



EPCC Minutes
Via Zoom
March 16, 2021
DRAFT

Present: Kevin Walker, Sally Mielke, Lee Ann McNerney, Danny Checchini, Nancy Knowles, Emily Sharratt, Sarah Witte, Rae Ette Newman, Mike Sell

Absent: Tim Harrison, Alexa Jamison, Moses McAninch, Christopher Blair, Shari Carpenter

Presenter	Agenda Item	Discussion	Action and Outcomes
Chair Walker	Meeting Minutes Feb 23, 2021	Motion: Nancy moved to approve, Rae Ette made a second Discussion: N/A Action: Unanimously approved (7 in favor)	APPROVED
Chair Walker and Provost Witte	Step 0 New Program Dev	<p>Discussion: Chair Walker introduced the document and process. The goal of introducing this at EPCC is to have EPCC reps bring to the colleges to gather college feedback.</p> <p>Nancy asked what Intercollege Council is. Sarah shared that it is essentially a meeting of the department chairs from all four colleges.</p> <p>Consider replacing Phase 2 “Inter College Council” with EPCC but need to find a way to ensure all program chairs are aware of the curriculum proposal and if/how it might impact their program.</p> <p>The matrix would be used at the college level and then again at the EPCC (Phase 2) level.</p> <p>Group agreed to replace the Phase 2 audience from Inter College Council to EPCC.</p>	



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		<p>RaeEtte asked that a definition for low, medium, high needs to be established and added to the matrix.</p> <p>The group determined that a brief summary of why it was given certain scores and/or supplemental information as needed. Request for a brief synopsis was added to the document.</p> <p>Nancy asked where the New Program Development process resides. It was suggested that it be posted to a website or added to the EPCC Handbook. Angie will link the Program Development process to the EPCC website. It was also suggested that the Step 0 process reside in the EPCC Handbook once it is fully vetted.</p> <p>Action: EPCC reps will bring the Step 0 document to a college meeting and will bring it back to the April 27 EPCC meeting for action.</p>	
Chair Walker	SOP for EPCC	<p>Discussion: Is 72 hours too generous? Does it fit the needs? Would it be an option to swap the meeting dates with the University Council and EPCC to get more time for housekeeping changes before we forward to the Faculty Senate.</p> <p>Nancy shared that she received a comment from AHSS about the word “charge” regarding gathering feedback from colleges. Could change the word to ‘decision’.</p> <p>Action: EPCC agreed that the current SOP language is sufficient and eventually will be added to the EPCC Handbook.</p>	
	Handbook Revisions	<p>Nancy will have a meeting with Emily and/or Sarah about academic policies that exist elsewhere and link them in the EPCC Handbook rather than summarize in the Handbook. Angie will schedule a meeting with Nancy, Sarah, Emily.</p>	
Chair Walker	EPCC Workplan Review	<p>Kevin screenshared the workplan and provided a progress report.</p>	
Emily Sharratt	Laserfiche Form-draft	<p>5:00 pm, Sally had to leave the meeting but asked the following questions via chat: How will the form be viewed by EPCC? What will it look like? Will the committee be able to view several digital documents at the same time? I think we need to specify</p>	



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		what documents need to be attached: program checklists, a summary of change document-- if there are more than 1 or 2 changes, and a syllabus. Ran out of time for this discussion. Will move to the April agenda.	
Emily Sharratt	Catalog Language Change	Ran out of time for this discussion. Will move to the April agenda.	
	Adjournment	Meeting adjourned at 5:10 pm	

Minutes submitted by Angie Adams.