

AGENDA

Educational Policies Committee

Monday, September 23, 2013

604 Cohodas

3:00 p.m.

- I. Approval of Minutes from Previous Meeting (September 9, 2013)**
- II. Approval of Agenda (September 23, 2013)**
- III. Business**
 - A. Approval of 2012-2013 Annual Report**
 - B. Academic Program Reviews: Liaison Reports**
 - 1. Psychology – B. Graves**
 - 2. EEGS – J. Leonard**
 - 3. HPER – C. Kirk**
 - 4. Finance – B. Sarjeant**
 - C. AAUP Master Agreement – Section 5.1.1.1 – B. Graves**
 - D. APR Review Process to Include GPC Language Change – B. Cherry**
- IV. Good of the Order**
- V. Next Meeting – Monday, October 7, 2013**

**EPC Meeting Minutes
September 23, 2013**

Present: A. Orf, L. Chen, L. Warren, B. Sarjeant, L. Putman, D. Kobie, C. Kirk, B. Marlor, P. Lang, B. Graves, H. Wallace, and M. Broadway

Approval of Minutes

The minutes of the September 9, 2013, minutes were approved with corrections.

Approval of Agenda

H. Wallace added the EPC timeline to the agenda. All in favor. Agenda approved.

Business

B. Graves made a motion to approve the 2012-2013 EPC Annual Report. A. Orf seconded. All in favor. Report accepted.

H. Wallace would like to have “Academic Program Review Liaison Reports” as an ongoing agenda item. The timeline for APRs is on the EPC website. D. Violetta and H. Wallace are going to review the website to make sure the resources are up-to-date. The Share site is a work site, and as reports are completed, the reports will be added to the EPC website. Liaisons working with departments should provide feedback to EPC to ensure that the process is working. D. Violetta will check with IT staff to make sure all EPC members have access to the Share site.

P. Lang will do a presentation on the Dashboard at the October 7th meeting. The Dashboard has been discussed with department heads and deans. L. Hares will have the Dashboard site put on the Academic Affairs website. Formal presentations by department heads for enhancement positions will include Dashboard data. It is important to note that the Dashboard does not relate to all 11 of the Criteria for the Reallocation of Resources. It only relates to four or five.

Academic Program Review Liaison Reports

Psychology – B. Graves reported that P. Andronis is gathering data.

EEGS – J. Leonard absent from the meeting.

HPER – C. Kirk reported that data has been collected on the six undergraduate majors. There seems to be issues with collecting data on graduate programs. The program coordinators are working on their individual areas.

Finance – B. Sarjeant met with D. Rayome who gave him contact information on the project and the contacts haven’t gotten back to him yet

AAUP Master Agreement – Section 5.1.1.1

B. Graves said that Section 5.1.1.1 in the AAUP Master Agreement states administration will provide the union with FTETF data each year. In reviewing the data he realized that the data reports student credit hours, not FTETF. He met with D. Kapla to discuss who to count, what to count (i.e. reassigned time), and whether to include TOS departments. H. Wallace said the

workload data reported by Institutional Research staff hinges on the department heads inputting the data within the correct category. Every full-time person should be counted as 1.0 FTE. Contingent and adjunct loads are calculated differently.

B. Graves said article 5.1.1.1 has been in the contract since 2006. B. Graves and D. Kapla will work on figuring exactly what FTETF is and he will report back to the committee at the next meeting.

APR Review Process to Include GPC Language Change

B. Cherry would like the following language changed in the Academic Program Review Timetable:

Dept: By March 25 ~~Departments draft an addendum to the self-study that comments upon the external review. A completed self-study, external review evaluation and the addendum are submitted to SHARE.~~

Add: Departments draft an addendum to the self-study that comments upon the external review. For graduate programs, GPC will also comment on the external reviewer's evaluation. A completed self-study, external reviewer's evaluation and addenda are submitted to EPC.

According to the APR timetable, departments currently should be developing a draft self-study that contains departmental information and information specific to each of the majors in the department.

C. Kirk said exercise science will be just another program review within the self-study. B. Sarjeant made a motion to accept the change to the APR timetable. C. Kirk seconded. All in favor. Motion accepted. The updated APR timetable will be put on the EPC website.

EPC Master Calendar

H. Wallace noted that we are currently following last year's EPC Master Calendar. He suggested the committee look at what was proposed last year and continue to follow it. If accepted, we are on time as the deans are currently meeting with the Provost to discuss staffing plans. Depending on the number of enhancement requests that are proposed to the committee, we may have to go into the winter semester with the requests. L. Warren asked how AIS fits in with enhancement requests, as her requests are for staff positions not faculty. P. Lang reminded the committee that the Registrar's Office is now within Academic Affairs. L. Chen asked if her unit would also fit into this category. Yes, Institutional Research is considered a part of Academic Affairs. C. Kirk moved to accept the EPC Master Calendar. D. Kobie seconded. L. Putman asked that the winter semester dates be added to the calendar at this time. H. Wallace stated that the winter semester calendar will be determined by how many departments present to the committee with enhancement requests. All in favor to accept the motion. Motion passed.

M. Broadway and H. Wallace explained the enhancement presentation process to L. Warren who asked the difference between the dean's presentations and the department head presentations.

B. Graves asked if there is any way the committee may be informed or involved in what staffing decisions are being made outside of EPC. H. Wallace asked if it is the desire of the committee to hear of the replacements that have been approved already. P. Lang stated the involvement of EPC in staffing discussions outside of EPC would slow down the process and that it would be difficult conducts searches in a timely manner.

Next Meeting – Monday, October 7, 2013

Meeting adjourned 3:55.