# AGENDA

## Educational Policies Committee
**Monday, November 24, 2014**
**604 Cohodas**
**3:00 p.m.**

**I.      Approval of Minutes from Previous Meeting (Nov. 10, 2014)**

**II.     Approval of Agenda (November 24, 2014)**

**III.    Business**

    **A.      Conclusion of Tenure/Tenure tract as Percentage of Total FTETF**

    **B.      Presentation from Academic Information Services:  L. Warren**

    **C.      EPC response to EEGS APR: M. Broadway & J Leonard**

    **D.      Update on Academic Program Review**

        **1.      Last year's cycle (2013-14)**
        EEGS: J. Leonard and M. Broadway drafting EPC response
        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

**IV.     Good of the Order**

Present:        L. Putman, H. Kahn, K. Schuiling, L. Warren. A. Orf, L. Chen J. Thompson, J. Leonard. J. Centko, B. Cherry, P. Lang, C. Kirk, M. Broadway, and B. Graves

**Approval of Minutes from Previous Meeting (Nov. 10, 2014)**
K. Schuiling made a motion to approve the minutes as amended.  Seconded by C. Kirk.  Motion approved.

**Approval of Agenda (November 24, 2014)**
Under item III.A, "tract" was changed to "track." C. Kirk made a motion to approve the agenda as amended.  Seconded by K. Schuiling.  Motion approved.

**Business**

A.        Conclusion of Tenure/Tenure track as Percentage of Total FTETF

L. Putman reported that Debbie found EPC bylaws from 1984. They do not address abstentions, but they do indicate that EPC follows Sturgis' *Standard Code of Parliamentary Procedures*. According to Sturgis, a majority is the vote of at least half of the members voting, unless the term is otherwise qualified. At our last meeting, 6 voted to approve the motion that the Provost come up with a strategy that would result in a net increase of 6.4 tenure track faculty, and 2 voted against. The motion passes. B. Graves stated that Committee C met with President Erickson a couple of weeks ago. The President indicated he was interested in reducing the number of part-time faculty and creating tenure track appointments. He had done this previously at Ferris. B. Graves asked the Provost if there have been similar discussions with anyone other than Committee C. The Provost stated that there have been; they are looking at cost and the number of adjuncts/contingents needed to fill in when necessary. B. Graves indicated that Erickson's plan would put us way over the target.

B.        Presentation from Academic Information Services
J. Leonard has done an outstanding job as the Teaching and Learning Scholar.  During the winter semester a search will be conducted to find someone for the 2015/16 academic year.  L. Warren presented on the state of AIS.  AIS includes the Olson Library, Instructional Design & Technology/Center for Teaching & Learning, NMU & Central UP Archives, Computing Help Desk, and Beaumier Heritage Center. It no longer includes Micro Repair.  AIS is both a college and an academic department.  There are 10 faculty members in the Library and Archives; they make up the Department of Academic Information Services. There isn't an assistant dean or department head.  AIS also has an assortment of staff from AP and TOP and one senior administrator.  They are looking at how they are currently using/deploying staff and considering future needs for staffing, such as expanded support for the AIS web presence, an enhancement position or reorganization of responsibilities to have a Library Director or Department Head, a faculty developer to be on staff at the IDT/CTL. The CTL was recently relocated, and plans are underway to renovate the entire LRC – it is at the top of the university's list for capital outlay requests.

The Library has been working very hard to review its collection and has met the goal of reducing the footprint of the circulating collection by 50%. There is more student seating and gate counts indicate

heavy student use. The Library plans to continue weeding print materials to free up space to better serve campus needs – they do not expect the print collection to be any larger than it is now. This excludes the Archives. There has been a significant increase in the amount of acquisitions budget that goes toward electronic resources. The budget is a little over $900,000, and almost all of that goes to electronic resources. Most are on a licensed basis. The Library owns some electronic books and rents others. The Library is charged a rental fee when a patron uses an item, and after a certain number of rentals it ends up owning the book outright.  Unfortunately, publishers are charging much more for leased materials, so that a single rental costs 50%-65% of the purchase price. Some books are outrageously expensive, so the Library is putting caps in place for rental fees. They will continue to rely on Interlibrary Loan. P. Lang stated that other institutions must be experiencing the same problem. K. Schuiling indicated that there may be some pushback from authors, as well, since e-readership is difficult to track and can affect royalties.

The other issue that the Library is having is that the cost of licensing online databases is increasing 5% each year. They are trimming where they can to get the most out of their resources. The Library's website has gotten much more complex with all the electronic resources. They plan to do some usability study work and redesign the website. Their design specialist left for personal reasons, and the search failed twice.  Another option is to have a consultant do the initial design of the website, and then AIS could simply maintain it.

Services being offered by AIS include a Comprehensive Records Survey (Archives), wellness (Library), Digital Commons & theses (Library), improved support (HelpDesk), supporting regional studies (Beaumier Heritage Center), and multimedia support for students (AIS). ASNMU put two anti-SAD lamps in the Library, and AIS is working with HHP to put in some "fit desks." Things going on in the CTL include new faculty development, peer evaluation, online learning preparation, active course design workshops, and selection of the next NMU Teaching & Learning Scholar.

More than 600 students have completed the online learning tutorial. The pass rate of those who have taken the pre-test is 68%. The tutorial is not required until January.  M. Broadway stated that a department head in A&S failed the pre-test. L. Warren indicated that she expects the pass rate to go down, as more students who have never taken an online class before try taking the pre-test. M. Broadway asked if students realized that they had to complete the tutorial before they could access online course material. L. Warren responded that a series of messages will be sent to students who enroll in online courses to remind them about it.

P. Lang asked about AIS' greatest personnel need.  L. Warren indicated that it depends on who you ask. The top three needs are expanded web support, a Library Director/Department Head, and a faculty developer, but the order needs some discussion.  It also depends on the renovation of the LRC since the service model would need to change very quickly. H. Kahn stated that most students don't know how to use library resources and found that in-class presentations by Library liaison Kevin McDonough were very helpful. L. Warren indicated that the State of Michigan no longer requires schools/districts to have professional librarians, so there has been a significant decline in the last few years.  P. Lang asked if there is room for partnerships/collaborations, with so many digital resources. L. Warren responded that there are already many resources available in public libraries; the problem is instruction. People need to learn what's available and how to use it.

C.      EPC response to EEGS APR

B. Graves made a motion to accept the report as amended and forward it to the Provost.  Seconded by H. Kahn.  Motion approved.

D.      Update on Academic Program Review
        Last year's cycle (2013-14)
        EEGS: J. Leonard and M. Broadway  completed EPC response (see item C above).
        Psychology: B. Graves - no update
        HHP: C. Kirk – response to external reviewer's report ready.  B. Graves and D. Rayome will write response from EPC to Provost.
        Finance: D. Rayome – no update

        This year's cycle (2014-15)
        Chemistry: L. Putman - planning to turn in self-study next week
        Computer Science: A. Orf - the department is getting close and hopes to be done before the end of the semester.  They are doing a "bang-up job".
        Nursing: B. Graves – busy with licensing board and will work on APR when they are done
        Criminal Justice: J. Centko – no update
        Accounting: J. Thompson – doing a "bang-up job"
        Criminal Justice: J. Centko – no update

**Good of the Order**

J. Thompson – requested the EPC bylaws be sent to the committee
L. Chen – should we start surveys?  Are departments interested in conducting surveys?  In the past Institutional Research would send out surveys.
J. Leonard – Gen Ed is developing an assessment plan for the Gen Ed program and is currently using APR as the model.  They will take this to Senate, but should it also be run through EPC.  They will be on 7 year cycle, get an external reviewer and write reports.

Meeting adjourned 4:33