

September 2014 EPC Minutes

Presents: Manashi Ray, Bonnie Dunn, Micheal Fultz, Kerri Steele, Abainesh Mitiku, Willette Stinson, Deborah Wells, Dawn Dunn (student)

Sub Committee: Alan Tilquist, Michael Kane, Suvayan De, Anthony Moncreif

Department	Course	Action requested	EPC Action	Comments
Communication	348	Change prerequisites	Sent back to department	Cannot find departmental meeting minutes approving change.
Communication	Curriculum	Make Communication 307 mandatory for majors	Sent Back to department	Wrong paperwork, EPC forms cannot be backdated to take effect for Spring 2014.
Communication	348	Not sure what is being asked for	Sent Back to department	The subcommittee was not sure what was being asked for in this request
Honors 301	301 Philosophy of Research	Approve for honors – not sure if course exists	Sent back to department	The EPC forms prereqs and syllabi prereqs are different. Missing office hours, several faculty inquired why there was no text, no course description or credit hours in EPC form. There was additional concern that the title of the course is not a description of what the course is trying to accomplish.
English	102H	Approve for new course for honors	Sent back to department	Department chair never signed off on the form, we cannot approve it until the department does. No instructor, contact information, or office hours listed. Also concerned student outcomes were not written in a way that used action vocabulary for assessment as requested by consultants. No Honors Minutes.
Regents Bachelor	300 Portfolio Development	New Course	Approved with minor corrections	Minor corrections to EPC forms that did not affect the course quality. Minor stylistic alterations in wording for Course objectives and student outcomes suggested.
Art	101H Art Appreciation	Approve new course for honors	Sent back to department	Department chair never signed off on the form, we cannot approve it until the department does. No plagiarism language in syllabus. Redo student outcomes using Bloom's taxonomy language. No Honors Minutes.

Other action items

1. Starting in October EPC would like to see all meeting minutes approving courses as general education and honors level courses.
2. For university level courses (any course receiving university numbering – not under a particular department) we would like to have approved by academic affairs before it comes to the committee.
3. It was suggested the website information for the syllabus needs to be updated. This includes information on student outcomes needing Blooms Taxonomy action words for assessment.
4. With many people being new to the committee there was an unclear objective to the committee. Is the committee supposed to review course paperwork solely as editor of paperwork or do we work to help with reaccreditation concerns (Student outcomes). EPC Chair will work to get clarification from senate and Academic affairs in the next week.

Minutes submitted by,  
Micheal Fultz