



MINUTES OF MEETING: September 2, 2020

PRESENT: S. Baker, S. Balan, M. Castillo, D. Finocchiaro, K. Fisher, C. Flores, M. Hawley, A. Hernandez, A. Jamehbozorg, A. Jones, J. Kennedy, J. Lopez, P. Nerenberg

1. **Call to Order**

A. Jamehbozorg, Chair called the meeting to order.

2. **Introductions**

A. Jamehbozorg welcomed new members to EPC and had committee members introduce themselves.

3. **Election of Vice-Chair**

A. Jamehbozorg conducted election of Vice-Chair. D. Finocchiaro was elected Vice-Chair for EPC.

4. **Liaison Appointments**

- a. Academic Advisement Subcommittee – TBA
- b. Academic Information Resources Subcommittee – P. Nerenberg
- c. Curriculum Subcommittee – D. Finocchiaro
- d. General Education Subcommittee – S. Baker
- e. Graduate Studies Subcommittee – S. Balan
- f. Library Subcommittee – K. Fisher
- g. Program Review Subcommittee – J. Kennedy

5. **Announcements**

- M. Hawley – a. Enrollment for Fall 2020 was same percentage of students at all levels as last year.
b. Invited Provost Alvarado to visit EPC in the future.
c. Several EPC documents being reviewed by Academic Senate.

6. **Intent to Raise Questions**

D. Finocchiaro – When is the syllabus supposed to be available to students each semester?
Answer: The syllabus should be available to students by the end of the first day of the class.

7. **Fall Meeting Calendar**

A. Jamehbozorg proposed cancelling the meeting on November 25th since there will be no classes the day before the Thanksgiving Holiday (November 26th – November 28th). It was m/s/p to cancel the meeting.

8. **Approval of the Agenda**

It was m/s/p to approve the amended agenda. Grading Options for Fall 2020 was added as the new Item 11.

9. **Approval of the Minutes**

Minutes for last meeting of spring 2020 approved via email 5/8/20.

10. **Curricular Items**

It was m/s/p to reflect the Actions Reported by the Executive Secretary in the minutes.

11. **Grading Options for Fall 2020**

The committee began discussion of this item. A. Jamehbozorg will send EPC recommendations from last semester for committee members to discuss at the next meeting.

12. **Characteristics of Master's Degrees, EPC 19-19**

The committee re-reviewed this item. M. Hawley will discuss need for policy with K. Brown and M. Garcia. The item is tabled until the next meeting.

13. **Proposal on the addition of lecturer faculty to EPC and its subcommittees**

The committee discussed this item. The committee agreed to add the following recommendations from the Graduate Studies Subcommittee to the existing list:

- a) the lecturer would be adequately compensated/rewarded for their work (*add as recommended*)
- b) the lecturer would be either on a one-year or three-year appointment contract (no ad hoc semester appointees, to ensure continuity of service during the academic year) (*add as required*)
- c) the lecturer would be teaching graduate courses and interested in the graduate studies policy making (*not applicable*)
- d) the lecturer members would be rotating annually to increase representation from different colleges/areas (*add as required*)

A. Jamehbozorg will draft memo for the committee to review before sending to Academic Senate.

14. **Coordination of Introduction to Higher Education course sections, EPC 19-12**

The committee began discussion of this item. M. Hawley suggested a Time Certain with Andrew Long regarding the Academic Support Certifications he is working on.

15. **Relationship between Syllabus, Course Proposal, and Academic Freedom, EPC 18-11**

- a. Request to Discuss Potential Policy on Lecture-Lab Courses, EPC 18-06
- b. Potential Policy on course Grades, EPC 18-08
- c. Potential Policy on Timing of First-Graded Assignment, EPC 18-09

The committee did not discuss these items.

16. **Final Examinations Policy, EPC 18-10**

The committee did not discuss this item.

17. **Adjournment**

A. Jamehbozorg adjourned the meeting at 2:59 pm.