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**MINUTES**  
**Curriculum and Educational Policy Council (CEPC)**  
**California State University, Long Beach**

**Meeting 3 – AY2021-2022**  
**Wednesday, September 22<sup>nd</sup>, 2021**  
**Meeting held online (Zoom)**

*Members Present:* Danny Paskin (Chair), Craig Macaulay (Vice Chair), Jeff Bentley (Secretary), Laura Forrest, Panadda Marayong, Betsy Cooper, Jermie Arnold, Donna Green, Henry O'Lawrence, Tom Tredway, Perla Ayala, Rene Treviño, Leilani Madrigal, Brianna Koster, Shamim Mirza, Diane Hayashino, Kelli Sanderson, Joel Gutierrez, Destiny Islas, Luis Mendiola Luna

*Guests Present:* Sharlene Sayegh, Adam Kahn, Nielan Barnes, Robert Moushon

1. Meeting called to order at 2:04pm
2. M/S/P – Approval of agenda
3. M/S/P – Approval of minutes from September 8<sup>th</sup>, 2021 meeting
4. Announcements from Chair Paskin:
  - a. Academic Senate will continue reviewing Policy on Final Course Grades revision recommendations and findings from CEPC AY2020-2021.
5. Annual Report of Committees reporting to CEPC – First Reading on Consent Calendar. No comments made or issues raised.
6. M/S/P – Election of Shamim Mirza to serve as CEPC Liaison on the Academic Appeals Committee (AAC)
7. Revision of Charge for the Institutional and Program Assessment Council (IPAC, formerly PARC) – First Reading
  - a. Macaulay asks for details regarding the alternative approach towards IPAC membership. Paskin and Sayegh provide background. Barnes offers argument for the traditional approach. Trevino and Kahn offer constructive consideration.



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- b. Bentley asks for clarification of the role of IPAC in developing policies and Institutional Learning Outcomes (ILOs) in their charge. Sayegh and Paskin provide detail; IPAC will work within, and improve upon (when needed), existing policy and ILOs.
8. New proposed Policy on Institutional Assessment and Program Review – Second Reading
- a. Reviewed definition of Institutional Assessment (Revised Section 1.3.1) offered by Sayegh.
- b. Mirza requested clarification of terminology regarding “assessment” (Section 1.3.3). Sayegh offered clarification.
- c. Forrest requested clarification of “closing the loop” terminology (Section 1.3.3). Sayegh offered clarifying text for Section 1.3.3.
- d. Bentley requested clarification of whether “strategies for improvement” (Section 1.3.3) are those offered by IPAC or the Program being assessed. Sayegh clarifies that the strategies are those offered by the Program, as well as suggested revisions from IPAC in a reciprocal dialogue. Sayegh will provide language to this end in Section 2.4.
- e. Cooper requested clarification of “persistence” in self-study (Section 1.3.5). Kahn offers clarification that persistence means a student receives and A, B, or C, in line with other existing University policy. Paskin asks subject matter experts (e.g., Sayegh, Kahn, Barnes) to develop more accurate language for Section 1.3.5 if they desire and are able.
- f. Paskin asks for discussion of Section 2.1 in response to comment from former Academic Senate Chair Pandya. Kahn offers light editing, otherwise, CEPC seeks no other changes per Pandya’s comment.
- g. Sayegh recommends clarification to Section 2.2.1.
- h. Kahn withdraws previous revision comment on Section 2.2.2. Paskin asks for word choice clarification in Section 2.2.2; Cooper, Trevino, Macaulay, and Forrest offer constructive suggestions for Paskin’s request and more.
- i. Gutierrez requests examples of “personnel actions” in Section 2.5. Sayegh provides clarification, and agrees to provide new language for Section 2.5.



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- j. Bentley inquired as to the appropriate website reference for Section 3.1.3. Sayegh will confer and return with appropriate language.
  - k. Barnes and Arnold offer updated language for Section 3.2.
  - l. Stopped discussion at the beginning of Section 4.
9. Meeting adjourned at 3:47pm.

*Meeting minutes draft submitted by Jeff Bentley (Secretary, AY2021-2022).*