**EPC Meeting Minutes**
**September 17, 2021**
In attendance: Jim Barber, Candice Benjes-Small, Ben Boone, Magali Compan, Jim Deverick, Josh Erlich (chair), Larry Evans, M. Brennan Harris, Matt Haug, Kristen Wustholz, Amy Xia

**1. Approval of Minutes from September 10, 2021**

**2. Consent Calendar**

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|---|---|
| DATA - 495/496 - Honors Research in Data Science | New Course |
| RELG - NEW - Religion and Social Criticism | New Course |

The consent calendar was approved.

**Carryovers from last week:**

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| KINE - 442 - Exercise Physiology | COLL 300 |
| THEA - 460-01 - Creative Adaptations: The Performing Arts Response to COVID19 | COLL 300 |

The committee reviewed emailed materials sent by the instructor of THEA460. After doing so, the COLL300 attribute was approved for this course.
Brennan Harris, the instructor of KINE442, clarified that he was not seeking a COLL300 attribute for more than one semester and would reassess the COLL300 component of the course after teaching it once. The committee voted to approve the COLL300 attribute for this course.

**3. Policy for assigning incomplete grades**
Last year the Faculty Affairs Committee requested that EPC develop a clearer policy for the assignment of Incomplete grades. Due to other priorities this agenda item was deferred until now.

Last year's co-chairs of FAC suggested language for an incomplete policy along the lines of "students must have been passing at least X weeks into the semester and request an incomplete by Y date in order to be considered for an incomplete." They also sent a link to Cornell University's incomplete policy as a possible model. After discussion, there seemed to be a consensus that a more detailed incomplete policy was desirable. There was a concern that changing the policy now may not be the best timing, from a student perspective, given the past controversy over the pass/fail policy and the ongoing pandemic-related uncertainty. Ben clarified that any

changes would not go into effect until Fall 2022. The committee agreed to announce any changes at an appropriate time. It was pointed out that any changes to the incomplete policy could be seen as complementary to the ongoing work of the task force on the pass/fail policy: both are intended to help students and faculty. Josh will send draft language of a new policy with next week's agenda.

## 4. COVID-19 concerns for Fall 2021 semester

For discussion: Would any temporary changes in educational policy benefit students and faculty in light of the present spike in COVID-19 cases on campus?

Discussion focused on the multiple messages faculty have received from the administration about course delivery methods (e.g., recording classes, hybrid, Zoom) in response to student COVID cases.

There seemed to be consensus that there was no need for EPC to make any temporary policy changes at this time.

## 5. Request from COLL100/150 subcommittee for additions to EPC elaboration

The COLL100/150 subcommittee requested that the following language highlighted in grey be added to the "Discussion of COLL100, COLL150" webpage:

> Because skills-building at a foundational level is an essential part of COLL 100 and COLL 150 courses, instructors are encouraged to balance course content with adequate time for the teaching and practicing of these skills. For example, students asked to produce a video that engages with the course content would benefit from analyzing examples of similar videos, as well as learning and practicing the process of production, and receiving feedback throughout the process. Generally one-quarter to one-third of the time commitment of the course should be devoted to skills-building.

The intention is to discourage communication assignments with a choice of formats (e.g., video, podcast, performance, or oral presentation) without adequate time allocated to teach the skills students need to develop successful final products in these formats.

There was some discussion of changing "one-quarter to one-third" to "one-quarter to one-half," to emphasize the importance of skill instruction. This proposal was rejected.

The committee voted in favor of adding the highlighted language to the Discussion webpage.

-Submitted by mch