



MINUTES

TO: Educational Policies and Programs Committee

FROM: Peggy Rowberg, Secretary

DATE: November 13, 2014

SUBJ: EPPC MINUTES – November 13, 2014, Kendall Hall room 207, 2:30 p.m.

Members present: Boyd, Donoho, Ellingson (Kaiser), Janos, Lee, Livingston, McConkey (Baumgartner-Lee), Roll (Kemper), Rowberg, Schierenbeck (Nichols), Schindler, Thompson, Postma (Ford), Wolf, Loker, Trethewey, Aird, Geof Leeds (AS appt to carry Herren proxy)

1. Approve **minutes** of October 30, 2014 meeting
There are editorial issues, which Boyd will change. It was moved and approved to accept the minutes as amended.
2. Approve today's **agenda** – Agenda approved with no changes.
3. Announcements
 - a. Town Hall meeting tonight. 700 students and 80 consultants expected to attend. Experts from campus and community will be in attendance. Pierce College reps here to view the Town Hall process so they can initiate the same on its campus. Everyone is invited.
 - b. The fall musical, "As It Is In Heaven" is open and runs through Wednesday, November 19, 2014.
4. Chair's Prerogative – no comments
5. Proposed new Executive Memorandum: Guidelines on Program Discontinuation – **Action Item**
Substitute document provided. Motion moved and seconded and approved to accept the substitute document. B. Loker summarized document. Changes were largely to enhance the clarity of the document. Overall goal for approval is to provide more clarity to the discontinuation process and combines two EMs. Developed due to previous concerns over this process. Tried to make clear what procedures should occur to discontinue a program.

Discussion regarding substitute coursework regarding the possibility that a department can eliminate courses that were taught in the now discontinued program. It is in the purview of the faculty to determine if courses are suitable to continue outside of a program.

Postma proposed an amendment about policy. Ford (in absentia) seconded. See Appendix A for complete text of the amendment to "II. Policy." The proposal was to insert this content and remove current section II. Discussion ensued. There was extensive discussion about varying sections of this proposal.

- Question RE: tabling a vote on the proposed EM and have Postma work with committee to insert this amendment into the proposed EM. Boyd explained the several options that the committee could take. A call for the question was made and seconded. This vote was approved unanimously.
- With no further discussion, a vote on the proposed amendment to Section II Policy was called. The amendment was not approved. Amendment will not be added to the EM.

It was moved and seconded to change the word "addresses" to "meets" in the following sentence: "These faculty members must demonstrate a good faith effort to find alternate coursework that addresses the learning outcomes of the program and recently eliminated courses." Discussion ensued. This change was approved by voice vote.

It was moved and seconded that "Suspended enrollment should not be justification for discontinuing a program." be included in Section II. paragraph 4 as the last sentence above Section III Responsibilities. Discussion ensued. Vote – motion approved.

In Section II Policy, the first paragraph last sentence uses the word "elimination." It was decided that the change of the word is editorial so can be changed to "discontinuation."

Question RE: last sentence of the first paragraph of Section IV which reads, "Appropriate units within the department and college will review the proposal." Maas clarified that paperwork is not accepted without appropriate signatures. Departments have internal procedures. Signatures show that the internal procedure was followed. Discussion ensued. If program is presented for discontinuation, the reviewing body can request that evidence should be provided that the departmental procedure was followed.

Discussion of the definition of "discontinuation" in the appendices. It was moved and seconded that "permanent discontinuation" be changed to "elimination." Motion approved.

It was moved and seconded to strike out Section IV Procedures and Implementing Guidelines/Description and History of the Program, 3rd bullet, last sentence stating "What was the marketability of the program?" Discussion ensued regarding a suggestion to instead substitute the proposed deleted sentence with "What is the market demand for the program's graduates?" The original motion to strike the last sentence was approved.

There was no further discussion.

The Proposed new Executive Memorandum: Guidelines for Discontinuation of Academic Programs with changes was approved as amended.

6. Proposed name change: *from* Certificate in Electronic Printing and Publishing *to* Certificate in Web Design and Publishing (Dept. of Communication Design; presented by: T. Welsh) – **Action Item**

Welsh feels there is a need for this certificate. New title is more accurate of current environment. Should attract students. Submit the name change and then redesign current courses to meet current market needs.

Proposed name change to Certificate in Web Design and Publishing was approved as an action item and will be presented as an introduction item at the next Senate meeting.

7. Proposed new option: MS Biology, Option in Botany (presented by: K. Schierenbeck) – **Introduction Item**

Degree program was suspended several years ago despite department disagreement with decision. Department worked to reinstate degree but degree was not approved by Provost. After much work, department decided to change it to an option. There is no other master's degree in Botany within the system. There is a nationwide shortage of botanists. Employment occurs quickly due to the need. Previously drew national and international students.

Discussion ensued. Question about degree already in existence. Why is current degree not being reinstated? There currently is no clear process for reinstatement of suspended program prior to implementation of new suspension guidelines. Provost Wei consulted with Academic Deans to find out what the process should be. Schierenbeck was told that the degree would not be approved so the department decided to work for approval of an option instead.

Question about student need – will never be large, probably about 3-4 students per year. Botanists are highly paid but demand is not that large.

Will current suspended program be discontinued if this proposal passes? Yes.

Proposed courses – the bulk of the 18 units are 400 level courses. Frequently, mix grad and undergrad students. Highly unlikely that students who have a degree in botany will have taken these courses. Agriculture does not have courses at a high enough level to make them equal to these courses.

Question about no need for additional resources – surprising that there is not any additional need. Still have the same resources that were there when degree was suspended and courses are currently being taught.

There are only options in the BS in Biology degree. This is the first option in the master's degree in biology.

The proposal for a MS in Biological Sciences, Option in Botany was approved as an introduction item and will move to action at next EPPC meeting.

8. Other

What is the role of a Senator on EPPC when our approvals go to Senate? Boyd explained that once in Senate, it is the role of an EPPC member to contextualize the documents that had been approved by EPPC. Senators should start discussion on what we learned and to help Senate understand the materials we discussed. It would be helpful to reiterate what we learned and to share any notes taken during our discussions. Comments were made that Senators understood but also did not want to unduly influence other Senators. Boyd made the point that EPPC members just need to ensure that the work of the committee is discussed appropriately.

9. Adjournment – 4:16pm.

Respectfully submitted,

Peggy Rowberg
Secretary

APPENDIX A

II. Policy

The faculty of the university bear the primary responsibility for the quality of the academic program, thus it is critical that additions, modifications, and deletions to academic programs be reviewed by the Academic Senate as the representative body of the faculty. Only under extraordinary circumstances should the administration overrule the faculty on curricular matters.

Healthy academic programs are constantly being revised and thus regular assessment and review are included in the routines of the university. When evidence becomes available that a program is not viable, a proposal for program discontinuance may be proposed to the faculty of the department that is responsible for the program. If a program has previously suspended admissions (see EM 13-057) and the accompanying program improvement plan has met with failure, then a proposal for program discontinuance may be appropriate. In general, a program suspension should not precede a program discontinuance proposal.

The proposal to discontinue a program can come from faculty or administration, inside or outside of the department that houses the program. Proposals shall be initially submitted to the department faculty for evaluation. The department may refer the proposal to its curriculum committee (or equivalent) but a department discussion and vote on the proposal must occur. The proposal will then proceed from the department to the department chair, to the college curriculum committee, to the college dean and then to the Academic Senate with advice and votes recorded at each stage. (The Executive Committee determines the hearing process of the Senate and of its committees.)

The proposer will ensure that appropriate consultation occurs with all effected parties (which include students, alumni, faculty and staff in related departments, affected industry and community members, and others) at appropriate times in the proposal preparation and hearing process.