



Educational Policies Council
Minutes of the Meeting
Monday, 18 August 2014

Ex-Officio Members present: Faculty Senate Chair Donna (Lee) L. Fox-Cardamone; Deans James L. Blank, James K. Bracken, Barbara A. Broome, John R. Crawford, AnnMarie LeBlanc, Donald F. Palmer, Eboni J. Pringle, Douglas L. Steidl, Mary Ann Stephens, Wanda E. Thomas; Senior Associate Dean Vincent J. Hetherington; Associate Deans Joanne M. Arhar, Janis H. Crowther, John (Jack) R. Graham, LuEtt J. Hanson, Isaac Richmond Nettey, Cynthia R. Stillings, Donald R. Williams, William T. Willoughby; Assistant Dean Elizabeth A. Sinclair; Director Robert A. Walker

Ex-officio Members not present: Provost Todd A. Diacon; Deans Sonia Alemagno, Robert G. Sines; Associate Dean Catherine E. Hackney; Assistant Dean Thomas E. Klingler

Faculty Senate-Appointed Representatives present: Professors Thomas Janson, Fred T. Smith, Donald L. White; Associate Professors Christopher A. Was, Linda L. Williams

Faculty Senate-Appointed Representatives not present: Professors Richard Feinberg (alternate), Katherine A. Kerns, Roberto M. Uribe-Rendon; Associate Professors Anne B. Morrison (alternate), William C. Ward III; Assistant Professors Kimberly K. Garchar, Terrence L. Uber

Council Representatives present:, Associate Professors Jessie Carduner, Pamela K. Evans; Assistant Professors Tina D. Bhargava, William E. Hauck, Mary A. Mooney, Denice Sheehan

Council Representatives not present: Professors Kathleen Browne, Ann F. Jacobson, Marilyn Norconk; Associate Professors Thomas W. Brewer, Natalie Caine-Bish, Andrew Lepp, John A. Marino, John H. Thornton; Assistant Professors Gregory M. Blase, John C. Duncan, Jonathan P. Fleming, Eric D. Johnson

Observers present: Graduate Student Senate Vice Executive Chair Fritz Yarrison (represented by Scout Nelson McCully)

Observers not present: Undergraduate Student Government Academic Affairs Director Michelle A. Crisler

Consultants and Guests present: Susan M. Augustine, David M. Dees, Julie A. Gabella, Mary Ann Haley, Jennifer S. Kellogg, Katie J. Smith, Deborah F. Spake, Linnea A. Stafford, Melody J. Tankersley, Therese E. Tillett, Whitney E. Wenger

Associate Provost Melody J. Tankersley called the meeting to order at 3:24 p.m., on Monday, 18 August 2014, in the Governance Chambers of the Kent Student Center. Associate Provost Tankersley welcomed EPC members, representatives, observers, consultants and guests to a new academic year, and informed the group that she would be chairing the August meeting in place of Provost Todd A. Diacon.

Action Item 1: Approval of minutes of 19 May 2014

Dean Donald F. Palmer moved for approval of the minutes, which was seconded by Associate Professor Pamela K. Evans. The motion passed unanimously.

Action Item 2: Revision of the name of the Faculty Professional Development Center to the Center for Teaching and Learning to reflect the center's shift in focus.

Associate Provost Tankersley explained that the name revision would better represent the mission of the center. The Faculty Professional Development Center began as a collaborative effort between the American Association of University Professors (AAUP), Faculty Senate and university administration; and has existed at Kent State University for the past 15 years. Associate Provost Tankersley stated that the center has changed little over time, and that it has been Provost Diacon's goal throughout the past year to develop the center into a contemporary service for faculty. She then thanked Center Director David M. Dees for his work in putting forth the proposal and asked if he had anything to add to her explanation. Director Dees had nothing further to add, thus Associate Provost Tankersley asked for a motion for approval of the item.

Associate Dean Donald R. Williams moved for approval of the item, which was seconded Senior Associate Dean Vincent J. Hetherington. With no further questions or discussion, the item passed unanimously.

Action Item 3: Establishment of the Respiratory Care (RSPC) major within the Bachelor of Science [BS] degree, to be offered fully online and administered by the Ashtabula Campus. Included in the proposal is establishment of 10 RSPC courses. The major is a two-year completer program for certified or registered respiratory therapists who hold an accredited associate degree in respiratory therapy. Minimum total credit hours to program completion are 120.

Dean Wanda E. Thomas moved for approval of the Respiratory Care major within the Bachelor of Science degree. She described how the program was created in response to area hospitals' need for advanced respiratory therapists, which reflects a national movement in that field. Dean Thomas added that the new program is designed for students who are already registered respiratory therapists. Dean Thomas introduced Yvonne George, who currently serves as the academic program director for the associate degree in respiratory therapy technology, to answer any questions about the proposed program.

An EPC member questioned faculty capacity to support a new major. Director George replied that, although one faculty position for the proposed bachelor's degree has not been filled yet, current program faculty are available to teach the new courses that are being developed to support the proposed degree program. A follow-up question focused on adequate funding to fill faculty vacancy, and Director George replied that the campus intends to hire an instructor to teach just one course, and it has the financial resources to do so.

Another member asked if Kent State offers a minor in respiratory care, to which Dean Thomas responded in the negative. There is an existing program at the associate degree level at Kent State's Ashtabula Campus.

In response to an inquiry of any relationship with Kent State's programs in speech pathology and audiology programs, Dean Thomas said there was no crossover between the areas.

Associate Provost Tankersley moved forward with the motion made by Dean Thomas. Interim Dean James L. Blank seconded the motion, and EPC members passed the item unanimously with no further questions or discussion.

Course Changes: Hold Policy for Courses Not Taught

Associate Provost Tankersley pointed out pages 7-30 of the agenda, which noted the Hold Policy for Courses Not Taught and listed courses that will be placed on hold or inactivated effective for spring 2015. She reminded members that Curriculum Services Director Therese E. Tillett had informed members of the policy and the courses to be placed on hold or inactivated. Associate Provost Tankersley assured members that they can contact the Office of Curriculum Services for assistance if they wish to offer any of the courses on the list.

Information Item 1: Publication of the 2014-2015 Curriculum Guidelines

Director Tillett brought copies of the 2014-2015 Curriculum Guidelines for members to take with them. She explained that it had been two years since the Curriculum Guidelines had been revised and pointed out a few additions and revisions, including more information about the role of the Office of Curriculum Services, a curricular calendar, updated details pertaining to the EPC, information about Robert's Rules of Order, an outline of roles and responsibilities in the curriculum process and "fun facts" listing how many programs Kent State has offered over the years as well as how many items and course changes have come before the EPC in the past several years.

Regarding curriculum development, Director Tillett explained that two mandates from the Ohio Board of Regents have been added to the 2014-2015 Curriculum Guidelines. The first is that a major must comprise a minimum of 30 semester hours in a particular discipline; the second is that a concentration (indicating in-depth knowledge in a particular area of a major) must include a minimum of 50 percent of the curriculum within the major. Director Tillett also announced that, per a discussion that took place at an Associate and Assistant (A&A) Deans meeting, minors would no longer require 9 credit hours of upper-division coursework. A&A Deans recognized that minors may be very broad in scope, or they may be very in-depth, so the restriction was eliminated.

A council member asked about the rationale of the decision made at A&A Deans. Associate Provost Tankersley added that an overarching upper-division requirement may be restrictive for minors that have an interdisciplinary focus, where the purpose is to introduce students to other fields. Director Tillett said that the decision to require upper-division hours in a minor could be made at the school, department or college level for the minors administered by that unit.

An EPC member stated that if A&A Deans had the recommendation to change the curriculum, the recommendation should have been presented at Faculty Senate for a vote. Director Tillett replied that the recommendation could be brought back to EPC and then Faculty Senate. She shared with members that approximately half of Kent State minors were not following the 9 upper-division hour requirement, and that the recommendation came as a result of a debate that spanned two meetings of A&A Deans. Associate Provost Tankersley requested a motion for the recommendation to be returned to A&A Deans so that it could be presented as a formal curricular change to EPC. Professor Janson moved for the recommendation to be returned, and Senator Williams seconded the motion. With no further questions or discussion, the recommendation was returned to A&A Deans.

Information Item 2: Letter of intent to establish General Business major within the Bachelor of Business Administration degree, to be offered 50 percent online (on-ground for first two years and online for last two years). The major will serve two populations: students interested in business but undecided about what to declare, and students who left the university before earning a degree and now wish to return to complete one

Dean Deborah F. Spake described dual rationales for the proposed major of General Business. The first rationale addresses the needs of students who are undecided within the College of Business Administration. Dean Spake explained that the college currently offers a non-degree major, Business Undeclared, which is an option for students who may enter the college unsure of the discipline in which they'd like to focus their studies. She stated that this major is problematic when availability of student financial aid is considered, because the program does not lead to a degree. Dean Spake expects that many freshman students may enter the college as General Business students, but eventually declare a specific discipline, like accounting or finance, within the first two years of coursework.

The second rationale addresses the needs of students who have left Kent State without earning a degree. The proposed General Business major will create an opportunity for the college to offer a major that enables students to return and earn a degree after completing the required coursework, regardless of the business discipline in which they began their studies. Dean Spake highlighted that the last two years of coursework for the proposed major will be offered fully online, and the major would not require any new faculty members to be hired.

An EPC member asked about the marketability of the new major. Dean Spake responded that other universities in the state offer degree-granting programs similar to the proposed major, and that Kent State would not be unique in offering this type of program. Another member wondered if businesses would hire students with a "general business degree," to which Dean Spake replied that the proposed degree would be under the same accreditation as other majors in the college.

Information Item 3: Program development plan to establish Advanced Physical Education Pedagogy major within the Master of Education degree, to be offered fully online and jointly with the University of Wollongong in New South Wales, Australia. The program will target practicing teachers and/or athletic coaches who are seeking further experience on broader issues related to pedagogy, including matters of leadership, teaching/coaching theory and curriculum/program development.

Professor Stephen A. Mitchell explained that the idea for a jointly offered, fully online Advanced Physical Education Pedagogy major within the Master of Education degree was initiated at the University of Wollongong. Professor Mitchell stated that a former Kent State faculty member, now working at the University of Wollongong, contacted him to discuss the opportunity to create the major as a collaborative offering between the two institutions. Professor Mitchell added that the fully online nature of the program may be attractive to graduate students across the globe, and that he has confirmed interest in the program with international faculty colleagues. Professor Mitchell stated that his goal is for the program to be effective for fall 2015.

An EPC member asked if there was a precedent for this kind of program at Kent State. Director Tillett stated that there Kent State participates in a couple of jointly offered degree programs and consortiums, but that there are no existing fully-online or on-ground collaborations of this kind with an international institution. Professor Mitchell opined that the University of Wollongong is a strong university to which to partner, and that if all aspects of the proposed program work together smoothly, there may be opportunities to explore joint offerings for other Kent State programs.

Discussion Item 1: Overview of CurricUNET, a curriculum development and approval management system.

Academic Program Officer Whitney E. Wenger, Office of Curriculum Services, gave EPC members an overview of CurricUNET, Kent State's new web-based curriculum development and approval management system. CurricUNET will centralize curricular maintenance and will be accessible to all faculty members at the university. Wenger explained that she would be visiting faculty and curriculum committee meetings in fall 2014 to introduce all university faculty members to CurricUNET, and that several CurricUNET training sessions will be held throughout the fall and spring semesters. Faculty who attend training sessions will be encouraged to use CurricUNET for curricular proposals starting fall 2014. The May 2015 EPC meeting will be the last EPC meeting for which the Office of Curriculum Services will accept paper proposals for programs and workflows for courses. The deadline for submissions for the May 2015 EPC meeting is 27 April 2015. After this date, all curricular proposals must be submitted through CurricUNET. Wenger provided an informational handout about CurricUNET, which included information about the upcoming visits to faculty meetings and training sessions.

An EPC member asked if there were any specific web browsers or platforms that should be avoided when using CurricUNET. Wenger stated that in her discussions with Governet, CurricUNET's parent company, she has not been told to avoid any specific browsers or platforms.

Senior Associate Dean Vincent J. Hetherington thanked Wenger and the Curriculum Services staff for visiting the College of Podiatric Medicine and introducing CurricUNET to the faculty.

A member asked if CurricUNET will help faculty communicate across programs when proposing curricular changes that may have an impact on other areas. Wenger briefly reviewed the Impact Report feature of CurricUNET and the option to notify program areas about proposed changes within the CurricUNET system. A follow-up question focused on the process being optional rather than automatic, and Wenger replied she would check into the possibility for the notifications to be sent by default, rather than as an option.

Another member asked if CurricUNET will eliminate the need for faculty to use Application Xtender (to view archived proposals). Academic Program Coordinator Jennifer S. Kellogg explained that all existing curriculum information has been loaded into CurricUNET, however if the faculty need to view historical proposal, ApplicationXtender and the Course Catalog Update Workflow will continue to house all archived proposal.

Academic Program Coordinator Kellogg stressed the importance of faculty attending training before attempting to log in to the CurricUNET system for the first time to create curricular proposals. However, a search function exists for anyone who wants to view what has been loaded into the system.

Associate Provost Tankersley requested questions or comments for any of the information items, lesser action items or remaining courses listed on the agenda. A council member asked about the definition of "equivalent" as written in Lesser Action Item 1 regarding revised admission requirements for the Master of Fashion degree (students who do not have an undergraduate degree in fashion or a related field must complete foundational coursework [FDM 10030, FDM 30260 or equivalent]). Director Tillett explained that "equivalency" in that context means that a student could take the specific Kent State courses listed or use another set of courses or experience deemed equivalent by the school to meet the admission requirement.

Hearing no additional questions or comments, Associate Provost Tankersley requested a motion to adjourn. Associate Professor Evans motioned to adjourn, seconded by Dean James L. Blank. The meeting was adjourned at 4:13pm.

Respectfully submitted,



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Academic Program Coordinator
Curriculum Services
Office of the Provost



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