**Educational Policy Committee Minutes, Wednesday, Dec. 2, 2015**

3:30 - 5:00 pm Colony Room (Sadler Center)

Present: Bill Hutton (Chair), Sallie Marchello, Monica Potkay, Jack Martin, Hiroshi Kitamura, Jeremy Stoddard, Weizhen Mao, Peter Vishton, Diane Shakes, Jennifer Taylor, Jack Zhang, Lu Ann Homsa, Ryan Corcoran, Susan Grover, Ryan Corcoran, Martha Higgins, Paul Mapp, Michele Jackson, Paul Blossom

Scribe: Jennifer Taylor

1.       The meeting started at 3:30 and the minutes of November 18, 2015 were approved.

2.       Martha Higgins suggested that faculty be required to meet with a librarian about what resources exist or must be ordered before proposing a new course. She thinks this might be part of Curriculog. Martha will be sending draft language to the committee soon..

3.       Jack's List: the committee discussed Jack Martin's draft list of a possible standard operating procedure that would make it easier for faculty to know when a course change needs to go to EPC for approval. There were many parts to the discussion:

*Prerequisites: we can allow the registrar to work internally with departments on prerequisites, but when a course reached out to another domain there may be controversies. Prerequisites for courses do not have to go through Curriculog, but the registrar, and perhaps EPC, should be aware of them. In any case, EPC should have some oversight.

*Cross-lists: need to be discussed further.

*Topics courses: currently senior seminars and Topics courses that are required for a major cannot be given permanent course numbers even though the rule is that a Topics course that is taught more than three times should receive a permanent number. We need an exception for the Topics courses required for majors. New language might require that such a Topic course, after being taught 4 times, would have to go to EPC for approval even though it would remain a Topics course. In rare cases, GER and COLL attributes can be assigned to Topics courses.

*Other: changes in policy and changes in names of majors must go to FAS. Changes in a major or minor need only go to EPC.

This document, when completed, will be on the EPC site.

4.       Bill's List (Bill Hutton's attempt at summing up where the committee stands on a number of issues and at projecting future topics the committee will have to address)
        *COLL 100 and 150s: normally they will not be approved for the summer.
        *ALV v. CSI: there was discussion about this.
                *how should EPC read the methodological part of the new curriculum? ALV and CSI are very closely related, and yet they demand different methodological approaches at times. EPC should make clear for faculty that they should explain their methodological approach to ALV and CSI in their proposals for COLL 200 courses.
        *Active Learning: still needs further discussion in a faculty forum.
        *COLL Assessment: EPC and the CLA will receive the first COLL 100 and 200 assessment reports in mid-January.

*COLL 400: departments are designing capstone experiences. We need to have a forum on the COLL 400s in the near future.

*Curriculog: any changes EPC would like to see made in Curriculog should be kept in a list to be given to Cory. Jack will edit the list, which should be sent to the faculty also.

*Delinking and On-line Courses: EPC is working to create a document that would send faculty creating delinked or on-line classes to Michele Jackson's office. Michele and the registrar can best inform faculty of what Federal law requires etc. Curriculog could be used to send the on-line and de-linking information to Michele's office.

5.      The following applications were approved:

      HISP 390: COLL 200 ALV > CSI but not to NQR

      Philosophy: prerequisite change for PHIL 253, PHIL 263, PHIL 311, PHIL 313, PHIL 345, PHIL 350, and PHIL 375

      HIST 255 Religion in America to 1800: New Course Request

      GRMN 207: Introduction to German Studies COLL 200/ ALV > CSI

After the meeting the following additional approvals were agreed on by e-mail:

      GRMN 386: Literature, Society and Culture  COLL 200 ALV>NQR

      GRMN 220, 287, 307, 312, 313, 320, 333, 334, 335, 417, 420, 241, 424 approved for ALV domain.   Approval of other courses on the same application were not approved pending further information (GRMN 210, 290, 310, 387, 390, 391, 409, 410)

      HIST 355 Religion in America to 1800: New Course Request

      KINE 405: Request to allow this course to fulfill the Concentration Writing Requirement

The committee adjourned at 5:05 PM.