Education Policy Committee Meeting Minutes

DATE: February 26, 2021

Members: Thomas Hanford, Maaike Oldemans, Abby Thomas, Carol VanDerKarr, Chris Widdall, Eric Edlund, Lindsey Darvin, Jeffrey Walkuski, Margaret Gichuru, Alyson Dearie, Laura Dunbar, Kristen Gielenfeldt, Jessica Liberty

Members Absent:

Guests:

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| **Topic** | **Comments/Discussion** | **Action** |
| **Approval of Minutes** | Minutes reviewed. Jessica Liberty was added to the members present for 2/12/21 meeting. | **Minutes of 2/12/21 accepted.** |
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| **Old Business** | Report from Eric Edlund on subcommittee working on Finalizing the Academic Grievance Policy.   * Subcommittee met and has reviewed half of the document to date. * Will be meeting next week to complete their review. | **Committee will report at next meeting.** |
|  | Review of Final Examination Policy (FEP)  Background   * EPC tasked with this policy 3 years ago * Upon initial review the EPC determined this policy required to address additional issues * Previous discussion involved a campus majority that would prefer to allow for individual testing and/or teaching time rather than the traditional finals week. Then COVID happened and this was put on hold.   Committee reviewed the FEP.  Discussion of the document occurred which included minor edits. Edits included organization of paragraph 1 and 2, the addition of any Cortland Experience courses to the list of course type exceptions, and edit to overseas/abroad course type to read Locally Offered International Experiences (Overseas/Abroad).  Discussion on section – Retention and Disposal of Graded Examinations occurred. Departments must maintain final exams (SUNY policy). Faculty maintain final exams for one year. Question asked – if this pertains to video requirement for performing arts. Committee discussed that no particular mode of documentation is required.  Discussion on section pertaining to student request for an adjustment of final exam schedule occurred. Tom Handford indicated that students must make finals week conflicts two weeks prior to final exam week. He suggested a policy change to indicate this time frame be added to the catalogue. | **Committee approved minor edits.**  **Chris Widdall and Tom Hanford will meet to edit the section pertaining to student requests for schedule adjustments to match the language in the college catalogue.**  **This will be sent out for vetting after the next EPC meeting.** |
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| **New Business** | 415.29 GUIDELINES FOR SUBMITTING PROPOSALS TO CHANGE EXISTING POLICY OR INTRODUCE NEW ALL-COLLEGE EDUCATION POLICY  Tasks for EPC:   1. Email received from chair of Faculty Senate asking for EPC to review this section of the handbook. 2. Review #5 After the Faculty Senate Meeting | **Committee reviewed section 415.29 and discussed item #5. VanDerKarr noted all items from EPC does need to go from faculty senate to President for approval.**  **Decision made to keep section 415.29 as is with no edits or changes.** |
|  | Chris Widdall announced chair of Faculty Senate is asking EPC committee should be steward of sections of the handbook. Discussion followed. Carol VanDerKarr indicated that handbook is managed by the President and updated at the end of every academic year. Chris Widdall noted that the EPC does review this section of handbook when asked. | **Chris Widdall will inform Faculty Senate that section 415.29 is reviewed and is fine as is and we do not believe we should be stewards of any of the handbook.**  **Carol Van der Karr will reach out to stakeholders regarding a meeting to discuss how the handbook is reviewed.** |
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| **Adjourned** | Meeting adjourned 10:51 am.  Respectfully submitted by Alyson Dearie  February 26, 2021 |  |