

AGENDA

Educational Policies Committee

Monday, February 16, 2015

604 Cohodas

3:00 p.m.

- I. Approval of Minutes from Previous Meeting (Feb. 2, 2015)**
- II. Approval of Agenda**
- III. Business**
 - A. Discussion with Interim Provost Larkin: Development of a process for EPC to provide input for staffing decisions**
 - 1. Replacing faculty who retire or leave for other reasons.
 - 2. Extension of term positions.
 - 3. Enhancement positions.
 - 4. Enrollment - driven positions.
 - B. EPC response to HHP's APR: B. Graves & D. Rayome**
 - C. Update on Academic Program Review**
 - 1. **Last year's cycle (2013-14)**
Psychology: B. Graves
HHP: C. Kirk
Finance: D. Rayome
 - 2. **This year's cycle (2014-15)**
Chemistry: L. Putman
Computer Science: A. Orf
Nursing: B. Graves
Accounting: J. Thompson
Criminal Justice: J. Centko
 - D. Communication of results of Academic Program Review**
- IV. Good of the Order**

**EPC Meeting Minutes
February 16, 2015**

Present: L. Putman, L. Larkin, K. Schuiling, L. Chen, A. Orf, J. Thompson, C. Kirk, B. Cherry, L. Warren, J. Leonard, B. Graves, D. Rayome, M. Broadway, D. Kapla (guest)

Approval of Minutes from Previous Meeting (Feb. 2, 2015)

C. Kirk made a motion to approve minutes with corrections. A. Orf seconded. Motion approved.

Approval of Agenda (Feb. 16, 2015)

A. Orf made a motion to approve the agenda. C. Kirk seconded. Motion approved.

Business

A. Status of ERIP replacement plan: Dale Kapla
Under President Erickson's direction, D. Kapla has been working on a spreadsheet listing all ERIP recipients, replacements and associated costs. EPC wants to know how decisions were made as to whether or not positions would be replaced. D. Kapla tried to recreate conversations P. Lang had with deans. The most important factor looked at were enrollment trends. Some positions were replaced with 3TM or tenure track lines. Some positions are still being discussed. The ERIP was put into place to save money. The ERIPs must still be paid out. Of the \$3 million, \$1 million was a budget reduction. The remaining money will be used to replace those authorized searches. Further budget reductions may need to come from the sequestered ERIP money. B. Graves asked how enrollment is defined. D. Kapla said enrollment is generally defined as majors. Service course departments are at a disadvantage (i.e. English). M. Broadway said decisions to replace two English positions were to keep the MFA program running; EEGS based strictly on enrollment; MLL deferred a decision on German language by searching for a 3TM. D. Rayome said his college had a 25% reduction in faculty. COB enrollments are up and none of the ERIP faculty were replaced. This could be an accreditation issue. B. Graves said the charge to EPC is to make recommendations on long range staffing. The committee should be aware of decisions being made and why.

L. Putman asked if someone is not replaced in one department and there is enrollment pressure in another department, are funds moved from one department to another? D. Kapla said this would be considered an enhancement position and would come to EPC. M. Broadway said vacant lines are used for budget reductions. We keep them, but they don't move around. B. Cherry said budgetary decisions will be coming down to the deans' level (decentralization). K. Schuiling said some departments (Nursing) are making decisions to admit less student as being the only way to off-set the costs. D. Kapla said 14 searches are underway. The ones that are left are the ones retiring in May or those deferred until next year. K. Schuiling asked what will we do about Business? J. Thompson said P. Lang would reconsider in February. What do we do now? L. Larkin, D. Kapla and D. Rayome will meet to discuss. B. Graves said we must be careful of positions not filled and the loss of students resulting from this.

One-time funding used to cover adjunct, contingent and overloads has been spent. D. Kapla and B. Cherry are asking departments to closely watch under enrolled courses. B. Cherry fears with lack of position funding if we want to start up a program, we won't have the flexible funds to do this.

B. Graves said enrollment is driven by curriculum and faculty own the curriculum. Maybe we need to take an in depth look at curriculum. One of the biggest things we need to do is decide what courses are required for the curriculum. L. Putman asked how would we do that? B. Graves said form a committee. L. Putman asked if it would be helpful to have President Erickson come and talk about how curriculum fits into the strategic plan. Yes.

B. Discussion with Interim Provost Larkin: Development of a process for EPC to provide input for staffing decisions

L. Putman identified four different situations:

1. replacing those on leave or who retire
2. extension of terms
3. enhancement positions
4. enrollment driven positions

L. Larkin stated that based on the last EPC meeting she is most interested in refining the 11 criteria on reallocation of resources. The criteria are used when looking at enhancement positions. Can they be adapted when looking at the four other types of staffing decisions? L. Putman asked if the proposed revised staffing planning cycle can begin in January/February so EPC can be involved? Does this include enhancement positions or extending terms? D. Violetta explained this process does not include enhancement positions only replacement, vacant or terms. B. Cherry asked if EPC would be able to say no to replacing a position? EPC only makes recommendations to the Provost. L. Putman stated that if in April/May the Provost came to EPC with a list of replacements, renewals of terms and gave rationale, then EPC could give some feedback and then at least know what's going on. EPC doesn't have the power to say no. This process could be a way to start early in the semester. L. Larkin stated it looks like this would give this committee more information to make decisions on enhancement positions. B. Graves said all EPC wants is the list of positions and the data based on how the decision was made.

C. Kirk stated it sounds like we think EPC would slow down the process. If there is transparency we can prioritize the positions that need to be refilled/renewed. B. Graves indicated the charge is to make short and long term range staffing plan. J. Leonard stated it is hard to understand the 11 criteria. L. Larkin asked in terms of mechanics how can we move toward getting the committee the data needed to make the recommendations. L. Warren would like to see an overall report giving the number of faculty members who are not returning for whatever reason or comprehensive report on those that are filled. If collection development librarian left, this wouldn't need to be discussed at EPC. L. Larkin asked when would this report be most useful? L. Warren indicated many disciplines' decisions to hire or not need to be made at different times. B. Cherry added that it would be subject to funding. C. Kirk looked back to an agenda in 2012 – one of the first agenda items was to establish a schedule on staffing and enrollment. A. Orf indicated that the 11 criteria are supposed to be reviewed annually by EPC.

L. Putman asked can we change the staff planning cycle so EPC may view the staffing? Would it be appropriate to have staffing plans at the fall semester and the beginning of the winter semester? B. Graves indicated that EPC should be given a list of positions and be told to rank them.

L. Chen wondered if we could profile departments, by age to know ahead of time when someone is likely to retire. B. Graves indicated the union has this type of information but doesn't think we should be making assumptions. It could be considered age discrimination.

L. Larkin asked what kind of information would this committee need to make these recommendations?
D. Rayome stated if we move to a decentralized budget then the deans have their own budgets so all of this would be for naught. Deans would keep EPC informed. L. Putman will get together with Lesley and discuss a reasonable timeframe. L. Larkin will talk with the deans.

C. Kirk asked why do new hires have to start in the fall? L. Warren indicated this depends on discipline and is based on the market. Faculty tend to become available at different times. B. Graves asked when would someone who starts in the middle of the year -apply for tenure ? Salary is also prorated.

C. Response to EPC's recommendation regarding 5.1.1.1 (faculty ratio)

EPC had given P. Lang a recommendation to develop a strategy to hire an additional 6.4 tenure earning faculty. L. Putman asked L. Larkin if she found any evidence that anything was done? L. Larkin is still looking. L Putman will keep this as an agenda item.

D. EPC Response to HHP's APR

A. Orf moved acceptance of the revised EPC recommendation to the Provost regarding HHP's Academic Program Review. K. Schuling seconded. All approved.

E. Communication of Results of Academic Program Review

These are recommendations to the Provost not recommendations to the department which was how draft #1 was written. After the EPC recommendations, the dean and department send to the Provost a plan to implement recommendations and achieve goals and the Provost signs off on the plan. We need to start doing that. Could we go back to the ones from last year's cycle? Do deans meet with departments to discuss what APR is and the timeline? K. Schuling we should be clearer on what is required of APR. D. Rayome asked what is the purpose of APR? Is this for the Provost or for HLC? L. Putman stated we are required to do this by HLC.

F. Update on Academic Program Review

1. Last year's cycle (2013-14)
Psychology: B. Graves
HHP: C. Kirk
Finance: D. Rayome
2. This year's cycle (2014-15)
Chemistry: L. Putman
Computer Science: A. Orf
Nursing: B. Graves
Accounting: J. Thompson
Criminal Justice: J. Centko

Tabled.

II. Good of the Order