EAB Agenda
2/19/20
11:00AM-12:PM

Attendees:
- Loretta Stec, James Gilligan, Erin Macke, Gitanjali Shahani, Summer Star, Neil Lindeman, Bill Christmas, Lyn Motai, Jennifer Trainor, Robert Kohls, Joan Wong, Jenny Lederer

1. 218 and 250 Update (Bill)
   a. Gita – Discussing problems
   b. Bill –
      i. 218 – anyone doing advising knows the confusion
      ii. We need to add some clarification under the bulletin under the degree requirements to add something like “or equivalent” or “or Area E equivalent”
         1. May limit some confusion if we are at least directing them to Area E equivalents
         2. Helps advisors too to look for Area E equivalent
   c. Gita
      i. Do we need to talk to CeCe in Articulation?
   d. Bill
      i. No, that has probably already been done. What we need to do is get that language into bulletin to limit confusion
   e. Jennifer
      i. Most Area E in the Community College do not involve intensive writing
   f. Bill
      i. We did it this way to mask the fact that CCs might not have gotten the write kind of Area E
   g. Jim
      i. Doesn’t seem to be affecting English Ed students
   h. Lyn
      i. Does it apply to student who come in after 2019 Fall?
   i. Erin
      i. To clarify – they have met Area E, but have not taken ENG 218
   j. Bill
      i. The other situation is local student take 216 in her first year, does she have to then take 218.
         1. There is no language on the bulletin that allows for that substitution.
   k. Gita
      i. There is confusion here and with students.
   l. Jim
      i. Why are student required to do Area E for the major?
m. Jenny
   i. We have done something similar in the past
n. Jim
   i. The intent of 218 was to have an intensive writing course.
o. Jennifer
   i. That is why we should have it say intensive writing course
p. Bill
   i. It works if they get correct advising. We are obligated to accept 216s etc
q. Gita
   i. The immediate solution would be to have more 218s. – Correct –
   ii. Is there something else we need to do to clarify this confusion?
r. Jim
   i. Make it clear to them that our requirement is not to have them take another Area E, but that it is suppose to be writing intensive.
s. Gita
   i. To do that, need to do a program change that deadline has passed.
t. Bill
   i. What about our transfer students? We see it on their transfer credits we see them as transfer as Area E?
u. Jennifer
   i. Usually second semester writing should transfer to Area A3. If they are coming in with Area E, that’s good. Lessens the confusion.
v. Bill
   i. If we get what counts are writing intensive clarified, …
w. Jennifer
   i. If they don’t have writing intensive course, then they would have to take a course.
x. Gita
   i. We can submit a bulletin change, but we need to agree on the language.
y. Jim
   i. I would keep Area E out of it. We make this course for the major not for Area E.
z. Jenny
   i. The impetus to put in 216 and 218 was to keep numbers of 214s that are going away.
aa. Gita
   i. It sounds like Writing Intensive or equivalent to be the language.
bb. Summer
   i. Can we add with approval of major advisor as well?
cc. Gita
   i. Usually when the petitions come in, advisors are not around at the time.
   ii. Let’s talk this for now. I’ll look at possibilities.
   iii. Let’s move to 250
dd. Bill
   i. At the risk of opening another can of worms.
ii. We are going to be able to do anything about it right now with 250 as C2 instead of C3.

ee. Gita
i. I cannot emphasis how much this affecting us. It definitely is
ii. We used to be offering 5 sections of 250, now we cannot fill those courses. Students are choosing other C2s.

ff. Bill
i. We used to offer 7 o 8 C3 courses. We were told that we could continue. We put 4 on for fall but only 3 filled. CWL, African and Asian American studies and Latina/o studies offer literature. A couple things stand out. Every other department has SF State attachments to their literature compounds (SF State Studies = overlays). We can’t do that with a variable topic course.

gg. Jim
i. Are most of these courses within their majors?

hh. Bill
i. Yes.

ii. Gita
i. Can we shed the variable topic?

jj. Bill
i. We can’t do what with the new major requirements. We can put overlays onto a variable topic course. I don’t think that the overlays are that impactful.
ii. We have interesting topics that others don’t. What we need to test the borders. We haven’t put our best foot out yet. We need to put some sexy courses out.

kk. Loretta
i. Can we list them on the bulletin?
ii. The Provost is totally behind variable topics. Maybe we need to go to her, to see if she can help us with the system.

ll. Erin
i. Looking at the sheer number of courses, we have 1 out of 96.

mm. Jace
i. Not part of the options on the bulletin. But I can put it on the website.

nn. Gita
i. I’ll check our other options, etc.

2. Bylaws update and edits (Erin)
   a. Gita
i. We need to make changes. Our staff positions in the bylaws are exceptionally out of date. Review of the process we have done so far.

   b. Erin
i. It mainly affects the lecturer pool resources. Jace and I took on Kitty’s duties (explained those).

   c. Gita
i. Do I have a vote to change? Affirm.
3. Mission Statement changes
   a. Gita
      i. PWR is not adequately addressed throughout our systems.
      ii. Shows mission statement.
      iii. A lot of what we have directly talks to the students. Doesn’t fit in the bulletin. It shouldn’t directly address people. Should we make those changes in the official mission statement.
      iv. PWR needs updated.
      v. Do we want to revise the Mission Statement?
   b. Jim
      i. What if we change “you” to students? Because then we are not directly talking to students?
   c. Jenny
      i. What if we got rid of the first paragraph?
   d. Gita
      i. I have in the bulletin.
      ii. Do I leave it out, or do I change it?
         1. Leave it out.
   e. Neil
      i. In paragraph 3, change writers to authors and add technical in there.
   f. Gita
      i. Okay. We’ll make those change.

4. Commencement planning
   a. Gita
      i. Do we really think we will have an audience for the reception?
   b. Loretta
      i. It’s not that late.
   c. Erin
      i. They will show up, but they will not stay too long.
   d. Gita
      i. Will enough faculty show up to the late time?
   e. Erin
      i. It begins at 6:30, and the reception would start at 7:30ish
      ii. It is on the first Monday of Finals week. So it should not affect them.
   f. Jenny
      i. I think that enough faculty will show up.

5. Website / bulletin / boards updates
   a. Gita
      i. Discrepancies on the website.
      ii. Could you all talk to the coordinators to go through the website?
      iii. For next EAB.
   b. Jenny
i. The text of the bulletin – should we be listing the coordinators by name, cause that is ever-shifting.

c. Gita
   i. We are able to update annually, so it should be okay.

Next EAB Meeting Date: Wednesday, March 18th at 11:00 am