

**EPC Meeting Minutes  
December 10, 2012**

Present: D. Walch, C. Kirk, A. Orf, J. Rashed, B. Sarjeant, D. Buhl, B. Cherry, J. Leonard, P. Lang, D. Kapla, B. Graves, H. Wallace, M. Broadway, J. Milkie, and P. Duby

**Approval of Minutes**

A. Orf made a motion to accept the November 12, 2012, minutes as amended. J. Rashed seconded. All in favor. Minutes approved.

**Approval of Agenda**

**Business**

D. Walch presented the committee with an update on the application for change to NMU's HLC Distance Education Substantive Change Application. NMU currently is approved to have up to 5% of our classes online. More than 50% of the DNP program courses are scheduled to be online. This requires NMU to receive approval from the HLC to move up to the next bracket.

Questions on the application include: 1) How does the institution assure good instructional design in its distance-delivered offerings? 2) How are the institution's faculty and quality control mechanisms involved in the instructional design process? Does NMU have these in place? D. Walch and Matt Smock are NMU's Quality Matters Institutional representatives. Based on the discussion it was decided D. Walch will come back to the committee with more detail on best practices.

**Good of the Order**

C. Kirk was congratulated for receiving the Technology Innovation Award.

Meeting adjourned 4:13.