

EPPC Minutes, September 2, 2021

Members Present: Adamian, Allen, Bailey, Cline, Ellis, Ferrari, Geier, Grassian, Gray, Kralj, Maas, Medic, Millard, Miller, Peterson, Rosso, Salehi, Seipel, Son, Patten (proxy for Vela)

Meeting called to order at 2:36pm.

Chair Kralj welcomed EPPC and introduced herself as Chair.

Approve Minutes for April 15, 2021- Approved by consensus 2:37

Approve Agenda for September 2, 2021- Approved by consensus 2:38

Welcome and Introductions- 2:39

Chair Kralj went around the room and had everyone present introduce themselves.

EPPC Secretary Schedule and Vice Chair- Began at 2:46

EPPC will have shared responsibilities for Secretary. Senator Miller will be taking them today. Senator Ford will take them at the next meeting. The rest of the schedule will be published soon.

Mahalley has volunteered to serve as Vice Chair. Any other interested parties should email Holly by Friday.

Review Guidelines and Resources: Began at 2:48

[EPPC Guidelines](#)

[Senate/EPPC Information](#)

Quorum and Proxies-

Senator Allen gave brief overview of the guidelines and asked we pay particular attention to the quorum guidelines, and proxy guidelines. Only one person per proxy vote.

Representation-

Senator Allen reminded us that we are here as representatives for constituents, not to serve a personal agenda. Remember to check in and communicate with the people you represent.

Mentorship

[Academic Department Manual](#)

Nicol Gray briefly went over the catalogue and timelines. She reminded us, that a number of timelines have already passed.

[Intent List](#)

Nicol Gray explained the Intent Distribution list which are required to be sent by the college about new classes and other proposals. Please review them when sent.

Proposal Red Flags

Senator Allen shared a document about how proposals go through the Senate. Pointed out the everything is set by the senate executive committee.

Senator Allen explained that the goal of EPPC is to send quality proposals to Senate. We should share our opinions and talk about them, to work out issues before they get to senate. She recommended that we block out time to review proposals before EPPC meetings.

Senator Allen said to review proposals you should look at whether or not the proposals answer the questions asked. Look at cost effectiveness and “why it is important.”

[Curriculum Flowchart, Catalog Timeline, Chancellor’s Office, WASC, or Campus Approval Chart, and How Proposals Move Through the Academic Senate](#)

[Robert’s Rules](#)

Senator Allen suggested we not be intimidated by Robert Rules, and recommended asking questions.

Chair Kralj quickly covered the process and reiterated that we are all still learning.

Senator Allen explained the difference between “introduction” and “action” items.

EPPC Committee Representatives: Began about 3:25

AURTEC: EPPC Chair

Curriculum Advisory Board

Ted Geier expressed interest but needed to work on the schedule.

Graduate Council

Nate expressed interest and will email Holly with an answer.

Liberal Studies Program Advisory Council
Annie enthusiastically volunteered.

University Writing Committee

Announcements & Other **Began at 3:32**

Adjourn **at 3:38**