



Educational Policies Council

Meeting Minutes

Monday, 4 December 2023

[VIEW THE MEETING](#)

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

Administrators present: Associate Provost Denise S. Bartell, Dean Versie Johnson-Mallard

Administrators not present: Dean Sonia A. Alemagno

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: Michael Beam, Alicia Crowe, Chris Dorsten, Susan Emens, Christopher Groening, Meghan Harper, James Hannon, Cheryl Ann Lambert, Miriam Matteson, Liz Piatt, Jennifer Roche, Matthew Rollyson, Peggy Shadduck, Hollie Simpson, Kathleen Spicer, Deirdre Warren, Sharon Wohl, Cathy Zingrone

Chair Dauterich called the meeting to order at 3:20p.m., on Monday, 4 December 2023, via Microsoft Teams.

I. Approval of Minutes

A. Meeting on 20 November 2023

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

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

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

II. Program Proposals Review

A. Action Items

Ambassador Crawford College of Business and Entrepreneurship

Department of Management

1. Business Administration – Executive – M.B.A.—Inactivate major; admission was suspended for fall 2023 (*fall 2024*)

[VIEW THE DISCUSSION](#)

Associate Dean Groening stated that faculty in each department the graduate council have voted 5-1 to inactivate the major. The program has not had enough students to run the program in the previous four years. Students' needs are being met through the existing online and in person MBA program.

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

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

College of Communication and Information

School of Media and Journalism

2. Journalism Education – M.A.—Establish new major; currently a concentration in M.A. in Media and Journalism (*fall 2024*)

[VIEW THE DISCUSSION](#)

Associate Professor Lambert stated that the proposal has been approved through the FAC and the graduate and college curriculum committee. The school is seeking to elevate a concentration into a standalone degree program. A 2021 survey showed that secondary schools host at least one student media outlet. The principals choose a majority of media instructors are chosen because they are English teachers and not because they have a background in media or journalism. Since 2007, students only had access to the concentration. The standalone degree would provide advanced knowledge and skill training to current and future students. The target audiences for this degree are licensed/certified secondary school teachers and advisors and practicing media professionals. It will be the only degree of its kind in the United States. The degree will increase the opportunities for the students to engage in media and journalism production. The curriculum was refined from 33 to 30 credit hours.

Secretary Tillett asked what was anticipated for the MA in Media and Journalism.

Associate Professor Lambert said that school is looking to revise the curriculum to tailor it to the student's needs.

Professor Salaba motioned to approve, and Associate Professor Ensley seconded the motion.

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

B. Information Items

College of Applied and Technical Studies

1. Business Management Technology – A.A.B.—Establish location at Trumbull Correctional Institution; revise learning outcomes, course requirements (*fall 2024*)

Professor Salaba asked if the Ambassador Crawford College of Business and Entrepreneurship was consulted.

Dean Shadduck explained that the consultation for what impacts the college is attached to the proposal.

IV. Courses on Hold and Inactivated

A. Discussion Items—[Hold Policy for Courses Not Taught](#)

Office of the Provost

1. Hold Policy for Courses Not Taught—Revise the policy to decrease time on hold/to be inactivated

[VIEW THE DISCUSSION](#)

Associate Provost Bartell stated that currently after five years if a course is not taught, it is put on hold. The program has three more years to offer the course. If after three years it has not been offered, it will be inactivated. The provost has asked to review this policy to reduce the number of years between putting the course on hold and inactivation. The office would like to consult EPC for any pros and cons to lessening the time to inactivation.

Senior Lecturer Laux asked if the hold and inactivation list is something routinely done or if it is new. If it is something routinely done, how many of the courses that are put on hold and inactivated are ever reactivated.

Secretary Tillett explained that Kent State has had this policy for 14 years. Curriculum Services has created the list every year until covid. This is the first time the policy has been enacted since 2019. The list is long because it is four years of courses. When courses are on hold, they still appear in the catalog. The scheduler can call Curriculum Services to put the course back to active. There are very few courses that are inactivated and reactivated. If the course is older and has been inactivated, they will typically create a new course. The process for reactivation is the same as revision. Reactivations are noted on the EPC agenda.

Senior Lecturer asked if shortening the time period is sufficient or could it be more drastic to streamline the process.

Associate Provost Bartell said, potentially, yes. As long as the process is easy as possible to reactivate a course from it being inactivated, the timeline could be shorter.

Associate Professor Ponder expressed concern for shortening the policy. The School of Communication Studies runs some courses on a four-year cycle.

Professor Salaba added that some graduate-level courses are only run if there is a cohort. This may not work well for graduate courses.

Associate Provost Bartell asked if there is any issue with the current eight-year cycle.

Professor Salaba said that there should not be any problem if the list is kept up on.

Associate Lecturer Marshall said that regional campus students tend to take longer completing courses. So, the 3 year might be too short. However, communication to faculty has been beneficial.

Senior Lecturer Laux asked Associate Professor Ponder if there is a sweet spot for their program.

Associate Professor Ponder said that the current model is working well for the school. Less would allow for only a cohort and a half. The school faculty wanted to know why the time was being decreased.

Secretary Tillett explained that the provost asked to resend the list out and asked that chairs, directors, associate deans and deans mark which courses known for certain they will not be offered, and they could be inactivated now rather than waiting.

Associate Professor Ponder asked if a unit could notify Curriculum Services that they are short staffed and they anticipate it to be resolved in the next few years, can an extension be requested.

Secretary Tillett said that the course will not be taken off hold until the scheduler is ready to build a section. We cannot give an exception for the future, but the unit can reactivate the course if it has been inactivated.

Associate Professor Ponder asked if conversations can be had about extensions for circumstances like staffing shortages or hiring.

Associate Provost Bartell said that could be included in the discussion when deciding on the hold and inactivation timeline.

Chair Dauterich asked what is involved in reactivating a course.

Secretary Tillett said if a course is inactivated, a proposal must be submitted through CIM.

Chair Dauterich asked if they would have to redesign the course.

Secretary Tillett said it is up to the department. Many of the courses still need learning outcomes and course content since CIM is fairly new.

VII. Next Meeting:

Monday, 22 January 2024

With no other comments or questions, Chair Dauterich concluded the meeting at 3:56p.m.

Respectfully Submitted,

Christa N. Ord

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Operations and Special Projects Coordinator, Curriculum Services
Office of the Provost