

## Education Policy Committee Meeting Minutes

DATE: 5/7/2021

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, Allyson Hasbrouck

Members Absent: Please copy and paste the members that were absent from the list above and place them here as absent.

Guests: Nancy Diller

Topic	Comments/Discussion	Action
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>Review of minutes from April 23rd, 2021; approved</li> <li>Chair thanked all the members for their service</li> </ul>	
<b>Old Business Final Exam Policy</b>	<ul style="list-style-type: none"> <li>Explained the final week exam policy was accepted in the senate meeting except for students with time conflict or have more than two exams in one day or have an emergency and may request an adjustment to their final exam schedule.</li> <li>Noted changes in the final exam policy should support lab instructors</li> <li>Stated that adjustments should be made at least 5 business days before the final exam week.</li> <li>The president requires keeping 10 days but those in the meeting did not address this timeline. The reason for 10 days is to give all concerned an adjustment period</li> <li>Noted the president has the prerogative to reject and return the policy to the EPC committee</li> </ul>	<ul style="list-style-type: none"> <li><b>Re-examine the final exam policy in Fall 2021 and ask for faculty's feedback regarding the changes.</b></li> </ul>
<b>Suggestions for Final Exam Week Policy</b>	<ul style="list-style-type: none"> <li>Suggested 3 weeks before final exam students should be reminded by including a link to access the final exam timetable and to ask students if they have any questions</li> <li>Chair emphasized the role of EPC is to make recommendations</li> </ul>	<ul style="list-style-type: none"> <li><b>Include SG students in the final exam policy discussions and inform Carol and Eric</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Suggested the use of social media to share the schedule</li> <li>• Underscored the responsibility for the student to access the final exam week information apart from the freshmen who are new and may not understand the exam week schedule</li> <li>• Mentioned the need to have final exam week as a week of official instruction</li> <li>• Suggested to remove the final exam week to avoid confusion</li> <li>• Noted the need for all faculty to share special accommodation information to students before communicating about the final exam week.</li> </ul>	
<b>New Business</b>	<p>Fall semester to address three items</p> <ul style="list-style-type: none"> <li>• Academic Forgiveness Policy</li> <li>• Grievance policies (SGA)</li> <li>• Departmental GPA and residency requirements</li> <li>• The EPC committee voted for Eric Edlund as the new chairperson and will be supported by the former chair Chris Widdall in Fall 2021</li> <li>• Chris will hold the treasurer position</li> <li>• Jessica -student representative will be missed. Suggested to send a thankful note to the students who participated in the EPC committee.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Clarity for the small edits and have the final exam policy ready for vetting</b></li> </ul>
<b>Adjourned</b>	10:50 am	
	Respectfully submitted by Margaret Gichuru	