

Education Policy Committee Meeting Minutes

DATE: February 18, 2022

Faculty/Staff Members: Alyson Dearie, Eric Edlund, Margaret Gichuru, Christina Knopf, Maaike Oldemans, Abby Thomas, Jeff Walkuski, Chris Widdall

Student Members: none

Ex-Officio Members: Thomas Hanford

Guests: Nancy Diller

Members Absent: Lindsey Darwin, Carol Van Der Karr (ex-officio)

Topic	Comments/Discussion	Action
Approval of minutes	Review of minutes.	Minutes approved
General discussion/updates	Discussion with Eunice Miller about AGT edits. Will be working on supporting document or info graph to support students and faculty/staff to understand process – this will likely happen over the summer.	Follow up with AGT in the fall regarding document or info graph to better support the process.
	Working group to explore the elimination of finals week (Chris, Christina, Eric). A survey was done prior to COVID that seems to indicate a desire to make the last week of the semester regular instruction with ability to conduct a final exam or culminating activity. This would revise what finals week means and allow for other activities to occur during that time. Make it clear to students that the final week of the semester is an instructional week. Students need to know that they are expected to participate in activities during that week. Perhaps this a discussion for the fall. Relook at old survey data to see if a new survey would be helpful. Important to note, that finals week is considered part of our contact hours for instructional time.	Working group to gather and revisit conversation in the fall.
	Process for assigning incompletes – shared email from Vince DeTuri. Desire for clear documentation between student and faculty member to know when incomplete is resolved.	Priority item for next meeting.

	<p>Recommendation to remove banner option to assign an INC grade. What does the catalog/handbook say about what a faculty member needs to do to assign an incomplete. Thom indicated this issue was brought to faculty senate steering committee to identify if this was a policy issue. It was deemed this should be reviewed by EPC to create clearer policy. The need to complete a form would be required and thus a change in policy. There are many cases of students not being aware of what was needed for the incomplete and surprised when grade became an E.</p>	
	<p>Course reset policy has been implemented for students who have had time away from campus. EPC was charged with creating a policy for students with no time away. Based on conversations with associate deans, SRRS and financial aid, this does not seem feasible at this time. Faculty senate needs to be notified this.</p>	<p>Eric will create an update to share with faculty senate.</p>
	<p>Chris followed up with Andrea Lachance and confirmed that teaching assistance certification should probably remain with Community Colleges.</p>	
<p>Old business</p>	<p>Memo to chairs on program standard GPA. Review and edit Final sentence removed to decrease confusion. Goal of memo is to reiterate that program standard GPA is not to be used for degree conferral. Add language from the catalog that clarifies what GPAs are used for degree conferral. To add: The only GPA requirements that may be used for degree conferral standards are outlined in the College Catalog. “Cortland students must earn a minimum of a 2.0 grade point average overall and in the major, as well as in all minors and concentrations.”</p> <p>Edits to the memo and a plan to send to associate deans and deans (to share with department chairs) was voted on and approved.</p>	<p>Eric will finalize memo. Memo will be sent to associate deans and deans with a request to talk about at their respective chairs councils.</p>
	<p>Update on micro-credential task force. Nancy to get together with Darci in ELO to identify next steps in creating a task force. Jeff will also join task force. Request for SRRS representative.</p>	

	Changes to the definition of minor and concentration were never updated in the catalog. Those have now been updated. There still seems to be some questions about what constitutes a minor or concentration.	Eric will talk with Kate Polasek, chair of CCRC, to see about updates to curriculum change guide regarding definition of minor and concentration. Nancy can help.
New Business	Chris will follow up on possible discussion on residency requirement for concentrations. If concentration is part of the major should students meet residency through major (major and concentration courses together)? And not need to meet a distinct residency requirement for concentration? Should there be different guidance for majors that require a concentration to graduate vs. majors with optional concentrations?	Chris to follow up.
Action items (to-do list)	See Action list in the right column.	
Adjourned		Meeting adjourned at: 10:48 AM
	Respectfully submitted by Abby Thomas, 02-18-2022	