



M E M O R A N D U M

TO: Mahalley Allen, Chair EPPC
FROM: Rick Ford, (acting secretary)
DATE: August 27, 2019
SUBJ: MINUTES DRAFT August 29, 2019, Kendall Hall 207, 2:30 p.m.

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

1. Minutes for April 18, 2019 were approved as written. [\[Attachment 1\]](#)
2. The Agenda was approved without comment [\[Attachment 2\]](#)
3. Welcome and Introductions [EPPC Membership](#)

Self introductions were given by each member of the committee.
Chair Allen reminded folks not to take their name cards.
Chair Allen explained the function/purpose of the committee.
Nicol Gray described some of the types of changes that will come to the committee. We will “try” to be done by 5:00 normally. Calendar invites should be received by all members.

4. EPPC Officers: Secretary Schedule and Vice Chair
Regarding minute-taking, Chair Allen let us know we don’t need to identify in the minutes who makes a motion or second. Heather Altfeld volunteered to take minutes at the next meeting.

Chair Allen then explained the duties expected of the vice chair of EPPC. We have one volunteer (Matthew Miller) and if no-one else volunteers by next Wednesday then it will be Matty.

5. EPPC Guidelines and Curriculum Resources: Senate/EPPC Information, Quorum, Proxies, Intent List, Representation, Proposal Red Flags, Curriculum Processes, Presenting at Senate, Robert’s Rules, Mentorship

Chair Allen asked Nicol Gray to talk briefly about the distribution list and let everyone know that they would begin getting “intent notices”.

Allen then brought up the [curriculum resources presentation](#) on the projection system. Article IV of the constitution talks about some of the details of EPPC. Proxies: only one at a time. Proxy is a “member of his/her constituency” – so try to at least find someone from your college if you are a college rep. Allen gave a few other instructions regarding proxies and that a “quorum” consists of a majority of the senators sitting on the committee.

Allen talked about good practice in discussing proposals.

Major changes will come to EPPC. Immediate Past Chair Wyrick expressed that sometimes “minor” changes of significant impact do not come to EPPC. Also, program reviews do not come to EPPC either. Jed suggested that perhaps some type of formal faculty review for minor changes and program reviews could be discussed. Vice Provost Grassian said this would dovetail nicely with WASC recommendations. Grassian mentioned that an abbreviated review for “accredited programs” might be appropriate and will be discussed further.

Allen talked about ideas of leading and representing their constituencies. Be critical and detail oriented and connect with constituents. Email is ok and in fact we will be emailing out to everyone EPPC agendas this year.

EPPC makes recommendations to the senate. When we pass a proposal we have a duty to defend our recommendation proactively at senate. Chair Allen said she will sometimes ask committee members to take the lead introducing our EPPC approved recommendations at senate.

Robert’s Rules were discussed. Paper ballots can be requested at any time, including ahead of time by emailing the chair. Allen encouraged us NOT to “suspend the rules” to move a proposal from intro to action at the same meeting. Generally action items need time to provide proper opportunity for input and that suspending the rules should be rare.

Guidelines: Chair Allen indicated the guidelines need updating and suggested a subcommittee do clean-up. Jim, Nicol, Marianne and Rick agreed to work with Mahalley to “clean-up” the EPPC guidelines.

Academic department manual and other elements of curriculum services were shown to the committee.

Nicol asked that if anyone sees a broken link or other problem with the new curricular services webpage to let her know and she will fix it.

Chair Allen went over the elements of a strong proposal and the types of issues and questions that need to be scrutinized by the committee and address before moving it on to senate.

[\[Attachments 3 & 4\]](#)

6. Information Item: Update on EM 19-021 General Education Program Implementation
[EM 19-021](#)

Guest presenter: Jason Nice, Chair of CAB
Time certain: 3:15 pm

The new EM goes into effect in fall 2021, except that we need to comply with EO 1100. 5 year review of GE was completed last year and some changes suggested and made and approved by EPPC, Senate and President last spring. Jason went over some of the main changes from last year. GE implementation now has its own website www.csuchico.edu/ge/2021

A forum about the pathways will be held 12-2 Tuesday Sept 10. The whole GE roll out program is available at the website and Jason went over some of the highlights.

Allen suggested that CAB find a larger meeting room.

Jason answered a few questions from the committee.

7. The following EPPC Committee Representatives were decided:
AURTEC: EPPC Chair, **Mahalley Allen**
Curriculum Advisory Board: **Marianne Paiva**
Graduate Council, first Fridays 9 am: **Dallas DeForest**
Liberal Studies Program Advisory Council: **Annie Adamian**
University Writing Committee: **Heather Altfeld**
Library Advisory Committee: **Ben Seipel**

[\[Attachment 5\]](#)

8. The meeting adjourned at 4:20