



M E M O R A N D U M

DATE: November 21, 2019

SUBJ: EPPC Minutes, Kendall Hall 207, 2:30 p.m.

Present: Adamian (Seipel), Allen, Altfeld-Fisher, Bailey, Buffardi, Connolly, Ford, Grassian, Gray, Gruber (DeForest), Hammer, Horst, Lau, Medic, Miller, Paiva (Millard), Peterson, Schartmueller, Shepherd, Widgay (Ramirez), Wyrick

Absent: Hostetter-Lewis

Meeting called to order at 2:30

1. Approve Minutes for November 14, 2019
 - a. Approved
2. Approve Agenda for November 21, 2019
 - a. Motion to postpone items 8, 9, and 10 due to need for AURTEC to review Agricultural Education option. Motion seconded and passed.
 - b. Updated agenda approved.
3. Action Item: Name Change from American Language and Culture Institute to American Language and Culture Immersion Guest Presenter: Clare Van Ness, Interim Dean, RCE
 - a. Clarification on meaning of "connection to external community". It comes from context of EM 19-026. ALCI is not associated with Student Affairs or Academic Affairs.
 - b. Vote: Passed as Action Item
4. Action Item: Significant Change to BS in Recreation, Hospitality, and Parks Management Guest Presenter: Laura McLachlin and Morgan Geddie, Department of Recreation, Hospitality, and Parks Managements
 - a. Letter of support from Dean has been added.
 - b. Library letter will be prepared before Senate.
 - c. Clarified rationale for addition of units to two options. They are so intertwined, there is subject matter overlap that needed to be added.
 - d. Cleared up pre-requisite issues.
 - e. No additional questions.
 - f. Vote: Passed as Action Item
5. Action Item: Discontinue Option in Community and Commercial Recreation and Tourism Guest Presenter: Laura McLachlin and Morgan Geddie, Department of Recreation, Hospitality, and Parks Managements

- a. No further questions.
 - b. Vote: Passed as Action Item
6. Action Item: Name Change from Option in Parks and Natural Resources Management to Parks and Recreation Management Guest Presenter: Laura McLachlin and Morgan Geddie, Department of Recreation, Hospitality, and Parks Managements
 - a. No further questions
 - b. Vote: Passed as Action Item
7. Action Item: Name Change from Minor in Recreation Administration to Recreation, Hospitality, and Parks Management Guest Presenter: Laura McLachlin and Morgan Geddie, Department of Recreation, Hospitality, and Parks Managements
 - a. Vote: Passed as Action Item
8. Discussion Item: Syllabus Policy Guest Presenter: Matty Miller
 - a. The subcommittee of 3 members has been discussing a potential syllabus policy. Since this is a really small sample size they would like more input from colleagues (also discussing in FASP). There was a similar committee several years ago that did some work and created a suggested/example template. That committee was abandoned but now with the new Digital Learning Policy there is a need to revisit the issue since that policy mentions a syllabus policy.
 - b. Questions to think about: do we feel a campus-wide syllabus policy would be helpful? Where is the line between supporting students and infringing on academic freedom?
 - c. What would be in the policy? Needs to be decided. There are currently resources available to help faculty, but no policy.
 - d. One concern has been about online or hybrid courses and making sure the cost associated with those courses is in syllabus. In addition to cost, it's important for students to know up front what they are signing up for, like grading information.
 - e. Several other CSUs have a syllabus policy. Others have resources similar to what we have.
 - f. Need to determine what sections a template will need, but also draw a line on what should be included.
 - g. Syllabus can be seen as a "contract" between instructor and students. It can protect both parties, need to be able to set some "rules" for the class and help with students' expectations.
 - h. Existing EM 14-014 has some basic syllabus policy already. The revision of this EM refers to syllabi for online courses, but now considering a campus-wide syllabus policy.
 - i. Any arguments against? Some faculty have concerns over being constrained creatively, want creative freedom in their syllabi.
 - j. Could be useful for CSU Fully Online program students who are taking our online courses. They get credit at their home campus based on what is in the syllabus.
 - k. What is the expected cost of a course for students? Very nebulous what is considered "expensive". There is an Affordable Textbook policy being worked on. Trying to define no-cost and low-cost courses but it's all relative.
 - l. What about academic freedom? Do we need a template or simply a list of requirements? Where is the middle ground? Could provide a basic list of syllabus ingredients to allow for some freedom. International faculty would find this useful, too, since creating a syllabus is new to them.

- m. Every semester there's a need to update syllabi and not sure if information is still correct, need a place to find boilerplate language that is updated and consistent.
 - n. Faculty, especially new faculty, ask Curriculum Services for a template quite often.
 - o. FPPP talks about syllabus and office hours being on syllabus. Minimum required information should be available for faculty—grading policy, office hours, contact information, course content, SLOs, texts, paper and exam due date, etc.
 - p. Could be important to highlight an instructor's "unusual" policies.
 - q. When is syllabus required to be delivered to students? End of first week.
 - r. Include guidance on what is flexible and what is mandatory.
 - s. Annie part of a group working on resource base for faculty, staff, and students that will include syllabus information.
 - t. Sometimes there are situations (such as the Camp Fire last year) that require syllabi to be updated. Could include language/disclaimer that syllabus is "subject to change" but also let students know how this will be communicated to them.
 - u. What about a two-tier policy—recommendations as well as a template for those who want it.
 - v. Academic Advising has a link to resources for students, everything all in one spot, could be added to syllabi.
 - w. E-mail Matty or Doris with more ideas.
9. Discussion Item: Green Leaf Symbolism Guest Presenter: Tim Sistrunk, Campus Sustainability Committee
- a. Attempting to refresh sustainability curriculum to coordinate with new EM. Courses that meet certain SLOs are designated with a green oak leaf symbol in the catalog, this happened before the GE Sustainability Pathway came about.
 - b. Green leaf started with Provost Scott McNall, trying to invigorate the symbol. Courses may have changed over the years since it was first awarded.
 - c. Courses can apply if they meet at least 3 of the SLOs.
 - d. Form asks for "name", is that the instructor? Could change with who is teaching. Clarify "statement of commitment" in relation to department strategic goals? Seems redundant since also asking for 3 SLOs.
 - e. The list of SLOs has been utilized and vetted across campus and shared with other universities. Haven't tried to revise them.
 - f. Need to encourage explanation of how the course meets the SLOs.
 - g. Will current green leaves be removed? No, but encourage them to reapply.
 - h. Need to work with Curriculum Services to get approved green status in the catalog.
 - i. Is the scope of sustainability limited to environmental issues like climate change? Description may need to be updated with a broader focus.
 - j. Recent AS ballot measure had to do with climate change measures built in to each major, not this green leaf project.

10. Announcements

- a. None

11. Other

- a. E-mails from the President have been sent out regarding troubling events over the last few days. Many students feel the official language is too neutral. Discussion.

- b. At the next Senate meeting Betsy and Rick will report on state-wide Senate. Looking for feedback on Ethnic Studies proposal. Bring comments please.

12. Adjourn: 4:20

