Education Policy Committee Meeting Minutes

DATE: April 9, 2021

Members: Thomas Hanford, Abby Thomas, Carol Van Der Karr, Chris Widdall, Eric Edlund, Lindsey Darvin, Jeffrey Walkuski, Margaret Gichuru, Alyson Dearie, Laura Dunbar, Jessica Liberty

Absent: Kirsten Gielenfeldt, Maaike Oldemans,

|  |  |  |
| --- | --- | --- |
| **Topic** | **Comments/Discussion** | **Action** |
| **Announcements** | * Faculty senate nominations were collected and Margaret and Chris were voted in for another term
* Chris is interested in mentoring someone who would be interested in serving as the next EPC chair
* Summary of chair role:
	+ Attend faculty senate and faculty senate steering committee (1:15 pm on Tuesdays)
	+ Some pieces of chair work could also be delegated to other members of the committee (committee members could represent the committee at faculty senate)
* We will need to vote in new chair at our last meeting
* Kirsten will no longer being joining us for EPC. Appreciation for the contributions she has made.
 |  |
| **Approval of Minutes** | Minutes reviewed, no discussion.  | **Minutes accepted.**  |
| **Old Business** | * Only two faculty senate meetings remaining in the semester. Hope to get edits to the Examination Policies (section 415.03 of College Handbook) done in time to be voted on at final meeting.
* Goal to get AGT edits (from SGA) out for vetting this semester so that it can be first agenda item in the fall.

Review of feedback on vetting document on Examination Policies.Worked through document to review and discuss feedback provided:* Suggested grammatical changes to be made
* Wording changes regarding time frame of accommodations, some students might not realize they have a conflict prior to 10 days. Students with an emergency situation can make request with less than 10 days, at discretion of associate dean.
* Edit to reflect student being evaluated not course
* Question about 1 credit courses, if the course is an activity course it is covered in the exemptions. Likely one credit courses will be covered under other exemptions and not needed to be explicitly stated (would complicate document).
* Trying to clarify independent and depend lab course. Remove “non-independent” from lab sections on exempt list.
* Department chair and dean could establish a policy regarding labs and recitations.
* Word “comprehensive” seems to cause some question/challenges.

Document shared that was a first draft of incorporating the changes that came from vetting document:* Tighten up the document and remove redundancies.
* Add in clarification that faculty/staff need to adhere to the published exam schedule.
* Perhaps add additional information about labs separate from the exempt list. Exempt list to say laboratory sections and remove “non-independent”.
* Move information in the document to say this is policy for exams and then list all information associated with exemptions to the end.
* Clarify process for accommodating students with more than 2 exams in one day.

Motion to have committee chair make final edits to the document, based on feedback collected and conversation at meeting today, and then share with committee for approval (via email) prior to sending to steering committee. * Motion approved
 | * Finish edits and send out to group
* Fix grammatical errors
* Chris to work on document and asks committee to provide feedback by Tuesday (4/13/21)
* Goal to get edited document to steering committee by Tuesday.
* This would then go to faculty senate so that it could be voted on at the final meeting of the semester.
 |
|  |  |  |
| **New Business**  | No new business.  |  |
|  |  |  |
| **Adjourned** | 11:00 AM |  |
|  | Respectfully submitted by Abby Thomas |  |