Senate Constitution.

Chair Allen moved onto discussing proxies and clarified the importance of attending the meetings.

She also explained in detailed what it means to be a representative on EPPC, which really involves representing constituents not personal agendas. Chair Allen encouraged senior members to serve as mentors for new EPPC members and also encourage new members to reach out for help and questions.

Chair Allen guided EPPC members through the Academic Department Manual (ADM). She asked for volunteers to join a subcommittee that is working on updating the ADM.

Chair Allen explained that EPPC members will get access to the intent list and encouraged to keep the conversations open to the entire list and not limit the conversations to a few people, so everyone can have a full context about the objections that are raised.

Chair Allen went over a PPT presentation that offers ideas about some red flags that would require proposals to potentially be revised. In doing so, she also clarified what is expected of EPPC members when reviewing and discussing curriculum proposals.

Questions were asked in relation to the implementation of the Ethnic Studies requirement. We are expected to start offering courses in those areas in Fall 2021, and determine which ones are compliant with the required areas in Ethnic Studies, but the full implementation of the graduation requirement is not due until 2024-2025.

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201920200AB1460](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1460)

Chair Allen went over the Academic Senate website, and showed where to find key documents.

Nicol Gray joined Chair Allen in the discussion of curriculum deadlines and the types of proposals that need Chancellor's Office approval, WASC approval, or simply local approval.

Chair Allen went over Robert's Rules and shared examples of motions and amendments. She also shared the protocol for Zoom meetings.

## **6. EPPC Committee Representatives:**

- AURTEC: *EPPC Chair*
- Curriculum Advisory Board, every other Monday 1-3 pm: *possibly Rick Ford, but more time will be given to EPPC members to consider serving, and a final decision will be made on Monday, via email, if there are other volunteers.*
- Graduate Council, first Fridays 9 am: *Kyle Horst*
- Liberal Studies Program Advisory Council: *Annie Adamian*
- University Writing Committee: *Ana Medic*

## **7. Announcements & Other**

Chair Allen discussed the Academic Department Manual subcommittee, and asked for volunteers to join. Chiara Ferrari volunteered to serve on the subcommittee.

Jenn Gruber shared information about USAC and the possibility for guest lectures:

<https://drive.google.com/file/d/1nzRY0OE9m7lk1Sik2vecR9FpCrZfCYui/view>

<https://usacur.wufoo.com/forms/q1ftmt1j123va5z/>

Serious concerns were shared over the outages of both Blackboard and Zoom this week, especially in relation to the inability to communicate with students quickly. A solution was shown that allows faculty to email students from the portal instead of Blackboard.

Information were also shared about wifi spots on campus:

<https://www.csuchico.edu/maps/campus/>

Chair Allen announced that the proposals for the new GE minors will be coming to EPPC at the next meeting.

## **8. Adjourn**

The meeting was adjourned at 4:08