# EDUCATIONAL POLICIES COMMITTEE MINUTES

## Tuesday January 11, 2011; in Founders' Hellstedt room

<u>Members in attendance</u>: Patrick Crawford, Liesl Fowler, Bob Haak, Katie Hanson, Allison Haskill, Rick Jaeschke, Karalyn Jevaney, Taddy Kalas, Michael Wolf, Benjamin Zimmerman

Not Present: Ritva Williams, Catherine McDermott, Louie Bertenshaw, Charles Hyser, Doug Parvin, Mark Vincent

Others Present: Gail Parsons

The meeting was called to order at 4:40 p.m. by Committee Chair Mike Wolf.

I. Minutes: Approval of minutes from December 14, 2010 meeting

Motion to approve: Rick Jaeschke seconded: Benjamin Zimmerman

All approved

#### II. Old Business:

November 30, 2010

# B. Classics 311

#### **Discussion:**

- Noted course to be completed during summer
- Noted: Graduating seniors that have not met graduation requirements will be moved to summer graduation upon completion of course
- What term and academic year will the course be offered
- Request to submit all documents in a single file
- Recommend to table and return to GenEd for consideration of G suffix
- Submit approval for PP suffix
- Foreign studies has approved

Action: Motion to Table with recommendation to send to Gen Ed and request course submitted as a single file to GenEd:Taddy Kalas seconded: Catherine McDermott Motion to table approve

#### **December 7, 2010**

## B. LSFY 103 Post-Apocalyptic Visions (Marklevits)

Discussion:

- Recommend a Syllabus be submitted
- Concern with Provisions being met as noted on top of submitted form
- Include a daily or weekly schedule

Motion to table with recommendation to submit syllabus and course schedule:

Taddy Kalas seconded: Patrick Crawford

Motion to table approved

# D. (2) Discussion: ACCT 451 and ACCT 453:

- Recommend cover letter including information if courses will be taught by current instructors or new instructors
- Include student goals, grade rubric, assessment, objectives
- Credits need to be listed to confirm credit change from 1.5 to 3.0
- Recommend similar format as submitted for ACCT456
- Concern with number of classes listed

Action: Recommend to table and request courses are resubmitted.

Motion to table: Mark Vincent seconded: Katie Hanson

Motion to table and resubmit with recommendations for approval

#### E. ACCT 454 Advanced Audit

**Discussion:** 

 Request to submit new course proposal with recommendations listed for ACCT 451 and ACCT453.

Motion to table: Catherine McDermott seconded: Rick Jaeschke

Motion to table approved

## F. ACCT 455 Advanced Managerial

**Discussion:** 

• Request to submit new course proposal with recommendations listed for ACCT451 and ACCT453.

Motion to table: Michael Wolf seconded: Patrick Crawford

Motion to table approved

Motion to adjourn meeting 5:20 p.m.: Catherine McDermott

seconded: Benjamin Zimmerman All Approved

## **December 14, 2010**

A. The Individual, Society, and the State LC (WLIT 326 & POLS 375) Dehnel & Kalas Discussion:

(LC course to be taught spring term 2010-2011)

- EPC to be consistent with approval of courses
- Request further information for syllabus POLS 375: Special Topics
- Is course unique to catalog
- Is it a worthy endeavor
- Scrutinize submitted course criteria
- Assessment techniques and goals
- Current vision of course
- Has department reviewed course
- Respect of faculty to be in charge of curriculum
- Objective of course
- Guideline checklist to submit new course
- Syllabus and proposal online may be located in "Documents" in Google with security set for faculty
- What is being evaluated on course proposals
- Require new faculty to submit course syllabus
- Review EPC Committee charge and responsibility
- Consider questions be considered on course approval document
- Clarity on submission process
- Course design proposal
- How does the course fit and is it consistent with the Liberal Arts Curriculum
- Should Syllabus be submitted for permanent record

Action: Katie Hanson, Charles Hyser and Liesl Fowler will meet to construct a proposed course approval form and check list for instructors. Results will be submitted to EPC Committee for discussion and review.

Motion to approve Learning Community provisionally upon the submittal of an expanded syllabus of POLS 375 to EPC Chair. A deadline date will be indicated by EPC Chair to assure submittal to Senate for approval at the January 10, 2011 meeting.

Ritva Williams seconded: Katie Hanson Motion approved with condition of provision stated.

Note: revised POLS 375 syllabus included in this week's materials.

# 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

#### III. New Business

# A. CLAS 311 Ancient Greek Culture (Day) PP & G

Note: old business Nov. 30, 2010

Motion to approve CLAS 311 Ancient Greek Culture with PP and G: Patrick Crawford

seconded: Rick Jaeschke All Approved

#### B. LSFY 103 Post-Apocalyptic Visions (Marklevits)

Note: old business Dec. 7, 2010

Motion to approve: Karalyn Jevaney seconded: Rick Jaeschke All Approved

#### C. ACCT 451 (1.5 to 3.0 credit conversion)

Note: old business Dec. 7, 2010

Motion to approve course increase credit conversion effective academic year 2011-2012:

Taddy Kalas seconded: Benjamin Zimmerman All approved with noted effective date of 2011-2012

#### D. ACCT 453 (1.5 to 3.0 credit conversion)

Note: old business Dec. 7, 2010

Motion to approve course increase credit conversion effective academic year 2011-2012:

Taddy Kalas seconded: Benjamin Zimmerman All approved with noted effective date of 2011-2012

## E. ACCT 454 (new 3.0 credit course)

Note: old business Dec. 7, 2010

Motion to approve course increase credit conversion effective academic year 2011-2012:

Taddy Kalas seconded: Benjamin Zimmerman All approved with noted effective date of 2011-2012

## F. ACCT 455 (new 3.0 credit course)

Note: old business Dec. 7, 2010

Motion to approve course increase credit effective date academic year 2011-2012:

Taddy Kalas seconded: Benjamin Zimmerman All approved with noted effective date of 2011-2012

## G. LSFY 103 The Contemporary World of Islam (L. Wolf)

Motion to approve: Taddy Kalas seconded: Rick Jaeschke All Approved

#### H. Change to Computer Science minor

Motion to approve with effective date of academic year 2011-2012 academic year: Patrick Crawford

seconded: Rick Jaeschke

All Approved with effective date of 2011-2012

#### I. MATH 203

Motion to approve with effective date of 2011-2012 academic year: Rick Jaeschke

seconded: Katie Hanson

All approved with effective date of 2011-2012

#### J. MATH 204

Motion to approve with effective date of 2011-2012 academic year: Rick Jaeschke

seconded: Katie Hanson

All approved with effective date of 2011-2012

#### K. MATH 336

Motion to approve with effective date of 2011-2012 academic year: Taddy Kalas

seconded: Rick Jaeschke

All approved with effective date of 2011-2012

## L. New Applied Math major

#### **Discussion:**

- Recommend Course code of "MA...." to sort with Math major
- Concern with possibility of double major (Applied and Math Major)
- Will it be indicated in catalog the major possibility
- Departmental review recommended additional major
- Why not go with tracts
- How many majors does the department hope to attract
- Recommend possibility of contract major
- Concern with majors in catalog we are not teaching

Action: Motion to table and request Math Department representative attend EPC meeting for further discussion.

Motion to table: Karalyn Jevaney seconded: Benjamin Zimmerman

Motion to table approved

#### M. ISS 200 (to 1 credit, graded)

Dr. Allen Bertsche sent an email to EPC Chair requesting Committee to table ISS 200.

Motion to table per request approved no action taken.

Discussion: Recommendation to meet with new Academic Dean to discuss and clarify EPC function.

Motion to adjourn meeting 5:25 p.m.: Karalyn Jevaney seconded: Benjamin Zimmerman All Approved

Next EPC Meeting January 18, 2011 4:30 p.m. Hellstedt