Senate Committee on Educational Policy  
Monday, March 5, 2007

Minutes

Present: Abbas Aminmansour (Chair), Ariel Avila, Thomas Berfield, Loren Bode, Cheston Brauer, Jo Duchene (ex officio), Joseph Goldberg, Andrew Hamilton, Kristi Kuntz (ex officio designee), Susan Lamb, Faye Lesht (ex officio), Carol Malmgren (observer), John Marden, Leslie Struble, Kelly Tappenden, Laird Thompson, Daniel Walsh, Kevin Waspi, Kenneth Watkin, Chet Zych (ex officio)

Absent: Phillip Geil, David Kovacic, Keith Marshall (ex officio designee), Claire Pedersen

Guests: Nan Goggin, Professor, Art & Design, Associate Provost Fellow; Ann Mester, Associate Dean, LAS Administration; Lucy Rich, Assistant Dean, LAS Administration

A regular meeting of the Senate Committee on Educational Policy convened at 1:15 p.m. in Room 232 of the English Building with Chair Abbas Aminmansour presiding.

I. Approval of the Minutes

Malmgren noted an editorial change to the Minutes of February 5, 2007; the Minutes were approved as amended.

II. Remarks of the Chair

Chair Aminmansour turned to Kristi Kuntz for an update on Proposal EP.07.25; although approved by the Committee at its meeting on February 5, the proposal had been withdrawn by the College due to implications of a fifth year. Since then, Randy Kangas, Assistant Vice President for Planning and Budgeting, has proclaimed that if the EPC agrees that this proposal is an official five year program, five year tuition will be automatically guaranteed.

Kuntz noted that the Provost’s office often gives administrative approval; she typically talks with Chair Aminmansour and he in turn notifies the Committee when action has been taken. In relation to a recent such approval, Zych cited the situation where teacher education students take a literacy course (CS473) that students in teacher education of English have not been required to take. However, now English students must take the course along with the other students. It has now become necessary to remove the footnote at the bottom of the page which states that English students do not have to take that course. The Committee will go on record as approving this administrative decision. Another incidence is in the Department of Journalism whereby Math 380 is taught with a 3 hour gap; the department will revise 3 courses to accommodate that gap.

Malmgren reported that she and Becky Wauther, Associate Registrar in OAR, had met recently with the A-Deans to express concerns that some faculty members were not submitting end of semester grades by the deadline. In the future, notices will be sent requiring a 72 hour deadline from the time the final exam is posed. The OAR plans to communicate with faculty so that they understand these deadlines. Malmgren also mentioned that it has come to their attention that the instructor grade of record signature process has been circumvented. Some departmental personnel are signing grade changes without the permission of the instructor.

The Chair reported that he had been invited to attend a recent meeting of the Senate Committee on the Library to discuss the existing process for gathering Library input on impacts of new programs. For several years, the Secretary has been sending the proposed program changes to the Library for input after the proposal has come to EPC; however, we have never received a response. In the future, Greg McIsaac, Chair pro tem of the Library Committee or a representative from that committee will be sitting in at our meetings.

Aminmansour remarked that he was delighted with student turn-out at our meetings; he stressed that students are equal members on the committee and encouraged their input.

III. Old Business

EP.06.32, Proposed guidelines for Multi-Institutional Degrees (USC OT-218), letter from Elliot R. Kaufman, Chair of University Senates Conference  Chair Aminmansour announced that this issue will be discussed on April 9 when guests are present to join our discussion.

Subcommittees

Subcommittee B

EP.07.21, Proposal from the College of ACES to establish an Animal Sciences Concentration within the Master of Science in Bioinformatics and EP.07.22, Proposal from the College of ACES to establish a Crop Sciences
Concentration within the Master of Science in Bioinformatics  Zych explained that there is an overlap between these two proposals in Bioinformatics; both require the same core courses. Everything is handled through advising as the department wants flexibility for its students. He noted that the subcommittee has received revisions for both proposals and recommended approval. Goldberg seconded the motion. Tappenden noted that these are unique proposals as they are administered through the Graduate College; the programs were initially proposed as a joint degree but were later separated.

Proposals EP.07.21 and EP.07.22 were both unanimously approved to forward to the Senate.

EP.07.44, Proposal from the College of LAS requesting the establishment of an Honors Concentration to the Major in Science and Letters Curriculum in Molecular and Cellular Biology  Zych reported that there is a question as to whether or not there are enough faculty and course sections offered; the subcommittee is waiting for revisions. Geil has invited the sponsor to attend one of our meetings to answer any concerns.

Subcommittee C

EP.07.16, Revised Guidelines for Undergraduate Minors  Dean Rich reported that the proposed revisions to the Guidelines for Undergraduate Minors are mainly small verbal changes; she intends to invite Bill Williamson, who collaborated on the revisions when he served on the EPC last year, to join in on the discussion at a future meeting. Since Zych was not present at the committee’s last meeting, he was asked if any revisions would have an impact on the teacher education minors. Zych explained that this committee will soon receive proposals to terminate most current such minors on the books.

EP.07.23, Proposal from the College of Fine and Applied Arts to establish an Undergraduate Major in New Media within the BFA Degree in the School of Art & Design  Thompson distributed copies of the latest revisions to this proposal. Lamb reported that the General Education Board is reviewing general education requirements as to the possible allowance for double and triple dipping of coursework and that it could affect future requirements. After some discussion, committee members agreed on some editorial changes. Thompson made a motion to approve the proposal; Goldberg seconded the motion.

The proposal was unanimously approved with minor changes to forward to the Senate.

IV. New Business

Kuntz reported on the process for yearly updates of the Programs of Study Catalog; the departments are contacted each year and changes follow the original pathways. Tappenden noted that colleges are asked to follow a template; however, the process is very labor intensive. Kuntz said the process is different between colleges at the undergraduate level and thought the EPC should have an official process to look at information for the Programs of Study Catalog. Lamb thought the Committee should be hesitant about taking on too much bureaucratic work once an item is approved. Berfield thought there should be standard guidelines for the Catalog. Kuntz also noted that the Provost’s office has a committee reviewing general education requirements and some institutional barriers towards graduation intentional or otherwise. Mester told members to not short-change themselves and thanked them for their eagle-eye approach to reviewing new programs.

V. Pending Items (Waiting to hear from sponsors.)

Timing of mid-semester grade reports for freshmen (to be discussed in Spring 2007)

Review and discussion of the four Leadership proposals

EP.07.10, Proposal from the College of Liberal Arts and Sciences to Establish a Joint Degree Program involving the Civic Leadership Concentration, Masters of Arts in Political Science and the Juris Doctorate, College of LAS and College of LAW

EP.07.11, Proposal from the College of Liberal Arts and Sciences to Establish a Graduate Concentration in Civic Leadership within the M.A. in Political Science

EP.07.12, Proposal from the College of Liberal Arts and Sciences requesting the establishment of a Civic Leadership Program in Political Science

VI. Adjournment

The next meeting is scheduled for March 26th. The meeting was adjourned at 2:15 p.m.

Diana Morris, Secretary
Senate Committee on Educational Policy
Approved as amended.