Education Policy Committee Meeting Minutes

DATE 20 October 2017

Members Present: Chris Widdall, Mary McGuire, Timothy Delaune, Carol VanDerKarr, Abby Thomas, Jonah Schumacher, Tara Mahoney, Mary-Jo Morse, Laura Davies, Asha Goldberg

Members Absent: Regina Grantham, Holly Doty

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| **Topic** | **Comments/Discussion** | **Action** |
| **Approval of Minutes** | Accepted unanimously. |  |
| **Old Business** | 1. Discussion and revision of Executive Summary of proposed changes to Academic Integrity and Grievance Codes (Handbook chs. 340 and 350).
2. VanDerKarr presented an explanation of the issues around Major GPA vs. Program Standard GPA to accompany policy change for committee discussion and ultimate campus vetting. Program Standard GPA is recommended to be implemented in terms of its explanation in connection with discussion of each major in the Catalog.
3. Discussion of proposals for required syllabus language. Goldberg reported on discussions with students regarding syllabi. Most do not read “boilerplate” but rather focus on calendar and task items, though some students with disabilities found standard language on that to be helpful to them and their first encounter with disability policies. VanDerKarr reported that apart from student learning outcomes, none of the recommended syllabus components in Handbook Chapter 220 at the campus level are required by Middle States (and indeed, are not necessarily required in syllabi as opposed to as part of instruction in general). A general consensus emerged to the effect that there are portions of the syllabus that are class-specific (including, in particular, student learning outcomes, which was the reason for our discussion of syllabus elements in the first place) that **should** be included in all course syllabi, while there are other items (i.e. “boilerplate”) that are meant to be applicable to all courses on campus, which can be profitably separated from course syllabi and provided (whether by department, by campus e-mail or otherwise) to all students each semester.
 | 1. Widdall will send Executive Summary, clean changed document, and track changes to all members for final review, and then will send out for vetting by faculty. Opening paragraph of Executive Summary (Rationale for Changes in General) will stand alone on the first page of the Summary and will be included in the e-mail sent to faculty for vetting. Once committee members have given final approval, Delaune will send these documents to Eunice Miller to be sent to faculty members on the Academic Grievance Tribunal for their specific attention and review.
2. We will need implementation language around swapping in or out electives for GPA changes within major. Doty will provide draft language. Widdall, Mahoney, and Davies will compile examples from representative departments in Education, Professional Studies, and Arts & Sciences respectively of use of Program Standard GPA to be presented in course of vetting as well as for use in explaining to departments what will be expected of them in terms of Catalog revisions pursuant to these proposed changes.
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| **New Business** | 1. Widdall demonstrated use of the Committee’s share drive on PC platform.
 | 1. Widdall will send instructions for access via Mac platform to committee members.
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| **Adjourned** | 10:02 |  |
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|  | Respectfully submitted by: Timothy Delaune |  |