



Educational Policies Council  
Minutes of the Meeting  
Monday, 18 May 2015

**Ex-Officio Members present (or represented):** Associate Provost Melody J. Tankersley (representing Provost Todd A. Diacon); Faculty Senate Chair Donna (Lee) L. Fox-Cardamone; Deans James L. Blank, James K. Bracken, Barbara A. Broome, John R. Crawford, Eboni J. Pringle, Robert G. Sines, Deborah F. Spake, Mary Ann P. Stephens, Wanda E. Thomas; Senior Associate Dean Vincent J. Hetherington; Associate Deans Janis H. Crowther, Robert D. Hisrich, John (Jack) R. Graham (also representing Sonia A. Alemagno), Catherine E. Hackney (also representing Joanne M. Arhar), LuEtt J. Hanson (also representing AnnMarie LeBlanc), Cynthia R. Stillings, William T. Willoughby (also representing Douglas L. Steidl); Assistant Director Susan R. Peti (representing Director Robert A. Walker).

**Ex-officio Members not present (or represented):** Dean Donald F. Palmer, Associate Dean I. Richmond Nettey; Assistant Dean Thomas E. Klingler

**Faculty Senate-Appointed Representatives present (or represented):** Professors Thomas Janson, Kathryn A. Kerns, Roberto M. Uribe-Rendon, Donald L. White

**Faculty Senate-Appointed Representatives not present (or represented):** Professors Richard Feinberg, Fred T. Smith; Associate Professors William C. Ward III, Christopher A. Was, Linda L. Williams; Assistant Professor Terrence L. Uber

**Council Representatives present (or represented):** Professors Michael W. Chunn, Ann F. Jacobson; Associate Professors Thomas W. Brewer, Michael Ensley, Pamela K. Evans, Jayaram (Jay) Muthuswamy (represented), Athena Salaba, Jonathan F. Swoboda; Assistant Professors Lindsay C. Baran, Tina D. Bhargava, Mary A. Mooney, Pamela L. Stephenson, Belinda S. Zimmerman; Lecturer Timothy A. Roberts (representing Assistant Professor Danielle S. Coombs)

**Council Representatives not present (or represented):** Professor David H. Kaplan; Associate Professors Robert E. Cimera, John C. Duncan, John A. Marino, Denice Sheehan; Assistant Professors Jonathan P. Fleming, Mary A. Mooney, Debra S. Shelestak, David (Blake) Stringer

**Observers present:** None

**Observers not present:** Undergraduate Student Government Academic Affairs Director Michelle A. Crisler; Graduate Student Senate Vice Executive Chair Fritz W. Yarrison

**Consultants and Guests present:** Julie Gabella, Lynette Johnson, Jennifer S. Kellogg, Deborah K. Knapp; Yza Y. Melvin, O. Felix Offodile, Gail M. Rebeta, Matthew M. Rollyson, Elizabeth A. Sinclair, Katherine (Katie) J. Smith, Therese E. Tillett, Whitney E. Wenger

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Associate Provost Melody J. Tankersley called the meeting to order at 3:23 p.m., on Monday, 18 May 2015, in the Governance Chambers of the Kent Student Center.

**Joint EPC Action Item 1: Approval of minutes of 20 April 2015.**

Associate Dean Cynthia R. Stillings moved for approval of the minutes, and the motion was seconded by Associate Dean Robert D. Hisrich. No changes, corrections or clarifications were requested. The motion passed unanimously.

**Joint EPC Action Item 2: Revision of Administrative Policy Regarding Disqualification of Students from Programs for Other than Academic Reasons (3342-3-01.11) in the Policy Register. Revision reflects updated language and dismissal and appeal procedures. Title changes to Administrative Policy Regarding Dismissal of Students from Programs for Reasons of Professionalism.**

Associate Provost Melody J. Tankersley introduced the item on behalf of the Office of the Provost. Proposed revisions include updating language, adding procedures for notifying and removing students from academic programs and adding an appeals process. Updates to the policy have been made in consultation with the Office of General Counsel, the Office of the Student Ombuds, the Office of Accessibility Services and the Associate and Assistant (A&A) Deans Committee.

Assistant Professor Tina D. Bhargava made a motion for approval of the item, which was seconded by Senior Associate Dean Vincent J. Hetherington.

Members passed the item unanimously with no further questions or discussion.

**Joint EPC Information Item 1: The November 2015 EPC meeting will be the last meeting to approve course and program additions and revisions for fall 2016. In addition, no course or program additions or revisions will be accepted between December 2015 and July 2016 (program revisions include anything that changes the criteria for a student to be admitted, progress or graduate from a program). Exception is establishment of a new degree or major, which entails a long timeline for approval. The deadline and suspension notices are to accommodate the implementation of new catalog software.**

Associate Provost Tankersley explained that the shift in timelines for submission and approval of curricular proposals is to allow for the conversion of the 2016-2017 University Catalog from the current catalog content management system (CommonSpot) to a new software product. Director of Curriculum Services Therese E. Tillett explained that proposals to revise university academic policies and establish new degree programs will still be accepted after the November 2015 EPC meeting because of the longer approval processes required for those types of proposals.

**Joint EPC Discussion Item 1: Meeting schedule and membership structure of the Educational Policies Council.**

Associate Provost Tankersley and Director Tillett provided a brief history of the meeting schedule and membership structure of the Educational Policies Council. At the May 2014 EPC meeting, members decided to pilot a concurrent meeting of the undergraduate and graduate councils with separate meeting agendas. Director Tillett explained that any changes to the EPC meeting schedule for the 2015-2016 academic year, such as a proposal to meet as one council, would require a change to the Faculty Senate charter.

An EPC member asked what changes would be made to the Faculty Senate charter. Director Tillett explained that because the Faculty Senate charter was revised in 2008 to state that the council would consist of two bodies, undergraduate and graduate, any change in practice from meeting as two distinct bodies must be voted on and subsequently proposed to Faculty Senate.

An EPC member expressed his opinion that it makes sense for both councils to meet at the same time on the same day.

Associate Provost Tankersley agreed, but shared her concern that some members' voting rights and eligibility to participate in discussions were challenged on the basis of undergraduate or graduate council membership during meetings throughout the academic year. She stated that a decision to maintain the concurrent meeting of distinct undergraduate and graduate councils would require increased awareness and enforcement of designated voting rights and responsibilities.

An EPC member shared her opinion that the concurrent meeting is beneficial for informational reasons. Members are able to remain aware of curricular actions and issues at both the graduate and undergraduate levels.

An EPC member stated that the option to continue meeting concurrently as separate councils is feasible, even if voting rights are more stringently enforced, as long as all members still have the opportunity to engage in discussions pertaining to both graduate and undergraduate agenda items.

An EPC member recommended that the council return to meeting as a combined undergraduate and graduate council to avoid any confusion regarding voting rights.

After more discussion, Associate Provost Tankersley summarized the meeting and membership options on the table. In option 1, members could vote to maintain status quo and meet jointly as two distinct undergraduate and graduate councils. Members would have voting rights for undergraduate *or* graduate items, but not both. In option 2, members could vote to meet as one council, with voting rights for both undergraduate *and* graduate items. In option 3, members could vote to return to the original membership structure and meet as one council with only one representative from each college, only one representative from each college curriculum committee, and five faculty senators. Colleges would not have separate undergraduate and graduate representation.

Associate Provost Tankersley asked members to vote on one of the three options, and the majority of members voted to maintain status quo with option 1. Associate Provost Tankersley remarked that no proposal would need to go forward to Faculty Senate for consideration. Members also voted to maintain the same venue for the 2015-2016 academic year.

**Undergraduate EPC Action Item 1: Revision of Midterm Evaluation policy to (a) open midterm grading to all students enrolled in 00000-, 10000- and 20000-level courses—rather than to students with freshman status only—and to (b) extend the midterm grading period to start in the fourth and end in the seventh week for full-semester courses (midterm grades are given in seventh week only in current policy).**

Associate Provost Tankersley introduced the item on behalf of the EPC Ad Hoc Committee for Academic Policies. The proposal seeks to revise the current Midterm Evaluation policy by increasing the population of students who receive midterm grades, and extending the timeline for midterm grade reporting to allow for earlier academic intervention.

Associate Provost Tankersley summarized the proposal and highlighted the four midterm grading options considered by the EPC Ad Hoc Committee, including the current policy that makes midterm grades available only to freshmen students in the seventh week of the semester. The committee also reviewed the possibility of awarding midterm grades to freshman and sophomore students, awarding midterm grades to all undergraduate students and awarding midterm grades to all students in all lower-division (00000, 10000 and 20000-level) courses.

After careful consideration, the EPC Ad Hoc Committee recommended that midterm grades be awarded to all students in lower-division courses. This was the concept that committee members felt was most clear, most consistent and least confusing to all.

Dean Deborah F. Spake made a motion for approval of the item, which was seconded by Associate Dean William T. Willoughby.

Associate Provost Tankersley clarified that this proposal would connect midterm grades with course level, and not any individual student's class standing. Freshmen students in upper-division courses would not be awarded midterm grades. Associate Provost Tankersley explained that the current policy, in which midterm grades are connected to student credit hours, is too narrowly-focused and excludes a significant number of students (including transfer students and high school students who earned college credit) whose academic performance indicates that they may benefit from intervention.

In response to a question from an EPC member regarding the revised midterm grading period, Associate Provost Tankersley explained that earlier intervention is more beneficial for students, because it results in more time for the student to be able to understand their performance and make positive changes in their academic behavior.

In response to a comment from an EPC member regarding grading in the Blackboard learning management system, Associate Provost Tankersley indicated that a small percentage of Kent State faculty members regularly use the grading tool in Blackboard, and that they are not required by the university to do so.

An EPC consultant expressed concern about lower-division courses taught in large classrooms, and asked to what extent Blackboard is able to communicate with Banner with respect to grade reporting. The EPC consultant also explained that, due to course prerequisites, some large lower-division courses have high enrollment of students with sophomore and junior standing, and the policy revisions will create substantially more work for some faculty members. Associate Provost Tankersley confirmed that Banner and Blackboard do not connect to share information presently, but that increased synergy between Banner and Blackboard is an option that could be explored further in consultation with the Office of the University Registrar.

An EPC member asked about consequences for students of midterm grades. Associate Provost Tankersley stated that midterm grades do not have an impact on the overall GPA and do not appear on student transcripts.

Members passed the item unanimously with no further questions or discussion.

With no further questions or requests for discussion on any of the other items on the agenda, Associate Provost Tankersley adjourned the meeting at 4:15 p.m.

Respectfully submitted,



Katie J. Smith  
Academic Program Coordinator, Curriculum Services  
Office of the Provost