Members in attendance: Louie Bertenshaw, Patrick Crawford, Liesl Fowler, Bob Haak, Rick Jaeschke, Karalyn Jevaney, Taddy Kalas, Douglas Parvin, Michael Wolf, Craig VanSandt
 Others Present: Allen Bertsche, Jon Hurty, Gail Parsons

The meeting was called to order at 4:35 p.m. by Committee Chair Mike Wolf.
I. Minutes / Summary of Actions: Approval of Minutes and Summary of Actions forwarded to Senate from April 12, 2011 meeting
> **Motion to approve: Rick Jaeschke   seconded: Douglas Parvin**
> **All Approved**

II. Old Business:
November 30, 2010
E.   Additional Discussion: at candidate presentation of Dean, a question was presented to the Dean Candidate regarding blended learning courses as it applies to current Augustana faculty teaching Augustana students. Concern with moving forward on this topic.

- Define blended learning, distance learning, on-line learning
- Development of on-line course in process?
- Is there recommendation to move forward from the Board
- Is faculty committee aware of this move
- Is there intention to make these courses available to non Augustana students
- Is this being considered for summer courses (only)
- Will this be considered for current courses or new courses
- Concern with contact hours and faculty load / suggest required contact hours and definition of contact hours
- Concern with certification of student identity issues and security
- Will all courses be required to come through governance
- Can an existing course change to a distance learning course without governance approval?
- Are courses being currently taught at Augustana that would meet criteria of blended, on-line or distance learning courses
- What are we delivering as an institution
- Financial issues

Action:
- **Recommend EPC has voice in conversation about definition and creation of blended, distance, on-line courses**
- **Survey faculty**
- **Request EPC members submit questions to Mark Vincent to prepare survey**
- **Survey results of peer institutions offering on-line, blended, distance courses**
- **Seek information regarding issues of current on-line, blended or distance learning courses at other institutions**
- **Request faculty that have been involved in distance, on-line or blended courses to submit input**

April 5, 2011
> **Continue discussion of on-line courses**
> **(see earlier meeting notes above)**

Discussion:

- Must define term of on-line courses and proposed policy
- What title to be used for on-line courses (ex: blended, distance, self-propelled, etc.)
- Requirements established for on-line courses
- Synchronized time offered for contact
- How do on-line courses effect image and character of Augustana
- Will this change the perception of Augustana
- What has research shown of "Best Practices"
- What are student reviews of on-line courses
- What are Peers and Aspirants promoting for on-line courses
- Concern with definition of contact time (personal, webcam, internet, etc)
- Will ITS be capable of committing to on-line courses
- What is the financial needs for on-line courses
- Will other institutions be team teaching with Augustana on-line
- Possibilities of integrating courses with other institutions
- Is "time" of the utmost to approve or not approve on-line courses
- What are the reasons for on-line courses
- It was noted many on-line courses are large lecture oriented courses

Concerns:

- Student professor interaction
- How is the quality of student learning measured
- Are current Augustana courses approved for on-line without going through governance
- The value of face to face interaction in the classroom
- Student accessibility with professor and college resources
- Email backlog for student not on campus to contact professor with questions
- Would like policy implemented before offering on-line courses

Actions:

- EPC committee has requested Chair to invite Jon Clauss for open discussion of recommendations and research concerning on-line courses
- Request Chair discuss on-line courses with Academic Dean
- When policy regarding on-online courses has been developed through EPC, move to Senate for approval
- Request current courses being considered for on-line development be approved with consideration for methodology, student contact defined and content of course changes and moved through normal governance for approval

April 12, 2011

A.   Discussion of On-Line (Distance) Learning Courses: Jon Clauss & Mark Salisbury attending
Jon Clauss and Mark Salisbury were present to answer questions and offer information regarding online course environment at Augustana.

- Presented a study of 10 Best Practices for Beginning Online Teaching
- Course proposals are being prepared for EPC approval
- What is the institutional effective practices
- Will courses be entirely delivered online
- Recommend a feasibility study
- Is the infrastructure currently capable to offer online courses (concern with bandwidth overload)

- **Possibility of combining with International course offerings online**
- **Develop online course criteria**
- **Construct a metric or rubric template for online course development**
- **Offer examples to educators how to meet criteria for online course approval**
- **Opportunity for students to complete course sequences and graduate on time**
- **The new use of the SRI has online course assessment indicated on form**
- **Create online support community**
- **Existing online at Augustana: email, moodle, lectures online, videos online, outside of class**

EPC Committee concerns:
- **In the effective practices for online courses, how are suffixes approved**
- **Will student be prepared for next sequence of courses**
- **How many sessions of class will be required face to face**
- **How will learning outcome be qualified**
- **Define online learning**
- **Will certain courses be considered off limits for online**
- **What requirements will be set for instructor/student contact**
- **In classroom, Professors view students for well being and concerns are forwarded to Dean of Students**
- **Interaction between student and professor**
- **Does online courses effect the Mission of Augustana**
- **What is the criteria of the Online model:**
  - **Was class size considered?**
  - **Were lecture courses noted?**
  - **Were lab courses included?**
  - **What courses were not included in model?**
- **Consideration of online courses for summer**
- **Will online courses enhance learning**

It was noted, all of the objectives are not independent and must be considered within a feasibility study and the courses meet Augustana practices and mission.
(see Old Business: November 30, 2010 and April 5, 2011 above)

December 14, 2010
      Further Discussion to be noted on future Agenda:
- **What is the actual charge of the EPC Committee**
- **Are the EPC guidelines being met**
- **Constitutional responsibility of faculty to be in charge of curriculum**
- **Proactive behavior /not reactive**
- **Certificate Programs**
- **Concern with new instructor course syllabus development**

Discussion: Recommendation to meet with new Academic Dean to discuss and clarify EPC function.
Recommendation: Katie Hanson, Charles Hyser and Liesl Fowler will meet to construct a proposed course approval form and checklist for instructors. Results will be submitted to EPC Committee for discussion and review.

III. New Business

A.   **Consent agenda items from GenEd:**
     PL for GRMN 409 (Literature in Germany)
     Rome foreign term as an LC (HIST 311 & HIST 390)
     ==**(EPC chair will move to Senate – No action required.)**==

B.   **Informational meeting with Jon Hurty about War Requiem LC**
   - **Learning Community does not fall into current LC course model structure**
   - **Requested to submit LC not via online course approval form**
   - **Three different courses in three different "departments"**
   - **Requested input from EPC Committee how to distribute credits between three departments**
   - **Course is not proposed under a department**
   - **Concern with student overload possibilities**
   - **Requesting suffix "PH." EPC members also suggested a PA in addition**
   - **Requested from acting Dean, approval for students to leave during finals week**

   EPC Committee discussion:
   - **"IP" grade need to be requested**
   - **Will course fulfill major requirement or graduation requirement**
   - **LC to be four to six credits under current policy**
   - **Possible IMMR course / request input from Gen. Ed. Committee**
   - **Submit to GEN. ED. Committee for review and guidance of "PA" and "PH" suffixes**
   - **Three instructors proposed / 2 faculty, one non-faculty**
   - **Concern for non-faculty submitting grade (and teaching)**
   - **Submit to Music and English departments and Division support and approval**
   - **Suggest 1 course instead of 3 courses**
   - **Suggest non-faculty to combine with faculty members for teaching of course**
   - **Request student inform other course instructors early in the term about leaving during finals week and receiving approval to move final if needed**

C.   **Add ISS 200**
     Discussion: Allen Bertsche was present to answer questions of the EPC Committee.
   - **Current course / originally offered as a one-credit course, moved to a "0" credit course**
   - **2nd revision to request one-credit graded course**
   - **Director of ISS will oversee course and be present at meeting**
   - **Course will meet weekly coordinated by ISS Director**
   - **Director will evaluate writing and submit grades**

   EPC concerns:
   - **In what department will course be located**
   - **Will the course continue to be overseen by a faculty member**
   - **Will grade be submitted by faculty**
   - **ISS not a department (faculty committee oversight ?)**
   - **Course taught by person with credentials**
   - **Existing programs at Augustana do not have departments**
   - **Faculty teaching but not under a department**
   - **Concern with transfer credits if not taught by faculty**
   - **faculty must submit grade, supervise course and coordinate syllabus**

   Motion to approve: Taddy Kalas   Seconded: Rick Jaeschke
   All approved

D. **Change to WGST major: addition of BIOL 310**
Noted: This is a complementary course of the major / minor
Motion to approve: Taddy Kalas   Seconded: Karalyn Jevaney
All approved

E. **Add POLS 318 China in World Affairs (Zhang) (comes with a G suffix from GenEd)**
Motion to approve: Karalyn Jevaney   Seconded: Louie Bertenshaw
All approved

F. **Reconfigure credits for COMM 451 (from 2 to 3) & COMM 453 (from 1 to 2) by dropping COMM 310 (eventually).**
Motion to approve: Louie Bertenshaw   Seconded: Karalyn Jevaney
All approved

G. **Add MJMC 252 – Multimedia Reporting III: Producing News with Audio and Video**
Motion to approve: Rick Jaeschke   Seconded: Taddy Kalas
All approved

H. **Add FREN 210 – Intermediate Topics in French Culture**
Motion to approve: Karalyn Jevaney   Seconded: Louie Bertenshaw
All approved

I. **Add PSYC 471 – Cross-cultural psychology (comes with a PS & G from GenEd)**
Motion to approve: Craig VanSandt   Seconded: Patrick Crawford
All approved

J. **Service Learning designation for ACCT 444**
Motion to approve: Louie Bertenshaw   Seconded: Craig VanSandt
All approved

Motion to adjourn meeting 5:50 p.m.: Louie Bertenshaw   seconded: Taddy Kalas
All approved

Next EPC Meeting Tuesday April 26, 2011
Classes will follow Monday schedule (but we still meet)!
4:30 p.m. Hellstedt