To: EPC
From: The COLL 100/150 EPC Subcommittee:
     Carey Bagdassarian, Interdisciplinary Studies, former CLA
     Mike Blum, eLearning Specialist & Program Manager
     Randy Coleman, Chemistry, EPC
     Georgia Irby, Classical Studies, former CLA
     Steve Otto, A&S Director of Communications
     Paul Showalter, W&M Libraries
     Sharon Zuber, English, Writing Resources Center (chair)
Date: 5/8/2019
Subject: Spring 2019 Report

The COLL 100/150 EPC Subcommittee is pleased to submit this report for Spring 2019 to the EPC. Together with our Fall 2018 report, this report summarizes our activities for the 2018-19 academic year.

Action Items Recommended to EPC
We recommend several items to the attention of EPC:

1. Subcommittee Description. Slight revision to the description of our subcommittee's mandate, to better reflect our responsibilities. **We recommend** the following revised description (the full subcommittee description is provided later in this report):

   The Educational Policy Committee (EPC) delegates the review of COLL 100 and COLL 150 proposals to an appointed subcommittee. The review may include communication to the faculty member about the proposal. Proposals fully aligned with the Arts & Sciences faculty and EPC criteria are forwarded to the EPC for final approval. Additionally, the subcommittee collaborates with the EPC and the Center for the Liberal Arts (CLA) in the following ways:
   - Advise the EPC on refinements to the course criteria and the Curriculog proposal form.
   - Advise the CLA on areas indicated for faculty development.

2. 2019-20 subcommittee membership. We've completed our second full year with the subcommittee's original members. In our judgment, we are ready to begin rotating in new members. **We recommend** the following slate of candidates for 2019-20:
   - Carey Bagdassarian, Interdisciplinary Studies, former CLA
   - Adam Barger (new), Acting Director, eLearning Initiatives
   - Randy Coleman, Chemistry, EPC
   - Georgia Irby, Classical Studies, former CLA, Chair
   - Lori Jacobson (new), Associate Director of Curriculum Development at the Writing Resources Center
   - Paul Showalter, W&M Libraries

3. Aligning course descriptions across software formats. Inaccurate course descriptions, resulting from a process-gap between Curriculog and the *Catalog*. The subcommittee has alerted the Deans, EPC, and Registrar to this problem, and they have confirmed that the problem is complex. **We recommend:** A committee including representatives from the subcommittee, the Registrar's Office, the Dean's Office, and department managers be convened to identify the best solution.

And finally, we've identified several information areas that might usefully be clarified in Curriculog (e.g., cross-listing, changing a course name). Rather than suggesting solutions here, we propose that in Fall 2019 our subcommittee convene a small faculty test-user group to seek overall feedback on the current forms and recommend improvements.

Summary of Activities
Throughout the Spring 2019 semester, we vetted course proposals and shared our comments online, meeting twice monthly to discuss and resolve in person any questions that arose. We identified two issues that could be clarified and worked with EPC members to do so.

- **New registration timeline for incoming students**: We noted that early registration (July) would affect the timeline for approving proposals. By the end of the semester, EPC and the subcommittee set June 30 as the deadline for accepting new proposals, and the subcommittee affirmed that it was willing to review proposals online until the June 30 deadline.
- **Assessment:** After discussions about accountability once proposals were approved, Susan Bosworth was consulted and confirmed that the COLL 100 and 150 courses are assessed down to the section level. EPC receives the Assessment Committee's final report, and the subcommittee's member who is also on the EPC would be able to report any issues, including "drift."

Course Proposals Considered since January 1, 2019
We affirmed and forwarded for EPC approval a total of 12 COLL 100 and COLL 150 courses (listed below). The large majority of proposals were affirmed outright. We rejected one course proposal, which was revised and approved, but the proposal was withdrawn.

COLL 100 (5):
- AMST/ANTH - 100 - Hear Here: The Oral History of Williamsburg
- HISP - 100 - *El libro interminable: la 'Brevísima relación de la destrucción de las Indias' (1552) de Las Casas y sus múltiples significados*
- HIST - 100 - Food, Farming, and Power in the Modern United States
- HIST - 100 - Beyond the Plantation: The Realities of Non-Agrarian Slavery
- FREN - 100 - Born this Way: Gender and Sexuality in French and Francophone Literatures and Cultures

COLL 150 (7):
- ANTH - 150 - Interrogating Hunter-Gatherers
- APSC – 150 – Recycling 2020 [withdrawn]
- CLCV - 150 - Ancient Comedy: Laughter in Greece and Rome
- COLL - 150 - Cosmology and the History of Wonder
- GOVT - 150 - International Human Rights Law
- HIST - 150 - Inquisition
- HIST - 150 - Unlearning US History

Full Proposed Description of the COLL 100/150 EPC Subcommittee

Proposed Revisions indicated in red type:

The Educational Policy Committee (EPC) delegates the review of COLL 100 and COLL 150 proposals to an appointed subcommittee. The review may include communication to the faculty member about the proposal. Proposals fully aligned with the Arts & Sciences Faculty and EPC criteria are forwarded to the EPC for final approval. Additionally, the subcommittee collaborates with the EPC and the Center for the Liberal Arts (CLA) in the following ways:

- Advise the EPC on refinements to the course criteria and the Curriculog proposal form.
- Advise the CLA on areas indicated for faculty development.

The subcommittee consists of at least seven (7) members:

- 1 – faculty member on EPC
- 1 - faculty member with knowledge of teaching writing
- 2 - faculty members to round out disciplinary areas represented
- 1 – faculty/professional member, information literacy (W&M Libraries)
- 1 – faculty/professional member, instructional technology (University eLearning Initiatives)
- 1 – faculty/professional member, theory and practice of communication

Subcommittee members serve 1-year, renewable terms and meet at least monthly during the academic semesters. Priority is given to the selection of members who have taught a COLL 100 or COLL 150.