Committee on Educational Policy
Minutes
29 August 2017
(French 203, 3:30 p.m.)

Members Present: Bill Abrams (Chair), Jackie Hall, Mike Mucedola, Sarai Blincoe, Gena Southall, Katrina Maynard, Don Blaheta, Bruce Speas, Ben Topham, Doug Dalton, Jim Haug, Sara Miller, Chene Heady

Others Present: Kate Morgan, Susan Hines, Virginia Kinman

I.   **Introductions** were made around the table.

II.   **Ipads/Tablets:** Kim Wingo can provide any tablets needed. Please let Bill know if you need one.

III.   **EPC Description change to the FPPM:** Curriculum handbook is comprised of the curriculum policies and procedures that EPC oversees. A proposal was drafted to state that changes to curriculum policies and procedures will be voted on by EPC. *Vote was taken, approved.*

IV.   **Experiential Learning Change to FPPM:** Because this involves Core Curriculum, it was sent to the Core Curriculum Committee and will likely be back to EPC next month.

V.   **Curriculum Handbook:** Two comments/suggestions were made. First that "level" (p. 14) should be changed to the "appropriate level and category." Second, is to change Virginia's title change when Dr. Shoenthal comes on board from Assistance Vice President to Associate Provost. *Vote was taken to approve both changes, approved.*

   a. **Other Discussion:**
      i.   On the bottom of p. 14, the form sequence does not match what is in the handbook. Department > Core Curriculum Committee > College Dean. The sequence should be Department > Dean > Core Curriculum Committee.

      ii. Currently, there is a single form for creating a new course and changing an existing course. For this year we will continue to use the one form. Forms will need to change at the end of the year to include a new course form and a course change form.

iii. Susan requested that forms be made clear to ensure building in Banner/DW is accurate. Ex: whether courses double count in new Core and old General Education. Bill will send to Core Curriculum Committee to get clarification. Also need clarification on repeating courses - does a new Core Course repeat an old General Education course if they are the same course number? The committee agrees that if the course number is different the course does not repeat, but if the number is the same, it does repeat. Bill will run this by Core Curriculum Committee to ensure this is their intention.

VI. **Pillar Forms:** A request was made that all required information be listed on the form or updates be made to the forms as soon as possible by the Core Curriculum Committee. Bill will request that anything needed by the Core Curriculum Committee be communicated to the appropriate people. Forms will be updated at the end of the year.

VII. **Matrices:**
   a. **Undergraduate Approval Process:** A suggestion was made to change Core Curriculum Committee Content area for Senate to Information Item to match the Non-Core Content for Senate.

   b. **Graduate Approval Process**: This matrix has been updated on Box. A suggestion was made to change NOT (notification) to NTF for clarification.

   c. **Academic Policy:** No comments were made on this matrix

VIII. **Announcements:**
   a. Deadlines for submission are set in the handbook, but earlier is better especially this year with the large amount of changes that will be reviewed by the committee.
   b. Core courses will be posted to the blog for everyone to look at and make program changes as appropriate.
   c. Bill will determine whether any changes/revisions EPC has for the Core Courses need to go back to the Core Curriculum Committee.
   d. Program Changes that involve how the Core courses change the program, will not go through the Core Curriculum Committee.