

EDUCATIONAL POLICIES COMMITTEE
MINUTES
Tuesday March 16, 2010
Hellstedt

Members in attendance: Kristin Douglas, Katie Hanson, Rick Jaeschke, Douglas Parvin, Mark Vincent, Michael Wolf

Excused: Jeff Abernathy, Lindsey Bell, Patrick Crawford, Liesl Fowler, Ritva Williams, Ann Ericson

Unexcused: Faria Ahmed, Kent Barnds, Nick Wedderspoon

Others Present: Bob Haak, Gail Parsons

The meeting was called to order at 4:35 p.m. by Committee Chair Michael Wolf

I. Minutes: Approval of minutes from March 9, 2010 meeting

Motion to approve: Douglas Parvin **seconded:** Katie Hanson

All Approved

II. Old Business:

E. Duties and responsibilities of EPC; Discussion to continue at future EPC meetings.

March 16, 2010

"Recommendation to Add a Course" word change from "must" to "should":

It ~~must~~ should contain a clearly stated course purpose, learning goals and outcomes, and means of assessing whether those outcomes have been met. (www.augustana.edu/x15620.xml)

(Suggestion to make form easier to find on website)

Discussion:

- Communicate to faculty that EPC does not reject course recommendations but may request further information or suggest improvements
- What is the Department process for reviewing new courses
- When submitting to add a course describe the goals and objectives and how is the instructor going to demonstrate that these are being met (assessment IS important)
- Course information is used for faculty welfare, tenure, promotion and accreditation
- Clarify course content information of syllabus as if being written for non-specialists and students
- Request department chair suggestions for approval standards of a new course
- Syllabus is a contract between the instructor and the student
- What is the roll of the department before submitting new courses
- Departments are responsible for determining and assessing the actual content of their courses. EPC is responsible for determining that some appropriate level of content or skills will be taught and will somehow be assessed.

Recommendation: EPC is requesting these concerns be discussed with Department Chairs

March 9, 2010

F . GRD/ART 291 Topics in Art and Contemporary Design (3 cr.)

Recommendation to request further information on course schedule and when course is to be taught (fall, winter or spring) and if this course will be offered to first year students.

Motion to table: Rick Jaeschke **seconded:** Mark Vincent

March 16, 2010

Per M. Quinn: Course is scheduled to be taught spring term 2010-2011 academic year.

Action: EPC will recommend the course be submitted after the new faculty hire.

III. New Business

A. Understanding US Politics and Policy; LC (Whitt & Klien)

Discussion:

- Who is the audience for 100- and 200-level course for summer?
- What is the minimum number of students required for summer Learning Community? It was noted that 4 students are required for summer course (for full pay)
- Students needing to fulfill LC requirement for graduation
- Courses approved for summer are also approved for academic year

Motion to Approve: Rick Jaeschke seconded: Katie Hanson

All Approved

B. WLIT 350 Japanese Masterpieces in Translation; G, PL (Nagase)

Motion to Approve: Katie Hanson seconded: Mark Vincent

All Approved

C. ENVR 100 Introduction to Environmental Studies (1 credit) (Peters)

Motion to Approve: Katie Hanson seconded: Mark Vincent

All Approved

D. ENVR 380 Special Topics (Moline)

Recommendation: EPC is recommending the following be requested by ENVR program director in writing from the Academic Dean for record: *"This course needs to involve two faculty members from different disciplines. Given the anticipated enrollments in the first years, the total combined faculty time would be three credit hours. That time could be split evenly or with two- credits for one person and one-credit for the other. The staffing would come either out of available "credit load" time of the faculty members or out of adjunct pay for any overloads. For the sake of faculty time and course diversity, the instructors usually would be different each year. For the 2010-2011 year when the focus will be climate change, the arrangement most likely will be two-credits for Dr. Burnham coming from geography load and one-credit overload for Dr. Dehnel".*

Motion to Approve: Katie Hanson seconded: Douglas Parvin

All Approved

E. ENVR 450 Senior Inquiry Seminar (Moline)

Motion to Approve: Katie Hanson seconded: Rick Jaeschke

All Approved

F. PHYS 390 Advanced Topics in Physics (~~Vogel~~) (Carkner): Physical Astronomy

Motion to Approve: Katie Hanson seconded: Douglas Parvin

All Approved

G. PHYS 170 Introduction to Engineering (Carkner, proxy for new hire)

To be taught spring 2010-2011

Discussion:

- To approach this as a support of guidance for new faculty
- GPG (Governing Prep Group) may approve a course on a one-time basis (if necessary)
- **Motion to Approve with condition** - When approving a course with a new faculty member: If the course being taught by the new hire significantly differs from the proposed syllabus, it must be submitted for approval through EPC, and the department chair monitors the content and understands this recommendation.

Katie Hanson seconded: Douglas Parvin All Approved with conditions

H. PHYS 370 Engineering Design (Carkner, proxy for new hire)

Taught fall 2010-2011

- **Motion to Approve with condition** - When approving a course with a new faculty member: If the course being taught by the new hire significantly differs from the proposed syllabus, it must be submitted for approval through EPC, and the department chair monitors the content and understands this recommendation.

Katie Hanson seconded: Douglas Parvin All Approved with conditions

I. EPC policy discussion: How do we treat (& state that policy) courses being submitted by proxy instructors (e.g., courses taught by profs. who are not yet at Augie)?

Discussion:

- How to approve courses waiting for new faculty to submit course schedule and syllabus.
- Should courses be entered into catalog when course information is not complete
- Should courses be entered as a one year course proposal until all information is submitted

Recommendation:

- **If needed, GPG may recommend a one-time approval with an end date and may request for continuance of course to be submitted through the regular process of adding a course (i.e. through EPC)**
- **Motion to Approve with condition** - When approving a course with a new faculty member: If the course being taught by the new hire significantly differs from the proposed syllabus, it must be submitted for approval through EPC, and the department chair monitors the content and understands this recommendation.

**Motion to adjourn meeting 5:40 p.m.: Katie Hanson seconded: Douglas Parvin
All Approved**

Next EPC Meeting: March 23, 2010 4:30 P.M. Hellstedt