

## Minutes of EPC meeting on November 10, 2017

Attending: Elizabeth Harbron, Sallie Marchello, Tuska Benes, Alea Al-Aghbari, Michele Jackson, Julia Wicks, Laurie Wolf, Susan Bosworth, Marc Sher, Jennifer Taylor, Chandos Michael Brown, John Donahue, Shannon Lewis, Brian Kreydatus (secretary)

The meeting began at 11:02am

1. The minutes from October 20<sup>th</sup> were approved
2. The consent calendar, including formal approval of last week's decisions were approved

AMST 201 (C200 ALV <-> CSI)

ECON (joint degree program)

ENSP 303 (C200 ALV à CSI)

GEOL 310 (C300)

HIST 378 (C200 CSI à ALV)

MUSC 345 (C400)

THE 415 (course change)

This week's:

DATA 498 (new course)

EDUC 410 (C300)

3. Last week of classes issue: After last week's discussion on this issue Marc, proposed the following changes in language:

### Current language

#### **iii. End of Semester**

Except for final laboratory examinations (including language laboratories and kinesiology activity classes), no test or final examinations may be given during the last week of classes or during the period between the end of classes and the beginning of the examination period or during any reading period.

### Proposed change

#### **iii. End of Semester**

Except for final laboratory examinations (including language laboratories, performance courses ~~and kinesiology activity classes~~), **senior thesis projects, on-campus COLL300 courses, independent study projects and one-credit courses**, no test or final examinations may be given during the last week of classes or during the period between the end of classes and the beginning of the examination period or during any reading period. **Other assignments, such as projects, short quizzes, homework and papers may be due during the last week of classes as long as they do not total more than 25% of the final grade. There is no restriction on material**

due during the regularly scheduled final exam period. In exceptional circumstances, the Dean of Undergraduate Studies may waive these requirements.

After a brief discussion and minor editing the above proposed changes were approved and will move on to the faculty for feedback.

4. Update on the faculty manual: An ad-hoc committee has been formed including Marc Sher, Bev Sher, Jack Martin, and Janice Zeman to go over the faculty manual and course catalog to address any discrepancies in academic rules/regulations. The committee on Graduate Studies is doing the same for the graduate section.

In relationship to the faculty manual, the issue of the health center and its discontinuation of “blue-slips” were discussed. It was brought up that in some fields like studio art and labs where attendance is crucial that the blue-slip system made it easier to deal with students who were simply not attending class frequently throughout the semester. Several members spoke about how they dealt with absences and a student member spoke to how depending on whether the health center takes your insurance or not, reliance on a blue-slip to confirm that an absence was due to illness is an unfair expectation and financial burden. It was brought up that since the blue-slip system is no longer in effect that further discussion was moot and the real discussion was perhaps how to inform faculty (especially new faculty) when to contact the dean of students or other resources on campus. Marc said he would pass these concerns on to the ad-hoc committee which would send their recommendations back to the EPC and then to the faculty.

5. Short term course form- how many hours per credit hour?

Short term courses are currently defined as courses that meet for less than two weeks.

Our current policy- states that you should have 3 hours (1 hour teaching + 2 hours outside work) over approximately 15 weeks to earn one credit hour, which would equal 135 hours in total for a 3 credit hour course.

Committee members posed the following questions/comments in regards to developing a short term course form: Is the current hour per credit hour requirements too much to ask of a short-term course? Do they need to prove on the form how the homework hours will be achieved in the condensed period of time? Are there certain courses like music or foreign language where a condensed course is simply unacceptable? What should we do about courses that fall outside the normal semester system or stretch from one semester to another? Marc stated that he would start by doing research to see what our peer institutions are doing and report back.

6. The Inclusion and Diversity Committee held its first public forum last week and very few faculty members attended. This may have been due to poor advertising although it did appear in the digest. The meetings for the remainder of the semester will take place in Tucker 127A on Thursday November 16<sup>th</sup> from 12:30-1:30pm, Monday November 27<sup>th</sup> from 12:00-1:00pm and on Tuesday November 28<sup>th</sup> from 3:30-4:00pm. Faculty/committee members are urged to attend.

There seems to be a difference of opinion developing between the Inclusion Committee and the EPC committee to exactly where courses that would fulfill this potential requirement would be placed- suggestions have ranged from an attribute in the COLL 200 sequence, to a separate COLL 200 Diversity Domain, to an attribute on existing courses throughout the college.

Questions of training, funds for this endeavor, and details of its implementation are still in the discussion stage.

The meeting adjourned at 11:43pm.