



MEMORANDUM

TO: Educational Policies and Programs Committee
FROM: Chiara Ferrari, Chair
DATE: February 21, 2019
SUBJ: EPPC MINUTES – February 21, 2019, Kendall Hall 207, 2:30 p.m.

Members present: Adamian, Akinwande, Allen, Altfeld-Fisher, Armitage (Maas), Bailey, Connolly, Ferrari, Ford (Medic), Grassian (Stapleton), Hammer, Hostetter-Lewis, Kim, McConkey, Mitchell-Brown, Paiva, Peterson, Shepherd, Watkins

1. Approve Minutes for February 7, 2019

The minutes were approved.

2. Approve Agenda for February 21, 2019

The agenda was approved with a change to the date.

3. Action Item: Resolution Regarding Equity Gaps in Student Achievement- Guest Speaker Annie Adamian

Discussion regarding the resolution as follows:

1. The question was raised as to how we define an “under-represented minority”. It was brought up that there is common language being used throughout the organization and the language in the resolution would be most effective if it was the same as used throughout the university. Chiara clarified that the goal of the resolution is to pinpoint and address the issues causing the gaps and specifying specific groups might lead to inadvertent omission of individual groups
2. There was discussion about the proposed term “systemic white supremacy”. It was brought up that many students suffer from “class” or financial difficulties which should be considered in addition to racial differences. Provost Larson stated the concern of administration that the use of the term was different than the purpose of the document. She clarified that the document was important to draw attention to the existence of the equity gap.
3. It was clarified that in California race and ethnicity are reportable categories and therefore must be addressed by the resolution

4. It was moved to replace the term “systemic white supremacy” with “Systemic institutionalized class, race and ethnic patterns of oppression. The motion passed with a vote of 12 yes 5 no.
5. It was brought up that data identifying an equity gap might result in possible retribution for lecturers and it was asked how the data will be used. Clarification was provided that the data is already available on CSU, Chico web site. Data is not being used internally currently, and there is no plan at this time to protect individuals in this category from discrimination.
6. It was also resolved to use only one name for the university throughout the document. Provost Larson informed the group that either Chico State or CSU, Chico would be acceptable.
7. It was proposed that graduation rates be added after “disproportionate grades” and the resolution passed unanimously
8. It was also proposed that the term “possible” be removed from the title and the resolution passed unanimously

4. Introduction Item: Minor in Musical Theater Dance (Name Change)

Guest Speaker Michelle McConkey

The proposed change is from “minor in musical theater” to “minor in dance”.

1. Chiara clarified that curriculum resides with faculty so the chair of any college curriculum committee should be faculty, not a chair or dean. Associate Deans can serve on curriculum committees but cannot sign approval of a curricular change document or serve as chair of the curriculum committee.
2. The request to change the name is due to a misconception by students as to the focus of the minor, leading to low enrollment.
3. It was asked if the minor should remain musical theater since some required classes are directly related to musical theater. The response was the goal of the minor is to have students learn all methods of dance, and this includes musical theater dance. Electives in the minor include all dance classes with the only required theory course being Literature of Musical Theater, a 3 unit literature course. Other than that course, students can choose from all other genres of dance. Out of six required classes only two are specific to musical theater.
4. The change was approved by kinesiology department which has offered some dance classes since the dance program ended 10 years ago.
5. The introduction item passed with a vote of 1 against.

5. Introduction Item: Community Legal Information Center (name change)

Guest speaker: Mahalley Allen

CLIC was named by a student in the 1970s and is currently operating under the departments of Political Science and Criminal Justice. It is an undergraduate version of a legal clinic. The term “clinic” is used by law schools throughout the country and therefore the term “clinic” is more appropriate to the work done than the word “center”.

1. It was brought up that the term “clinic” might be less inviting to students than the word “center”. Because the term is used widely throughout the country, it is thought to be an unlikely deterrent to students.
2. It was asked if the definition of the word “clinic” by the university would allow for the change in name. It was clarified that there is currently a policy in FASP regarding this issue, but at this time Chico State does not have any policy prohibiting the use of “clinic”, however when the policy comes out the rules may change.
3. The introduction item passed unanimously.

6.Introduction Item: Option in General Political Science (name change)

Guest speaker: Mahalley Allen

Political Science was out of compliance with EO 1071 and needed to make revisions and restructure the degree to become compliant. This particular option is focused on political institutions and United States politics, so the decision was made to change the name to an option in United States Political Science.

There was a unanimous vote to pass the introduction item.

7.Discussion Item: Tech Review Process

Guest presenters: Catalog: Holly Ferguson; Grad Advising: Charlene Armitage, Beth DiMaggio; Academic Advising: Javier Garcia; Degree Audit Programming: Cari Phipps, Matt Nyby, Pamela Dunlap

All presenters have offices in the Student Services Center

Once a presentation goes through the approval process they are given an initial review. A work flow is set up, including degree audit, catalog, academic advising and graduation advising. Each discipline reviews from a different perspective.

The first thing considered is whether there is any change in courses or content, including the addition of new courses. Review also includes adherence to 1071.

An electronic routing system is used to send the proposal out for review, and comments are routed back to the person who submitted the proposal for response and comments.

Catalog Manager focuses on how it looks. What required elements need to be there, is the wording correct, does it follow prescribed format, does it make sense. Courses are listed in

the catalog alphabetically, not in the order of when taken. Also considered are if variable unit courses are clear in the catalog and if there are any unnecessary headers. Mandatory verbiage is added when needed and the units are checked to ensure they add up correctly and there are no hidden courses.

Degree Audit focuses on programmability in the PeopleSoft degree audit used for all students. It is required that all programs be able to be programmed into the program. Formatting or comment changes may be suggested, including how variable unit courses work for the major. This also includes the ability of the students to use Smart Planner to help them take courses in the appropriate order and to ensure that pre-requisite courses are completed prior to upper division. Smart Planner takes at least 100 days to populate correctly and if all required courses are only offered in fall, for example, it might not be possible to complete the degree in four years.

Academic Advising looks at the proposal from the lens of the student: Can it be understood? Can students move through the program with clarity and understanding? Will students be able to be advised and move through without problems? Classes recommended to be taken together are evaluated to ensure students are not set up for failure. Also help ensure MAP is correct.

Graduation Advising considers if students will be able to graduate on time, and work to ensure technology supports the program and all administration barriers are decreased. Community college course articulation is also looked at

Discussion

1. Major, minor certificate options in PeopleSoft creates a plan code. When a name change occurs some students admitted under the previous plan or old name may still be in school. Students who are enrolled in an expired program will either be moved to the new plan code or they can be left under the prior name if they prefer. It is up to departments to reach out to their students to ascertain their preference.
2. The history of departmental certificates is not known. Students sometimes declare a certificate and it is later stripped away by the department. Possibly they could be auto-awarded with degrees if the student meets criteria.

3. It is important that when classes are offered the information be correct to enable students to use the Smart Planner.
4. Some departments state their curriculum cannot be input into the Smart Planner. There is a plan to roll it out to the entire university to enhance usage. Although it is currently available to everyone, it will soon be more robust.
5. If a department knows what changes they want to propose, it is suggested to meet with the team first to be sure the program is on the right track.
6. For high unit majors, GE is well known so it can help determine what is needed or what can double count to keep unit count correct
7. Deadlines exist for a reason and the more time that is given for proposals to be reviewed, the more comprehensive the review will be.
8. If you want students to enroll in a new course, let the team know

Announcements

- The Library is having Inspire 2019 on March 27 from 5:00-9:00 PM in the Library. Please RSVP by March 1
- WASC site visit March 5-7 on campus. There are opportunities for faculty on Tuesday, March 5 from 4:30-5:15 PM at Sylvesters. The final meeting will be March 7 in the morning.