



Meeting Minutes  
Monday, 5 December 2022  
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**Leadership present:** Secretaries Therese E. Tillett, Jennifer S. Kellogg, Kristi M. Kamis, Christa N. Ord

**Leadership not present:** Chair Edward Dauterich

**Administrators present:** Deans Sonia A. Alemagno, Versie Johnson-Mallard

**Administrators not present:** Associate Provost Manfred van Dulmen

**Faculty present:** Professor Karen Gracy; Associate Professors Brian R. Barber, Doug Ellison, Michael J. Ensley, Michael R. Fisch, Eric S. Kildow, Dandan Liu, Denise M. McEnroe-Petite, Mitchell J. McKenney, Abe G. Osbourne, Helen Piontkivska, Christopher Rowan, Blake Stringer, Jonathan F. Swoboda, Brett Tippey; Assistant Professors Bethany G. Lanese, Tina Patel; Senior Lecturers Tracy A. Laux; Associate Lecturer Shelley K. Marshall; Lecturer Kristy Jacobson

**Faculty not present:** Associate Professors Vanessa J. Earp, Geoffrey Steinberg; Assistant Professor Maggie Stedman-Smith; Senior Lecturer Jennifer R. Metheny

**Students present:** Jeremy Foust, Seth T. Young

**Guests:** Susan Augustine, Brenda Burke, Alicia Crowe, Chris Dorsten, Susan Emens, Stina Olafsdottir, Matthew Rollyson, Hollie Simpson, Kathleen Spicer, Diane Stoup, Deirdre Warren, Cathy Zingrone

Secretary Tillett called the meeting to order at 3:20p.m., on Monday, 5 December 2022, via Microsoft Teams.

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## **I. Approval of Minutes**

### **A. Meeting on 14 November 2022**

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

The item passed unanimously.

## II. Subcommittee Reports

### A. NF Mark EPC Subcommittee

*Co-chairs: Brenda Burke, Chris Dorsten, Stina Olafsdottir, Therese Tillett*

#### [VIEW REPORT](#)

Chris Dorsten stated that the Registrar's Office is required by the Department of Education, for federal financial aid purposes, to identify students who are enrolled in a course, but have not participate or attend. The process happens through the Academic Engagement Verification Roster which instructors complete. Registrar's is required to review or adjust for federal financial aid for a certain number of courses that were never attended. Registrar's office assesses tuition and fees for a course identified as never attended. Students have the option to appeal. Unpaid bills go to the Attorney General's Office. KSU is unable to recover any debt via legal recourses as the court system tends to consider charges for never-attended courses to be an "unjust enrichment and with no benefit conferred." Registrar's notifies students in several different ways that they are pending/have received an NF mark, the consequences and the steps to take action. Students receive two to three university-generated e-mails including the NF mark has been submitted for a course, a change has been made to student's record with the NF mark and student's federal financial aid is affected (if applicable). Some students warn students that an NF mark is pending and may submit an early alert notification and some advising units reach out to students once they receive the NF mark or an early alert. Registrar's gives no credit and assigns the NF mark to a course identified as never attended. The NF mark is displayed on the transcript and the NF mark grade is calculated as an F into the student's GPA. Most students (79%) who initially received an NF mark took action to drop the course or started attending. Of the students who started attending classes, most (78%) passed, with the majority (61%) earning A to B-grades.

Most students (90%) received the initial NF mark in only one or two classes. A small number of students (4%) earned NF mark in all courses in a term. Of the students who earned all NF marks, most (77%) did not return to Kent State.

An EPC member asked about why some students did not react to the NF mark.

Chris said there is no way to understand why students did not take action.

Therese added that the committee will be doing more data digging to gather more information. The time the data was pulled from, only two options were available. Take the course again or leave for a year and return to have the grade forgiven. There are now more options for students.

Stina stated that there are four options the committee has come up with at this time. Benefits, challenges and considerations have been documented for all. Other options may be available in the future after conversations. One option is to drop the student from the course as if they were never in the course and reverse tuition/fees. Another option is to assign the course a new mark (i.e., Administrative Withdraw-Never Attended) and reverse tuition/fees assessed for the course. The third option is to designate students who receive all NF marks in a term as "no intention to attend Kent State" and drop them from all courses and reverse tuition/fees. The last option is to designate students who received a percentage of NF marks (% TBD) in a term and drop them from the courses with NF mark and reverse tuition/fees from the class and given subsequent tuition/fee credit.

Therese added that the committee has reached out to other Ohio universities to see what they do as this is a federal compliance issue.

Stina explained that they reached out to other institutions in the state of Ohio. None of them automatically process drops, but they do use an administrative mark. They do offer students the opportunity to appeal them. Miami University is using the administrative mark, so it does not have a negative impact on the student. The committee is also interested in the tuition assessment side. KSU cannot get the money back if they never attended the course. Ohio universities did not take the tuition away, but required the student to take action for that.

Therese stated that the committee recognizes they need to look at more data, discuss more options and then will come to EPC with a recommendation.

An EPC member asked, in reference to tuition loss, if a student is penalized by financial aid and grade, is there consideration for that to be handled.

Stina said that they want to make sure they do not over inflated what KSU can collect on. It is very complicated because every situation is different.

Brenda added that each student would have to be assessed individually by how many NF's they had. An example is a student's financial aid may be reduced and then may also owe the university.

Therese explained that many students do not realize they were registered, never attend Kent State and never check Kent State e-mail. They do not know about this issue until it goes to the courts. The person was never a Kent State student. This is one reason why the committee is considering administrative drop and tuition/fee reversal.

An EPC member asked if the data was for individual students or aggregate numbers for a course.

Therese said that data mining can be done for individual students.

An EPC member asked for the committee to pull more demographics for those who had all NF's. One way may be to review high school GPA.

### **III. Policy Proposals Review**

#### **A. Action Items**

##### **Graduate Dean's Advisory Council**

1. Combined Bachelor's/Master's Degree Program— Revise the maximum allowance of graduate credit hours that may be double counted toward both degrees, from 9-12 to 9 (fall 2023)

##### [VIEW DISCUSSION](#)

Therese stated that currently 9-12 credit hours are allowed to be double counted. An undergraduate student early admitted into a master's program is allowed, with permission, to double count 9-12 credit hours of graduate work to their undergraduate degree. They continue as

an undergraduate student until they earn their degree and then continue in the master's program. The 9-12 credit hours depended on the credit hours of the master's program. Recently, the High Learning Commissioner, notified the Ohio Department of Higher Education that we could not do that as a state. They would only allow maximum of 9 credit hours. Every Ohio university is having to revise their policy to limit double counted credit hours to 9. Another requirement from the state, annually, KSU will have to report the combined bachelor's/master's programs and the enrollment.

Associate Lecturer Marshall motioned to approve, and Associate Professor Stringer seconded the motion.

An EPC member asked if the existing combined degree programs have been notified.

Therese said 95% of them were only doing 9 credit hours. The programs that are allowed up to 12 credit hours were notified. Manfred had a meeting to discuss this with graduate deans.

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

2. Transfer of Graduate Credit— Revise restriction that students with an earned Kent State graduate degree cannot transfer courses, with program permission, to another Kent State graduate degree (fall 2023)

[VIEW DISCUSSION](#)

Therese said there are a lot of stipulations in accepting transfer graduate credit. This means graduate coursework outside of and within KSU. One of the stipulations was that students could not transfer credit from an earned degree from Kent State or outside. With the rise of dual degree programs, GDAC began to see the conflict. Kent has quite a few dual degrees that allow double counting of credit hours. Many students did not realize they could do a dual degree, and when they returned, they were not allowed to double count credit hours. The revision to the policy is to allow Kent State students to request permission to double count their KSU coursework towards another their current Kent State graduate degree. A student who earned a graduate degree elsewhere still cannot transfer in graduate coursework from a degree earned at another university.

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

An EPC member asked if there are any foreseen issues with students wanting to double count undergraduate degree coursework from an earned degree into another undergraduate degree.

Therese explained that students could return and meet many requirements from their earned degree into a different degree. Another change to the policy is that a maximum of 50% of the requirements for a graduate certificate or minor may comprise transfer credit. This will revise the resident policy.

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

## **IV. Program Proposals Review**

### **A. Discussion Items**

#### **Department of Chemistry and Biochemistry**

1. Biochemistry – B.S.— Initial inquiry to establish a new major, which is currently concentrations in the Chemistry major; full proposal will come to EPC for a vote at a later date  
[VIEW DISCUSSION](#)

Associate Professor Stroup stated that the proposal is to take the existing Biochemistry concentration and make it a major. The idea of having Biochemistry as a separate major came from the hour's ratio rule. Concentrations need to include a minimum of 50% of the curriculum of the major. Kent Core cannot be included in the 50% major curriculum. The program requirements are 23 hours, and the concentration hours are between 54-59. There are three times the amount of students in the Biochemistry concentration than the other concentrations substantiating the creation of a major in Biochemistry.

Therese added that 70% of students enrolled in Fall 2022 are in the Biochemistry concentration. Also, having Biochemistry as a concentration could be limiting it from branching out more. More marketing and recruitment could be done with Biochemistry if elevating it to a major.

An EPC member suggested Chemistry review Calculus and Statistics and make sure they are meeting the needs of the majors.

Associate Professor Stroup agreed and said as they proceed, they will consider that.

### **B. Information Items**

#### **Office of the Provost**

1. Early Entry J.D. Degree Agreements—Establish 3+3 articulation agreements with various Kent State bachelor's degree programs and the University of Akron School of Law; Cleveland State University College of Law; and Case Western Reserve University School of Law  
[VIEW DISCUSSION](#)

Therese stated that the agreements allow early entry from a bachelor's degree into a law program.

Joanna explained that each school is a little different, but they follow the same patterns. Students would apply their junior year and senior year they would start law school. At the end of their first year of law school, they would transfer coursework back to Kent State and would complete their undergraduate degree. Other programs can contact Joanna and Ashley if they are interested including their program.

Therese added that they do not have to be in a law-related major. They prefer students have a diverse academic background.

Therese stated that there are two new course subjects: Learning Science and Respiratory Therapy. The M.Ed. is remaining Educational Psychology, but the course subject with change to Learning Science. Respiratory Therapy course subject will also be changing to RTT. Chemistry 10052 is being inactivated and removed from the Kent Core. It has not been taught for four years.

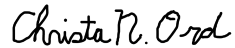
**Announcements**

Deadline for program and course proposals is December 12<sup>th</sup>.

There will be two meetings in January—January 23<sup>rd</sup> and January 30<sup>th</sup>.

With no further comments, questions or concerns, Secretary Tillett concluded the meeting at 4:22pm.

Respectfully Submitted,



Christa N. Ord

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