

EPC Meeting Minutes

Attendees :**Sub-Committee:** Alan Tilquist, Abainesh Mitiku, Michael Kane, Anthony Moncrief**Committee Members Present:** Micheal Fultz, TJ Park, Kent Shaw, Kerri Steele, Manashi Ray, Suvayan De**Guests:** Barbara Ladner, Frank Vaughan, Naveed Zaman,

Dept.	Request	EPC Action	Comments
Chemistry	Add new course to catalog	Chem 305 Introduction to Polymer Science Request approved with the following vote: 5 in favor 1 abstention	Dr. Fultz temporarily recused himself from the role of Chair of EPC to explain the request. Per Dr. Fultz, Chem 305 will be a course in Polymer Science that is needed for future accreditation through the American Chemical Society (ACS). Once the course is approved, the Chemistry dept. will design a new curriculum to include this course and will submit that curriculum at a future EPC meeting.

Dept.	Request	EPC Action	Comments
General Education	Add new course to catalog Approve for general education	GED 101 First Year Experience Request approved with the following vote: 5 in favor 1 abstention	Dr. Ladner was in attendance and explained the history and development of the FYE course over the past year. Dr. Lander further explained that this course would be more transferable to other institutions than the current Freshman Experience course. She also explained that set-up of the course including University specific information, College specific information, and flexibility with for the instructors on how to deliver this information.

Discussion for curriculum revision forms: With the change in general education requirements, all program in the University will need to submit curriculum revisions to reflect the new requirements. The EPC was asked by the Provost to discuss a streamlined approach for programs that only need to change the Gen Ed portion of their majors and shift any newly opened hours into free electives. The committee was tasked to find a way to allow this change without using the current long-form required by EPC for curriculum changes. It was noted that this streamlined form is ONLY for the program that are shifting open hours to free electives. Any programs that seek to move newly opened hours into new required courses or restricted electives will need to use the longer form. Dr. Fultz developed a template of two forms. The first form has list of courses including required courses, restricted electives, general education courses and free electives. The second form was a table that reflected the amount of hours for required courses, restricted electives, general education courses and free electives. The committee discussed if the first form with the list of courses was absolutely necessary or if the second form alone would be sufficient. Several members noted that requiring both forms would create extra work for the departments to complete and may not be needed. Other members noted that the first form would be necessary to make sure the hours added up correctly and to reflect any courses in a major that count for gen ed credits. It was also noted that all current curriculum revisions require a new curriculum map/status sheet/list of courses so attaching this to the new streamlined form adds no extra work from current curriculum revisions.

The EPC action is as follows: Approval of the streamlined form with the table that reflects the new amount of hours for required courses, restricted electives, general education courses and free electives. This form must be used in conjunction with a list of courses specified for required courses, restricted electives, general education courses and free electives. The list of courses may be a degree map, or status sheet, or may follow the template developed by Dr. Fultz. The vote on the action was unanimous.

Other notes: The committee discussed a possible special meeting to be held for any departments that do not receive EPC approval for curriculum changes at the EPC meeting in November. The committee agreed to hold a special meeting on December 4th, if needed, to address this concern.

Dept.	Request	EPC Action	Comments
Math	Change pre-requisite in existing course.	Math 103 Request approved unanimously.	Currently, students with a low ACT/SAT score take Math 020 to refresh their skills before moving onto a concurrent Math 021 and Math 103. The change in the pre-requisite will allow students to move straight to Math 103 without the co-requisite of Math 021 if the students score a C or better in Math 020.
Math	Change pre-requisite in existing course.	Math 111 Request approved unanimously.	Currently, students with a low ACT/SAT score take Math 020 to refresh their skills before moving onto a concurrent Math 021 and Math 111. The change in the pre-requisite will allow students to move straight to Math 111 without the co-requisite of Math 021 if the students score a C or better in Math 020.
Math	Change pre-requisite in existing course.	Math 119 Request approved unanimously.	Currently, students with a low ACT/SAT score take Math 020 to refresh their skills before moving onto a concurrent Math 021 and Math 119. The change in the pre-requisite will allow students to move straight to Math 119 without the co-requisite of Math 021 if the students score a C or better in Math 020.

Dept.	Request	EPC Action	Comments
English	Revise course description	English 477 Request approved with the following vote: 5 in favor 1 abstention	Dr. Shaw temporarily recused himself as a voting member of the committee to explain that the English Department has recently added Technical Writing and English Education as major areas. To reflect this change, a revised description of the Eng 477 Senior Seminar is needed.

Dept.	Request	EPC Action	Comments
History	Add new course to	History 260 Introduction to	Dr. Park temporarily recused himself as a voting member of the committee to join Dr. Vaughan to explain this course

	catalog, History 260 Introduction to Research Methods	Research Methods Request approved with the following vote: 5 in favor 1 abstention	was given the new designation of 260 by the registrar and that the course is currently taught as a Hist 299 elective. This course was discussed at length in the last EPC meeting and the questions from the last meeting have been addressed.
History	Change in course title Revise course description.	History 303 History of Russia Request approved with addition of fiscal effects with the following vote: 5 in favor 1 abstention	Dr. Park temporarily recused himself as a voting member of the committee to join Dr. Vaughan to explain is currently taught through 2 courses, Hist 303 and Hist 304. Combining these into one course will free up Professors to teach other courses, and students to take other courses. It is also a better way to deliver the material. The committee noted that clarification is needed on the fiscal effects to explain that this course will be part of rotation of History electives that will not add or delete from current teaching loads.
History	Delete course from catalog	History 304 History of Russia Request approved with the following vote: 5 in favor 1 abstention	This proposal was discussed at the same time as the previous entry. See above for notes.
History	Add new course to catalog,	History 326, History of the Modern Middle East. Request approved with addition of fiscal effects with the following vote: the following vote: 5 in favor 1 abstention	Dr. Park temporarily recused himself as a voting member of the committee to join Dr. Vaughan to explain the addition of this course as a free elective. The committee noted that clarification is needed on the fiscal effects to explain that this course will be part of rotation of History electives that will not add or delete from current teaching loads.
History	Change in	History 403 American	Dr. Park was in attendance and explained that the

y	course title	Diplomatic History	department would like to consolidate Hist 403 and 404 into one course.
	Revise course description	Request approved with addition of fiscal effects and with the Change in Pre-requisites added on the first page of the EPC form with the following vote: the following vote: 5 in favor 1 abstention	The committee noted that the EPC form should also include change in pre-reqs as a request and that clarification is needed on the fiscal effects.
History	Delete course from catalog	History 404 American Diplomatic History II Request approved with the following vote: 5 in favor 1 abstention	This proposal was discussed at the same time as the previous entry. See above for notes.
History	Approve change in requirements	The History department withdrew the submission to make the needed changes per the discussion and will re-submit in November.	Dr. Park temporarily recused himself as a voting member of the committee to join Dr. Vaughan to explain change in requirements for a B.A. in History. The committee noted that the catalog description in the form is a list of needed classes and not the actual description of the major from the catalog. The committee also noted that the new curriculum checklist needs to be refined so that the core history courses required also reflect that a gen ed requirement is met. The committee also noted that electives restricted by approval of advisor should be noted on the curriculum form, rather than the current form which does not include any restrictions.

Respectfully Submitted,

Dr. Micheal Fultz
2015-2016 EPC Chair