Education Policy Committee Meeting Minutes

DATE: September 6, 2019

Members: Regina Grantham, Maaike Oldemans, Abby Thomas, Carol VanDerKarr, Chris Widdall, Eric Edlund, Lindsey Darvin, Jeffrey Walkuski

Members Absent: Timothy Delaune, Thomas Hanford, and no student representatives at this time.

Guests:Nancy Diller

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| **Topic** | **Comments/Discussion** | **Action** |
| **Approval of Minutes** | Review of minutes from May 3, 2019 | **Accepted unanimously** |
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| **Old business**  **Review of active EPC tasks** | 1. Review of the minor/concentration issue  * Sometimes referred to as the “double-dipping” issue because of application of the same class toward fulfillment of a concentration requirement and a minor. * Members noted that: the problem is that the policies are not well-defined. The policy states something to the effect of “there cannot be significant overlap” but “significant” is ambiguous and open to different interpretations. Concentrations don’t show up on degrees whereas minors do * There have been inconsistencies with minors and majors overlapping. And then it just become confusing on how the minor is applied when overlapping occurs.  1. Mental health statement to be included on syllabus 2. Food insecurity statement 3. Creating a standardized syllabus document that includes all required statements 4. Academic forgiveness policies   Changes have been approved for students that have left and desire to return to SUNY Cortland after an absence, but we have yet to address the issues for students who remain at SUNY Cortland. |  |
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| **New Business**  **Priorities for the Fall 2019 term** | 1. **Final exam policy**  * We should revisit the entire section titled “Examination Policy” and perhaps, at a minimum, retitle it to “Final Examination Policy.” * Bob Darling (Geology) raised issues that lab exams have to be given in the last week of the regular term and therefore violate the final exam policy which prohibits any exams in the week prior to finals week. * General discussion ensued about whether final exams are applicable in all classes. Do all art classes actually have a final exam, for example? Answer is not clear. * We should inquire with both the faculty and department chairs. We will aim for feedback by early October. We are going to ask that faculty only look at the Catalog section under Academic Policies, Evaluation, and then Standards of Performance to Reporting of Grades. The Performance of Grades section also needs changes due to the new mid-semester estimate process with Starfish at Cortland. * Draft of questions to be sent to faculty:   1. Is it appropriate to require final examinations in all classes at SUNY Cortland?  2. Do you have classes where it may be appropriate for the final evaluation (e.g. Laboratory evaluations, project, presentation, etc.) to be given in the last week of the semester prior to final examination week as noted at SUNY Cortland?  3. Do you have other insights or comments on the current catalog language within the Academic area, noted Evaluation, looking only at these sections at this time, Standards of Performance through Reporting of Grades.  NOTE: The EPC committee is aware that the new mid-semester estimates process requires that more information be developed within the Reporting of Grades section and we are working on drafting new material for this section.     1. **Revisit the Course Reset Policy**  * We will begin to examine these policies while we are awaiting feedback from faculty regarding the final exam policies. * It was noted that: Fredonia has a very liberal policy that we might examine.  1. **Other topics to be revisited later, as time permits** | Chris and Carol will review questions and send out to the faculty and contact department chairs with a separate question.  Question 1 needs clarification: do we mean instead “Is it appropriate to require final examination in all of the classes **that you teach?**”  The EPC Committee is aware that changes will be needed in relation to the mid-semester feedback (early alerts?). Abby will help to draft a statement about early alert system. |
| **Change in EPC committee composition** | MaryJo Morse (School of Education) will not be serving on the EPC (not clear if this is temporary or permanent)   * A replacement will be sought through FS |  |
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| **Adjourned** | 9:53 AM |  |
|  | Respectfully submitted by Eric Edlund |  |