KENT STATE

UNIVERSITY

Educational Policies Council
Meeting Minutes
Monday, 20 November 2023
VIEW THE MEETING

Leadership present: Chair Edward Dauterich; Secretaries Therese E. Tillett, Jennifer S. Kellogg, Kristi M. Kamis, Amy M. Nuesch, Christa N. Ord

Administrators present: Dean Sonia A. Alemagno

Administrators not present: Associate Provost Denise S. Bartell, Dean Versie Johnson-Mallard

Faculty present: Professors Greta Polites, Athena Salaba, Tiffany Taylor; Associate Professors Brian R. Barber, Jillian S. Coorey, Michael J. Ensley, Michael R. Fisch, Dandan Liu, Abe G. Osbourne, JD Ponder, Jonathan F. Swoboda, Christopher W. Totten; Assistant Professor Bethany G. Lanese; Senior Lecturers Tracy A. Laux, Jennifer R. Metheney; Associate Lecturer Shelley K. Marshall; Lecturers Kristy Jacobson, Olivia Krise

Faculty not present: Associate Professors Simon Adamtey, Vanessa J. Earp

Students present: Chukwudi Nwoko

Guests: Susan Augustine, Deborah Barnbaum, Wilson Chung, Alicia Crowe, Susan Emens, James Hannon, Shannon Helfinstine, Karen Mascolo, Matthew Minichillo, Amy Reynolds, Matthew Rollyson, Hollie Simpson, Alison Smith, Kathleen Spicer, Linnea Stafford, Manfred van Dulmen, Deirdre Warren, Sharon Wohl, Cathy Zingrone

Chair Dauterich called the meeting to order at 3:20p.m., on Monday, 20 November 2023, via Microsoft Teams.

I. Approval of Minutes
A. Meeting on 16 October 2023
Associate Lecturer Marshall made a motion to approve, and Associate Professor Osbourne seconded the motion.

With no questions, comments or corrections the minutes passed unanimously.

II. Presentations
A. Reviewing Learning Outcomes
VIEW THE PRESENTATION
REVIEWING LEARNING OUTCOMES POWERPOINT
LEARNING OUTCOMES QUICK GUIDE
Associate Director Helfinstine stated that learning outcomes can be used to help ensure quality across our courses and programs. Grades are one data point to show students are attaining learning outcomes, but a lot of that foes into course grades other than strictly learning outcomes. If some of the outcomes are overlooked and underutilized in the program curriculum and others are overemphasized, no one knows the curriculum is working. Learning outcomes, as they are changed and updated, need to be listed publicly which is done in the catalog and on syllabi. The learning outcomes data can be used to answer questions about a program or course. The data can inform strategic planning and budgeting. Additionally, student populations are changing, and it is important to ensure assessments are equitable. Keeping curriculum up to date with the latest industry expectations and standards can help make important decisions and continually improve courses and programs. Part of the program and course building process are learning outcomes. Learning outcomes should be measurable and may be where the program or course should be built out from. Associate Director Helfinstine developed a quick guide for learning outcomes to help faculty with creating learning outcomes. Questions concerning learning outcomes can be addressed to Associate Director Helfinstine or the Accreditation, Assessment and Learning office (AAL). Learning outcomes should be assessed and when to do that can depend on different things like the size of enrollment. Assessment of the learning outcomes should be reported to internal and external stakeholders and used for improvement. AAL has a new software assessment tool called *Watermark* and is currently training colleges on how to use and apply it.

Secretary Tillett asked what is an exit survey.

Associate Director Helfinstine said that the surveys are from the program asking questions about the program and if students believe the program prepared them. It is a self-reflection tool and indirect measure of the learning outcomes achieved.

Secretary Tillett asked if the survey was for graduating students, and if the colleges can get help from the AAL office with creating the survey language.

Associate Director Helfinstine said yes and that they can help with questions, but some also come from accreditors.

Secretary Tillett asked if the AAL office could help with understanding the survey results.

Associate Director Helfinstine said yes.

Secretary Tillett asked when faculty should start the process.

Associate Director Helfinstine explained that is whenever there is time to devote to it. In consideration of deadlines, faculty could review at the end of the year or before they update curriculum.

Secretary Tillett asked if a program has never done any type of assessment or the program is new, if AAL could walk them through it.

Associate Director Helfinstine said the asks programs for a report or blueprint of the program. Then they encourage the programs to review one learning outcome at a time to not overwhelm them.

III. Subcommittee Reports
A. Undergraduate Policies Council
VIEW THE REPORT

Co-chair Liedel explained that the Undergraduate Policies Council (UPC) is tasked with reviewing all of the policies that are in the catalog over a five-year period. Typically, issues with current policies were reviewed and revised, but there have been some policies that have not been looked at for a while and need new language. The policies format in the catalog is also being updated. The council has been reviewing the dismissal, probation and appeals. All of the policies will go out to the university community for comment. The dismissal, probation and appeals survey has been sent out and is due back soon. The transcripts policy has been updated with federal and state level mandated information. The policy also affects graduate students, so it was sent for review to the Graduate Policies Council. The midterm evaluations policy has been reviewed and will be going out for comment soon. The next policies to be reviewed are flexibly scheduled course sections and graduation policy. Some of the policies for fall may also go onto the spring agenda. The council hopes to bring the policies to EPC for a vote for the 2024 catalog.

IV. Policy Proposals Review
A. Action Items
University Requirements and Curriculum Committee
1. Diversity Course Requirement—Revise policy to allow automatic approval of Global Diversity for study abroad (*fall 2024*)
VIEW THE DISCUSSION

Dean Smith explained that the policy change is concerning the study abroad portion of global diversity. There are two portions to the diversity requirement for undergraduates. One is a domestic diversity requirement and the other is global diversity. Currently, if a student studies abroad and wants to have a course they took while they study abroad count as their global diversity requirement, the advisor has to put in an exception to the Dean. There are three types of study abroad courses. All three, theoretically, fulfill the global diversity requirement, but they will require the advisor to petition and have the Dean approve it. Last fall, Therese proposed the URCC review this and consider a more streamlined process. After much discussion, URCC decided to automatically approve global diversity requirement fulfillment for a study abroad course.

Professor Salaba asked how a course content is justified for courses that can be counted in study abroad, but not when taken domestically.

Dean Smith explained that the committee discussed this and decided it was the actual experience of being in another country. If someone takes an art history course on the Kent campus, but someone else takes the art history course on the Florence campus, the one on the Florence

campus will have the global diversity requirement fulfillment because they have traveled to that country. They are immersed in that country and exposure to other ideas.

Associate Professor Ponder asked if there is a minimum time students must be away for the global diversity requirement to count.

Dean Smith said the committee had long discussions about this, and they realized it would be better to have this as a global diversity requirement fulfillment. The courses on the proposal list the duration and have all been reviewed and approved by URCC for automatic global diversity fulfillment.

Associate Professor Ensley motioned to approve, and Associate Lecturer Marshall seconded.

With no further questions, the item passed unanimously.

Office of Curriculum Services
2. Flight Training Schedule Type—Revise schedule type in consultation with the College of Aeronautics and Engineering (*fall 2024*)
VIEW THE DISCUSSION
Secretary Tillett explained that the FAA changed their rules, so the schedule type needed reviewed and revised. The flight training courses will be revised to align with the new guidelines including the schedule type.

Associate Lecturer Marshall made a motion to approve the item, and Professor Polites seconded the motion.

With no questions, comments or concerns, the item passed unanimously.

V. Program Proposals Review
A. Action Items
College of Arts and Sciences
Department of Biological Sciences / Department of Psychological Sciences
1. Neuroscience – Minor—Establish new minor to be offered in person at Kent Campus (*fall 2024*)
VIEW THE DISCUSSION
Associate Professor Chung stated that the proposal is to create a minor for students who want to do something in neuroscience, but do not necessarily want to do neuroscience as a major. The Neuroscience minor will provide a basic background that will complement other areas of study. Students will learn how to understand, read about and analyze information from neuroscience research. The minor will give students a more thorough understanding of the role of neuroscience in society. The minor will be suited for students who are within traditional fields who want to pursue careers in traditional fields like medicine, science, writing, philosophy and others. There are many upcoming cross disciplines where neuroscience is becoming part of the field like neural ethics. The general drive is to approach these worldwide problems with a multidisciplinary methodology. Many students have asked in the past five years if there is a neuroscience minor. Support comes from the Biology Department and the Psychological Sciences Department.

Associate Lecturer Marshall made a motion to approve, and Associate Professor Osbourne seconded the motion.

With no questions, comments or concerns, the item passed unanimously.

Department of Philosophy
2. Bioethics and Health Humanities – Minor—Establish new minor to be offered in person at Kent Campus (*fall 2024*)
VIEW THE DISCUSSION
Professor Barnbaum stated that the proposal will be to establish a new minor in bioethics and inactivate the Healthcare Ethics minor. In consultation with humanities programs, the department has created a program that is designed for students who are interested in healthcare careers, but who have more of a humanities or ethical set of interests. The minor was created to parallel the Master's in Bioethics and Health Humanities that is offered at NEOMED. One of the selling points with this new minor is the consultation with NEOMED. There is now an agreement so that students who apply who would rather graduate with this minor from Kent State are going to be able to apply to the Master's in Bioethics and Health Humanities at NEOMED with their application fees waived. NEOMED is setting aside five seats in their master's program for Kent students.

Associate Professor Ponder motioned to approve, and Associate Professor Ensley seconded.

With no questions, comments or concerns, the item passed unanimously.

B. Discussion Items
College of Communication and Information
1. Applied Media – B.A.—Preliminary proposal to establish new major; full proposal to come to EPC for a vote at a later date
LINK TO PRESENTATION
VIEW THE DISCUSSION
Assistant Dean Rollyson explained that for the timeline, the college submitted the initial inquiry in August. The college worked with three Kent State colleges that currently offer completer degree programs. The college is requesting feedback from EPC to be able to complete the full proposal. They are hoping to bring back the full proposal for January. The college would like to be a part of the solution to the national demographics in higher education that everyone has been hearing and reading about. Additionally, they learned that they have been contributing to some of the problems and would like to shift from contributing to some of the problems to providing more solutions for students. Nationally, there are more than twice as many students who have some college and no degree than there are currently enrolled in the state of Ohio. There are over 1.5 million students in that category who have some college and no degree. Students who have reached out about completing their degree have requested a focus in media. This will create a pathway for students who are very close to graduation and face curricular barriers. There are between 20-25 students per year who have senior standing in CCI who leave Kent State without graduating and have not returned. Datae was reviewed between 2008-2023. Once the college discovered that there are a lot of students who are getting close to graduating, but not actually graduating and/or returning, they felt a responsibility to better serve students by filling the gap.

The college decided to provide a practical degree pathway for former CCI students who previously achieved senior standing, left the university without graduating and would like to return to finish the CCI degree. The college had conversations with faculty across CCI and three other colleges to ensure that there is no encroachment.

Associate Professor Ponder added that the CCI College Curriculum Committee have discussed learning outcomes several times. The goals for students graduating with this degree were also discussed. The courses would be part of the Applied Media core. There are nine shared credits as well as CCI electives. That brings the students to 18 hours which then would lead to three credit hour applied media capstone course that exists within two of the CCI programs. The rest of the hours would be from Kent State electives.

Associate Professor Totten asked for more information on the types of applied and emerging media.

Dean Reynolds explained that CCI has a School of Emerging Media and Technology that is pretty flexible. The school evolved from the School of Digital Sciences. Nothing is really new in reference to emerging media. The college is looking at the idea that there are a lot of programs where things like a required internship might be a barrier for a student, timing and delivery of some courses. Most of the CCI programs are hands-on and applied.

Associate Professor Totten clarified that the units (CATS, CCI) are very adjacent, and asked about the types of media being looked at for the program.

Assistant Dean Rollyson explained that the proposal is about structure and function more than creating new and different content. The college is looking to repackage existing courses from existing programs that have already been developed.

VII. Next Meeting:
Monday, 4 December 2023

With no other comments or questions, Chair Dauterich concluded the meeting at 4:27p.m.

Respectfully Submitted,

Christa N. Ord

Christa N. Ord
Operations and Special Projects Coordinator, Curriculum Services
Office of the Provost