



Educational Policies Council  
Minutes of the Meeting  
Monday, 18 April 2016

**Ex-Officio Members present (or represented):** Senior Associate Provost Melody J. Tankersley (representing Senior Vice President and Provost Todd A. Diacon); Faculty Senate Chair Linda L. Williams; Deans Sonia A. Alemagno, James K. Bracken, Barbara A. Broome, John R. Crawford-Spinelli, Mark A. Kretovics, Donald F. Palmer, Robert G. Sines, Deborah F. Spake, Susan J. Stocker, Wendy A. Umberger; Senior Associate Dean Vincent J. Hetherington; Associate Deans Janis H. Crowther, Catherine E. Hackney, Mary Ann Haley (representing Dean James L. Blank), I. Richmond Nettey, Cynthia R. Stillings; Assistant Dean Matthew M. Rollyson (representing Dean Amy L. Reynolds); Director Robert A. Walker; Academic Program Director Catherine M. Zingrone (representing Associate Dean LuEtt J. Hanson)

**Ex-officio Members not present (or represented):** Deans Eboni J. Pringle, Douglas L. Steidl; Associate Deans Robert D. Hisrich, William T. Willoughby; Assistant Dean Thomas E. Klingler

**Faculty Senate-Appointed Representatives present (or represented):** Professors Jay Lee, Donald L. White; Assistant Professors Amy Fritsche, Terrence L. Uber

**Faculty Senate-Appointed Representatives not present (or represented):** Professors Edward Dauterich, Jay M. Jahangiri, Kathryn A. Kerns; Associate Professors Soumitra Basu, Willie H. Oglesby III, Zhiqiang M. Wang; Assistant Professor James E. Seelye

**Council Representatives present (or represented):** Professors Michael W. Chunn, Nichole L. Egbert-Scheibelhoffer; Associate Professors Thomas W. Brewer, Jessie Carduner, Robert E. Cimera, Pamela K. Evans, Stacy R. Rose, Athena Salaba, Jonathan F. Swoboda; Assistant Professors Lindsay C. Baran, Sheryl L. Chatfield, Mary A. Mooney, Debra S. Shelestak, David (Blake) B. Stringer, Belinda S. Zimmerman

**Council Representatives not present (or represented):** Associate Professor Jayaram (Jay) Muthuswamy; Assistant Professors John C. Duncan, Jonathan P. Fleming, Pamela L. Stephenson

**Observers present:** Mark Rhodes (representing Graduate Student Senate Vice Executive Chair Andrea Meluch)

**Observers not present:** Undergraduate Student Government Director James Flanagan

**Consultants and Guests present:** Susan M. Augustine, Shelby N. Burkhart, Alicia R. Crowe, Mary M. Dellman-Jenkins, Julie A. Gabella, Jamie L. McCartney, Elizabeth A. Sinclair, Katherine (Katie) J. Smith, Therese E. Tillett, Lana K. Whitehead, Sonya L. Wisdom, Devdatta Yogi

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Senior Associate Provost Melody J. Tankersley called the meeting to order at 3:23 p.m., on Monday, 18 April 2016, in the Governance Chambers of the Kent Student Center.

**Joint EPC Action Item 1: Approval of minutes of 16 November 2015.**

Dean Donald F. Palmer moved for approval of the minutes, and the motion was seconded by Dean Deborah F. Spake. No changes, corrections or clarifications were requested. Faculty Senate Chair Linda L. Williams called for a vote, and the minutes were unanimously approved.

**Joint EPC Action Item 2: Approval of minutes of January 2016.**

Dean Donald F. Palmer moved for approval of the minutes, and the motion was seconded by Assistant Professor Amy Fritsche. No changes, corrections or clarifications were requested. Faculty Senate Chair Linda L. Williams called for a vote, and the minutes were unanimously approved.

Senior Associate Provost Melody J. Tankersley agreed to lead the rest of the meeting after Senate Chair Williams announced to members that she was on medication. Associate Provost Tankersley reminded members of voting rights and responsibilities before moving to the next item.

**Joint EPC Action Item 3: Inactivation of the Center for the Study of Information and Religion. The subject area is not a strategic curricular or program priority for the School of Library and Information Science, and the center's activities are not linked to any Kent State University curriculum.**

Associate Professor Athena Salaba introduced the item, summarized the proposal and moved for approval. The motion was seconded by Dean Deborah F. Spake. With no questions or discussion, members passed the item unanimously.

**Undergraduate EPC Action Item 1: Revision of the Pass/Fail Grade policy to update language, clarify practice and bring consistency with other policies.**

Assistant Dean Elizabeth A. Sinclair introduced the item and summarized the proposal on behalf of the Associate and Assistant Deans Committee. She explained that the purpose of the proposal was to revise the pass/fail grade policy in order to update language, clarify practice and bring consistency with other policies. She also explained that revisions to the policy were necessary to reflect the move of the pass/fail option from self-service registration to a paper approval process managed by the Office of the University Registrar in fall 2015.

An EPC member asked for clarification regarding pass/fail credit and minimum grades in courses required for graduation in a specific major. Assistant Dean Sinclair explained that pass grades will not automatically satisfy any minimum course grade higher than a D, and that program areas are able to view the letter grade assigned by the faculty member in Banner and make a decision about whether or not to apply the course to program requirements.

Dean Donald F. Palmer made a motion for approval of item, which was seconded by Dean Deborah F. Spake. EPC members had no questions or discussion and passed the motion unanimously.

**Undergraduate EPC Action Item 2: Establishment of the Aeronautical Systems Engineering Technology major within the Bachelor of Science degree. Minimum total credit hours to completion is 121.**

Dean Robert G. Sines moved for approval of the item, which was seconded by Assistant Professor David (Blake) B. Stringer. An EPC member asked if the program had been approved by the Board of Trustees. Curriculum Services Executive Director Therese E. Tillett reviewed the approval structure for the establishment of new programs and explained that approval by the Educational Policies Council was the next step after approval by the college.

With no additional questions or discussion, members passed the item unanimously.

**Undergraduate EPC Action Item 3: Establishment of the American Sign Language/English Interpreting [ASEI] major within the Bachelor of Science [BS] degree. In addition, 13 SPED courses will be revised to ASEI courses. Minimum total credit hours to completion is 121.**

Dean Mark A. Kretovics moved for approval of the item, which was seconded by Associate Professor Pamela K. Evans.

Faculty Senate Chair Linda L. Williams asked for clarification about one section of the proposal, which indicated that the Department of Modern and Classical Language Studies would be involved in student testing. Assistant Professor and Program Coordinator Jamie McCartney explained that students are able to choose one of two tests to demonstrate their American Sign Language proficiency, and Assistant Professor Randall L. Hogue from the Department of Modern and Classical Language Studies is authorized to serve as a proctor for one of the tests—that is the extent to which that department is involved in student testing.

Faculty Senate Chair Williams stated to EPC members her understanding that if the Department of Modern and Classical Language Studies was somehow involved in the new program, the College of Education, Health and Human Services should have included in the proposal a letter of support from the department. Assistant Professor McCartney and several EPC members responded that a letter of support was included in the proposal.

With no additional questions or discussion, EPC members passed the item unanimously.

**Graduate EPC Action Item 1: Revision of Admission–Graduate Student policy to allow applicants to submit unofficial transcripts (e.g., photocopy, scanned copy) at the time of application; after being admitted, students will be required to submit official transcripts.**

Senior Associate Provost Melody J. Tankersley introduced new Graduate Admissions Director Lana K. Whitehead to EPC members. Director Whitehead introduced the item and summarized the proposal. She noted that many of Kent State University's peer and benchmark institutions have already enacted this practice, which serves to expedite the admissions review process and enables Kent State to be more competitive in graduate admissions.

Assistant Professor Mary A. Mooney moved for approval of the item, and the motion was seconded by Senior Associate Dean Vincent J. Hetherington.

An EPC member asked if the Division of Graduate Studies discussed the possibility of using a similar approach with TOEFL scores. Director Whitehead explained that TOEFL scores were not discussed as part of the current policy revision, but could be explored in the future.

With no additional questions or discussion, members passed the item unanimously.

Senior Associate Provost Tankersley adjourned the meeting at 3:46 p.m.

Respectfully submitted,



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