

EPAG Minutes -

Thursday, September 27, 2012

3-4:30 pm, Campus Center 215

Present: Zach Avre, Holly Barcus, Kendrick Brown, Terri Fishel, Janet Folina, Ezequiel Jimenez Martinez, Ann Minnick, Kathy Murray, Jayne Niemi, Sonita Sarker (Chair), Jaine Strauss, Chad Topaz, Joelle Vitiello. Harry not present

## AGENDA

1. Approval of Minutes - Minutes approved as distributed.
2. Course Changes - Courses that haven't been taught are being removed from catalog. Accelerated Elementary German wants to implement 5 credits in the spring. French is 4 credits, but Spanish is 5. Science courses with lab have encountered similar problems when trying to determine course credit. It was suggested that course be offered as a topics course with this change so that there would be 4 credits in the fall and 5 credits in the spring. This was rejected. Course change approved. Course change memo approved.
3. Further discussion on Strategic Planning for Department Curricular Visioning - The document was shared via projection for comments and additions. The timeline for this is that the call will go out next month and submissions are due in mid-February. After breaking into small groups, we came back to discuss. Strategic plan would allow departments to articulate their plans over more than one year. State benefits as a useful means of internal reflection of the department. Goals to transition into and aid department reviews. Reflect on past department reviews and assessment plans. Concern raised that the document not be too long. It was suggested that departments could think in terms of part-time positions in addition to tenure-track and that part-time positions may provide some flexibility. The intention is that the document would be a maximum of two pages. The question was raised that if completing this strategic planning document isn't required for all departments, and there is a pending retirement in two or three years, they may not fill out the strategic plan. We were also reminded that if departments don't have an assessment plan, we won't weigh their allocation request. This proposal is an opportunity for the Provost to get a better picture of the department and to provide a wider context for allocations. Motivation is a key factor, why would departments want to do this? One possibility is the opportunity to experiment with the curriculum by using part-time instructors. We have over 800 courses. We don't want to increase beyond that number. question was raised in terms of what ways student opinion would be represented in this document. Sonita will write up the document.

4. Class Size - Chad shared a brief report on class size. Included table of departments and average class size. Cautioned us to be careful about ACS. For what purpose can we use this report? Provoke thought about average class size. In relation to writing requirement and class size, can this data be used, as for example, writing classes are limited to 20. This report doesn't factor in course sequence and whether the student experience is such that the student only has experience in classes of 20 or larger. Is there a possibility of a deeper study? Each department regularly receives a breakdown of all departments and class sizes. Departments will submit class size data with faculty allocation requests. Chad will provide a spreadsheet of the data.
5. Update on Faculty Handbook Revision - The faculty handbook has been cleaned up and there aren't any procedural changes. These were cosmetic changes to fix inconsistencies. Six more sections that need to be seen by EPAG and approved by EPAG.
6. Instructional dates on calendar - Jayne shared data on class days and our comparison group. Chad distributed a histogram with density curve. ACTC schools have more instructional days. Question was raised about class time, but we ran out of time to continue and conclude this discussion.

Adjourned at 4:31

Respectfully submitted by Terri Fishel, Library Director