<div align="center">

EDUCATIONAL POLICIES COMMITTEE
MINUTES
Tuesday April 26, 2011; in Founders' Hellstedt room

</div>

Members in attendance: Louie Bertenshaw, Patrick Crawford, Liesl Fowler, Bob Haak, Katie Hanson, Allison Haskill, Rick Jaeschke, Karalyn Jevaney, Taddy Kalas, Ritva Williams, Michael Wolf, Benjamin Zimmerman
 Others Present: Gail Parsons

The meeting was called to order at 4:30 p.m. by Committee Chair Mike Wolf.
I. Minutes / Summary of Actions: Approval of Minutes and Summary of Actions forwarded to Senate from April 19, 2011 meeting
   Motion to approve: Louie Bertenshaw   **seconded: Karalyn Jevaney**
   All Approved

II. Old Business:
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 (material from GenEd)**
   G for RELG 300 (Islam)
   PL for ENGL 315
   PA for MUSC 301
   LC for Paris term (ENGL 315 & MUSC 301)
   PH & G for EDUC 262
   LC for Jamaica term (EDUC 262 & EDUC 263)
   <mark>**(EPC Chair will forward to Senate)**</mark>

B. **Add new course EDUC 262 (part of a Jamaica term LC; comes with a PH and G from GenEd; paired with EDUC 263 internship)**
   Motion to approve: Katie Hanson   **Seconded: Ritva Williams**
   All Approved

C. **Add new course EDUC 263 (Jamaica term LC; 1-credit internship; paired with EDUC 262)**
     paperwork is pending for Service-Learning designation
   Motion to approve: Louie Bertenshaw   **Seconded: Katie Hanson**
   All Approved

D. **Service-Learning designation for RELG 364: Prayer, Community, and Transformation**
Note:
- **The SL designation will remain permanently with this course / changes to drop SL must go through proper governance approval**

Discussion:
- **Will Service Learning be defined in catalog**
- **How will SL be indicated on course**
- **Will Webadvisor indicate SL courses**
- **Where will the definition of Service Learning be in catalog**
    Bob Haak will discuss with Registrar location of Service Learning definition

Motion to approve: Ritva Williams   **Seconded: Patrick Crawford**
All Approved

E. **Add new course MUSC 301 (part of Paris term LC; comes with a PA from GenEd)**
        Early Twentieth Century Music in Paris
Motion to approve: Benjamin Zimmerman   **Seconded: Patrick Crawford**
All Approved

F. **On-line course discussion:**
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

Discussion:

- Must define term of on-line courses and proposed policy
- What title to be used for on-line courses (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.

April 26, 2011 (Discussion continued)
- **EPC Committee is concerned with existing courses moving to online without approval**
- **Need to define online for catalog purposes**
- **Do online courses meet the reputation of the Augustana mission**

Action:
- **EPC Committee will draft a statement for recommendation to Senate regarding Online courses at Augustana**
- **EPC Chair will notify Senate, a policy from EPC will be submitted regarding online courses**
    Motion to table

G.   Staffing of course issues (who can teach courses at Augie? What credentials are needed?)
       Motion to table and discuss at a future EPC meeting.

**Motion to adjourn meeting 5:30 p.m.:   Karalyn Jevaney   seconded: Benjamin Zimmerman
All Approved**

<center>**Next EPC Meeting Tuesday May 3, 2011
4:30 p.m. Hellstedt**</center>