Educational Policy Committee Minutes, October 16, 2014

Meeting convened: 9:30 am, Colony Room, Sadler Center

Present: Jack Martin (co-chair), John Gilmour (co-chair), Heather Macdonald, Dean Lu Ann Homza, Josh Erlich, Weizhen Mao, Martha Higgins, Sallie Marchello, Monica Potkay, Cory Springer, and Peter Vishton

Scribe: Peter Vishton

1. The minutes for the EPC meeting held on October 10, 2014, were approved unanimously.

2. After brief discussion, a motion to postpone discussion regarding COLL 300 and 400 until next semester (or until time permits) was approved unanimously. This will enable a focus on the more pressing matters associated with COLL 100 and COLL 200 courses and procedures.

3. (FROM THE AGENDA) Discussion: How to clarify and simplify submission of COLL 100 and 200 proposals.
a. Is the Tribe Responses site suitable for reading applications?
b. Is the comprehensive COLL 100 form with the added language for creating a new course acceptable? Can we publish it?
c. COLL 150 requires two forms: one for the Writing Component (already published). We also need one to create the topics course. Should we go ahead and publish the form to establish the topics course?

> EPC and the Writing Committee encourage departments and programs to adopt the following format for COLL 150:
>
> AFST 150 -- First-year Seminar
> Fall and Spring (4) Staff (COLL 150)
> An exploration of a specific topic in [Africana Studies]. A grade of C- or better fulfills the COLL 150 requirement. Although topics vary, the courses emphasize academic writing skills, reading and analysis of texts, and discussion. Sample topics might include: [list here].

The Committee discussed the COLL 100 course submission form and suggested several small clarifications that Jack will implement. (Instructors will only be required to submit an "abbreviated syllabus" rather than a full syllabus.)

The form was seen as ready for publication. A motion to publish the form and begin collecting submissions was unanimously approved.

The Committee discussed the forms and language that would be used to submit COLL 150 courses:
COLL 150 requires two forms: one for the Writing Component (already published). We also need one to create the topics course. Should we go ahead and publish the form to establish the

topics course?

>EPC and the Writing Committee encourage departments and programs to adopt the following format for COLL 150:
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>AFST 150 -- First-Year Seminar
>Fall and Spring (4) Staff (COLL 150)
>An exploration of a specific topic in [Africana Studies]. A grade of C- or better fulfills the COLL 150 requirement. Although topics vary, the courses emphasize academic writing skills, reading and analysis of texts, and discussion. Sample topics might include: [list here].

A motion to publish and activate the form for COLL 150 Topics courses was unanimously approved.

d. We have discussed breaking into smaller groups to review applications, reviewing them in a large group, or online. The comments from the first five proposals suggest we need to calibrate our reviews. The committee decided on a plan to review the current proposals as a full committee.

4. Discussion: John Gilmour and Bill Hutton have suggested alternative approaches to COLL 100s. John: Perhaps we should abandon COLL 100 as a topics course. Bill: Perhaps we should separate the issue of the topics course and a uniform 100 number from the issue of departmental vs. EPC review. (That is, departments and programs could still use 100 and still have topics courses, but EPC could still review them.) Breaking down the COLL 100 proposal into specific parts reflecting these ideas:

The following motions were unanimously approved:

In order to communicate a unified first-year experience:

- EPC strongly encourages COLL 100 to use the 100 course number.

- EPC recommends that departments and programs establish topics courses for COLL 100 analogous to freshman seminars.

- EPC recommends that specific sections of COLL 100 topics courses be approved by a COLL 100 Committee.

The membership and details of the COLL 100 Committee will be saved for another time.

5. The following motion was unanimously approved: EPC will review COLL 100 proposals until a COLL 100 Committee is established.

6. The meeting was adjourned at 10:50 a.m.