EPC Annual Report
2013-2014

Membership:
AAUP: Brent Graves, Chris Kirk, Jill Leonard, Robert Marlor, Amy Orf, Leslie Putman, Bruce
       Sarjeant
Admin: Michael Broadway, Chunju Chen, Brian Cherry, Daryl Kobie, David Rayome, Harvey
       Wallace (Chair), Leslie Warren

Meeting Dates:
9/09, 23/2013
10/07, 21/2013
11/04, 18/2013
12/02/2013
1/20/2014 – cancelled for Dean K. Schuiling interview
2/03, 17/2014
3/10, 24/2014
4/07, 21/2014
All dates were scheduled to meet on Mondays from 3:00 to 4:30pm.

Agenda Items:
A.   Academic Program Review
1.   APR process reviewed with changes in calendar of events approved and posted to
        the EPC website.
2.   Presented final recommendations to the Provost regarding the 2 APR's in the
        College of Business; associate degree programs and the CIS programs, which
        began during the 2012-2013 academic year. (See Appendices A and B)
3.   Assigned EPC members as liaisons to the 4 departments under current APR
        process. The departments under review this year were HPER, EEGS, Finance,
        and Psychology. Progress has been made by each department with HPER most
        closely meeting the event deadlines.
4.   The departments scheduled for an APR during the 2014-15 AY were officially
        notified on 4/16/14 (Chemistry, Math & Computer Science, Nursing, Accounting,
        and Criminal Justice).

B.   Enhancement Position Reviews
1.   The Provost announced his approval for a faculty enhancement position to
        the Department of Earth, Environment & Geographical Sciences as a result of the
        2012-13 review process and EPC recommendation.
2.   EPC received requests for enhancement positions from the following
        departments:
        a.   Criminal Justice – Dr. Charlie Mesloh requested 2 tenure-track positions
                for the criminal justice programs.
        b.   Chemistry – Dr. Mark Paulsen made a request for a forensic chemist or
                bioanalytic chemist.
        c.   Biology – Dr. John Rebers made a request for a lake fish biologist.
        d.   History - Dr. Chet DeFonso requested a specialist in Asian/World history
3.   EPC voted to rank order the departments' requests for the 5 enhancement
        positions in the order shown above with the exception that the 2 Criminal Justice
        positions be separated and ranked first and fifth.

C.   Academic Senate Approved Programs

    1.   Dr. Joe Lubig presented the Masters of Higher Education and Student Affairs program. EPC voted approval of the program which included a request for one additional faculty position in the School of Education, Leadership and Public Service.

    2.   Dr. Paul Andronis presented the Masters of Applied Behavioral Analysis program. EPC voted approval of the program which included a request for one additional faculty member, doctoral prepared and certified in applied behavioral analysis. The position is required for certification of program graduates.

    3.   Dr. David Rayome presented the Information Assurance/Cyber Defense program. While a position is requested with advanced training in this area, no additional resources are necessary to fill the position. EPC voted approval of the program.

D.   Program Suspensions/Terminations

    1.   Termination of the following programs was announced:
- Masters in School Guidance and Counseling (Education)
- Masters in Nurse Education (Nursing)

    2.   The Provost requested EPC review the current suspension/termination policy document and suggest improvements in the process. This is on-going.

E.   Other Business

    1.   Presentations on the state of the Colleges were made by Deans Wallace, Broadway, Warren and Rayome.

    2.   Gavin Leach, VP Finance and Administration, reviewed the financial challenges to the university.

    3.   Jill Leonard and Rob Winn presented the (almost) final report of the General Education Council Recommendations to the Senate.

    4.   Bill Richards, First Year Experience Program Coordinator discussed the recent changes to the FYE program. Beginning fall 2014, all first-full-time freshmen students will be required to enroll in the FYE program.

    5.   Mary Etchison and Cathy Cole, Counseling and Consultation Services discussed the need for additional professional counseling staff to meet minimum national standards for universities the size of NMU. The EPC voted to recommend to the Provost that the staffing level of the CCS be no less than 4.5 FTE. This includes the department head who is a half-time professional counselor.

To: Paul Lang, Provost and Vice President for Academic Affairs
From: Educational Policies Committee
Subject: Recommendations regarding the Academic Program Review of the College of
             Business Associate Degree Programs
Date: March 10, 2014

The Committee reviewed the department's self-study, the consultant's assessment of the Business Associates degree programs (General Business, Health Information Processing, and Office Information Assistant) and the Dean's response to the consultant's recommendations. In addition to a lengthy bulleted list of strengths, weaknesses, opportunities, and threats, the consultant made six recommendations:

1. Reactivate the Dean's Two Year Advisory Council. EPC notes that the Dean and faculty have been proactive and are currently taking steps to address this by combining both the 2-year and 4-year advisory groups into a single College of Business Community Advisory Council, and has included 2-year members in this year's activities.
2. Increase marketing efforts for the associate degree programs. EPC concurs. Having a point-person or committee within the COB responsible for marketing the program will centralize this process and encourage collaboration with the Office of Communications leading to increased enrollments and eliminating classes not meeting minimum size.
3. EPC concurs completely with the consultant's third point regarding the development of a ladder program to a baccalaureate degree. We recommend that the COB make the request once again through official channels. The old plan that had been developed might be easily updated and sent forward. Perhaps the climate in the administration will be more favorable.
4. EPC concurs with the recommendation to adopt a digital transcription system in the health information course. We recommend it be incorporated into other business classes.
5. Expanded professional development opportunities for faculty was recommended. The COB Dean notes, however, that the faculty "currently participate in a variety of professional development activities" and that "additional administrative support would be necessary" to achieve this. All departments or colleges on campus can make this claim: professional development funds are what they are.
6. The consultant's final recommendation was to consider hiring an additional half-time faculty or to develop a pool of qualified adjuncts. We recommend that the COB utilize the EPC process for reallocation of resources while considering this recommendation.

One weakness mentioned by the consultant is of class size (many are not meeting minimum). EPC notes that, while the evaluator mentions this as a program weakness, the COB response did not address this concern. While this may be a result of lack of marketing that is mentioned, EPC recommends that the COB review course offerings and frequency to address this concern. Maximizing enrollments is very important and having to offer numerous directed studies is not acceptable as a long term strategy for an academic program.

As the COB moves forward they need to develop specialized fields of study to help support local and national employment needs (Office Health Systems). The COB should also investigate the possibility of offering curriculums through online and/or hybrid distance learning channels to increase enrollment.

Additionally, EPC encourages the Provost and Dean candidates for the COB to clarify their support for two year programs in the COB when it comes to long term planning.

To: Paul Lang, Provost and Vice President for Academic Affairs
From: Educational Policies Committee
Subject: Recommendations regarding the Academic Program Review of the College of
              Business Computer Information Systems Programs
Date: April 21, 2014

The EPC reviewed the department's self-study, the consultant's assessment of the College of Business (COB) Computer Information Systems (CIS) program and the Dean's response to the consultant's recommendations. The following is a summary of the consultant's remarks with additional comments by the COB faculty and dean and EPC:

1. Create a Mission or Vision Statement. CIS currently lacks one, and the EPC notes that the faculty are currently working on one.
2. Students today prefer an active learning environment in the classrooms. EPC notes that the faculty concur and that "active learning is in place in all CIS courses." There will be more opportunities across campus for this type of engagement as there are 24 active learning classrooms in the new Jamrich Hall.
3. Lack of sufficient CIS Academically Qualified (AQ) or Professionally Qualified (PQ) trained faculty. It was recommended by the EPC that the COB hire an AQ/PQ faculty member in CIS for the new Cyber Security program.
4. AACSB (Association to Advance Collegiate Schools of Business) requirements for the BSBA (Bachelor of Science in Business Administration) no longer requires that half the credit hours for a major in the BSBA be outside the COB. This has been remedied; credit hours requirements have been reduced.
5. Lack of an assessment plan specifically for the CIS major. A plan is in the works.
6. Although the review recommends a course that illustrates the integration of business processes, such as CS 440, this was *not* directed at the Associates degree but for the Bachelor program.
7. It was recommended that Microsoft Dynamics be used in this and other programs in CIS. The CIS faculty are looking into MS Dynamics or MS DreamSpark as a purchase. But as a clarifying note states, it's the infrastructure needed to run the application (server, network, bandwidth, storage space, etc.) rather than a site license that is an issue. EPC recommends the COB come up with a plan to implement Microsoft Dynamics.
8. Funds for faculty development. The CIS faculty listed a number of shortcomings (new faculty lines, faculty development, and promotion of the CIS program). This is not necessarily unique to CIS: all departments on campus can make similar claims. Per point number 3, EPC has recommended to the Provost that CIS hire an additional faculty member.
9. Inability to recruit CIS AQ/PQ faculty. As mentioned previously, EPC has recommended to the Provost that CIS hire an additional faculty member. Two new faculty members are already in place and are in position to upgrade the program, make the program their own, and guide its future.
10. Lack of CIS majors. EPC notes that there are several initiatives currently underway by CIS faculty. It is anticipated that the new Cyber Security major will provide a shot in the arm to enrollment as well as a new direction for the program.

The consultant made the following recommendations with which EPC and the COB agree:

1. Develop a plan to grow the CIS programs: The consultant made several suggestions that the COB is moving on. In particular, a business forensics program (which EPC recently

gave its support to in the form of a new Cyber Security program) and a Health Informatics component (which was encouraged as part of the Associates program review of March 10th, 2014).

2. Promotion of the CIS major and minors using social media: EPC has seen this subject before in the review for Physics. The COB indicated that this subject would do well for a project in CIS 415.

3. Increase connections with alumni: This is also a subject that has come up in other reviews (CAPS, for example) and couples well with the previous suggestion. EPC notes that not all alumni are engaged with their alma mater but this should not deter the COB from trying.

4. Increase business connections: The COB has already begun reaching out to local entities and EPC notes that in April 2014 will be the inaugural Celebration of Entrepreneurship and Business Conference coupled with the 7th annual New Business Venture Competition. The Conference includes a recognition dinner for alumni, faculty & staff.

5. Connection with Marquette's IT professionals: The COB notes that they are augmenting their adjunct pool for all business subjects.