



U N I V E R S I T Y  
Educational Policies Council

Meeting Minutes

Monday, 19 October 2020

**Leadership present:** Chair Pamela E. Grimm; Secretaries Therese E. Tillett, Jennifer S. Kellogg, Aimee J. Bell, Christa N. Ord

**Administrators present (or represented):** Interim Associate Provost Manfred H. van Dulmen; Deans Christina L. Bloebaum, Mark S. Mistur

**Faculty present (or represented):** Professors Edward Dauterich, Hudak Christine A. Hudak, Eric S. Jefferis, Donald L. White; Associate Professors Brian R. Barber, Darwin L. Boyd, Vanessa J. Earp, Duane J. Ehredt, Dandan Liu, Denise M. McEnroe-Petitte, Gabriella Paar-Jakli, Mary M. Step, D. Blake Stringer, Jonathan F. Swoboda; Assistant Professors Patrick J. Dillon, Eric S. Kildow, Christopher Rowan, Yvonne M. Smith; Associate Lecturer Shelley K. Marshall

**Faculty not present (or represented):** Professor Lawrence J. Marks; Associate Professor Derek Kingsley

**Guests:** Susan Augustine, Michael Beam, Mary Parker, Eboni Pringle, Amy Reynolds, Matthew Rollyson, Denice Sheehan, Hollie Simpson, Liz Sinclair, Alison Smith, Linnea Stafford, Tang Tang, Melody Tankersley, Deidre Warren, Cathy Zingrone

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Chair Pamela E. Grimm called the meeting to order at 3:20p.m., on Monday, 19 October 2020, via Microsoft Teams.

## **I. Approval of Minutes**

### **A. Meeting on 12 May 2020**

With no questions, comments or changes, the members approved the minutes from 12 May 2020.

### **B. Meeting on 21 September 2020**

With no questions, comments or changes, the members approved the minutes from 21 September 2020.

## **II. Presentations**

### **Strategic Enrollment Management Plan**

VP of Enrollment Management, Mary Parker, presented the Strategic Enrollment Management Plan to EPC members. Enrollment Management wanted to begin the plan early in the spring until covid hit. She detailed what the plan is, what it entails, who is engaged and the outcomes. Enrollment Management involves student success that includes curricular, co-curricular, budgeting, planning and facilities. While not directing these

operations, they do come together to impact enrollment. The plan focuses on mission, values and how the institution aligns those with the academic and co-curricular planning in the student lifecycle. VP Parker said the hope is that the plan will help to think differently, be nimble and actionable and to think of new possibilities. Optimal enrollment can be accomplished by setting clear goals, promoting academic success, creating effective strategies and financial planning. To execute the plan, she has created a structure that involves the president and cabinet, strategic enrollment plan governance committee (faculty senate, campus administrators, deans) who will develop the framework and the steering committee (faculty, staff, administrators, students, department chairs, regional campuses) that will look at marketing and branding strategies. Additionally, she said she is working through academic affairs with Melody and Manfred on curriculum in terms of demands and marketplace analysis, enrollment access and completion and working with the retention group. Steering committee invitations have been sent out. The goal to review the plan within a year to see where enrollment is and where it will be in the next five years. She encouraged members to reach out if they would like to be engaged in the process.

Therese asked if the subcommittees are going to be longstanding or short-term.

VP Parker replied that for a year, the subcommittees will work with the committees. She said she is not sure if they will stay the same. However, there will need to be a standing enrollment committee that continues to look at the plan, assess the current status, evaluate demands and make any necessary changes. It will be up to the governance committee and steering committee to make that decision.

An EPC member asked if there is a timeline in mind or deliverables to be reached by a certain date.

VP Parker said the governance committee and action committee will create a timeline, but those meetings have not happened yet. Recruitment has already begun, so deliverables will be assessed in the spring after the holidays. She said how to increase or stabilize enrollment will be one of the first things to tackle.

Chair Grimm said with a new provost there will be a new strategic plan. She asked how does the strategic enrollment plan account for that.

VP Parker stated that the Strategic Enrollment (SEM) plan has to support mission, vision and values. The governance group will be asked if the mission still stands and is it meeting the desired needs. The SEM plan and strategic plan need to be tied together. Academic affairs, as a whole, has to be engaged in the process. They are the critical players in this entire SEM process. The provost, academic affairs team and faculty senate are going to be critical in determining what is focused on. The areas to focus on will help to lead academic affairs when they are thinking about a new strategic mission and tie in the SEM plan. She said she is collecting institutional, state and national data for the governance and action committee.

### **III. Committee Reports**

#### **A. University Requirements Curriculum Committee**

Dean Alison J. Smith stated that the URCC met this month and the work involved the American Association of College and Universities (AACU). She said the Assistant VP of Research and Assessment at the AACU walked the committee through the pilot study, what the committee will be doing and the pieces involved. There are two questionnaires that have come from the Ohio Transfer Module Taskforce group. One is changes to the Ohio Transfer Module (OTM) that may have a slight impact to the Kent Core. Dean Smith said that URCC will present that to EPC in November. The OTM taskforce group sent out another reporting questionnaire regarding diversity-related learning outcomes to be included in the OTM.

Therese clarified that Dean Smith would discuss the OTM and Kent Core at November's meeting and then EPC members will have a discussion. Afterward, Dean Smith will complete and send back the questionnaires to the state.

### **IV. Program Proposal Review**

#### **A. Discussion Item**

#### **College of Communication and Information—School of Emerging Media and Technology**

#### **Program development plan (notification step) to establish a new degree program**

School Director, Michael A. Beam, said the M.S. in digital sciences needs to be relaunched to a M.S. in emerging media and technology (EMT). The graduate program is facing similar issues that the undergraduate program faced. Six concentrations had menus that were confusing to students. The coursework became stale. For UG level, they reevaluated how to bring interdisciplinary into the program. This allows other schools to iterate curriculum and students can keep up with them. Director Beam said they talked with all of the partner schools to make sure they had the appropriate courses and were advising students well. The final proposal will be brought back to EPC in spring 2021 with an aim to launch fall 2022. The program will offer three core courses and two exit culminating courses. The interdisciplinary courses are going to be, largely, outside of the school and across the institution. The program will allow students to focus on an interdisciplinary, study such as data analytics and coding, social science research, applied communication and information and applied creative technology. The aim is for students who want to be a technologist on a team. The plan is to talk with partner schools to build out courses in the each of those areas and to build up strengths in the interdisciplinary areas.

An EPC member asked if the core courses will give students knowledge to be able to apply to the interdisciplinary courses.

Director Beam replied, yes. Those would be the core courses to give students methods, theory and skills to be able to apply the emerging media and technology (EMT) mindset into their different areas. Depending on where students want to focus, the interdisciplinary courses will come into play.

Chair Grimm asked what this program is offering that the M.S. in computer science or the M.S. in management and information systems does not offer.

Professor Tang Tang said the need comes from the interdisciplinary skills. Students will be able to communicate within a team across many parts.

Director Beam explained that he has always been in conversation with partner programs. Rather than a degree in computer science that may write an OS, the EMT student would be on an interdisciplinary team, coding on top of an OS to be able to execute multimedia story telling through code. The EMT degree would be able to speak across the team. With someone needing the visualization, the EMT person can write the code for that. In the final proposal, there will be scenarios for each of the interdisciplinary areas for which courses students may take and which careers they may go into.

Interim Associate Provost Manfred H. van Dulmen said that a strategy should be set upfront for applied science degrees to be collectively developed throughout the university.

An EPC member asked how the program would be applied to the jobs listed in the proposal.

Director Beam said the way in which they got the external report was in part to the UG program they built. Depending on the areas the students go into, they could be in these rolls. He said it could be that they are not communicating the breadth of job opportunities.

#### **B. Lesser Items**

No members wished to discuss any lesser items.

### **V. Course Proposal Review**

#### **A. Lesser Items**

No members wished to discuss any lesser items.

### **VI. Other**

#### **A. Discussion Items**

##### **1. EPC subcommittees on academic policy, academic calendar, transfer credit, fiscal impact statement and international partnerships and collaborations.**

Manfred stated that the internationalization advisory committee would be to build up a strategy for international programs, review partnerships, make new programs and ensure there are faculty in the process. This involves the strategy for Kent State and how it involves academic affairs and units.

Chair Grimm expressed concern for the paragraph:

“Traditional partnership programs such as faculty linkages, study abroad and visiting student initiatives would not require approval by the subcommittee, instead they would continue to be approved through the Partnerships Proposal Process. This would ensure faculty members who need formal partnership agreements for research or other academic endeavors would not be impeded.”

She said it implies that this subcommittee would be approving programs. She asked that that language be removed as program approval goes through EPC and faculty senate.

Interim Associate Provost van Dulmen agreed that the language should be removed.

An EPC member said that it is important to define partner and program.

Therese asked members for input on who would be the chair of these committees, members and charges. She added that whomever was interested in serving should contact her.

Chair Grimm said she was concerned for only one faculty member involved in the UG and GR Policy councils.

Therese clarified that there will be one faculty member from each college with a total of 11 faculty members.

An EPC member said there may need to be representation from deans on the subcommittees to bring in a different perspective.

Interim Associate Provost van Dulmen said it would be reasonable to have a dean on each of the committees. He suggested the dean could be an ex officio member.

Chair Grimm explained that deans are represented at UDC and GDAC. She asked if the dean should have perspective before a final decision is made or be on the committee.

An EPC member said that the conversation is important in the formative stages rather than simply making comments. However, there may not be enough deans to put on seven committees.

Chair Grimm suggested that deans' involvement be a discussion at smaller group.

Therese said she will send out the descriptions of the proposed EPC subcommittees to members and they should contact her directly to serve. She clarified that the UG policy council and GR policy council previously existed as EPC Ad Hoc. The academic calendar committee has been a previous short-term ad hoc committee would like to make it a standing committee. Transfer committee is greatly needed. A lot of alternative credit coming through in the last years. Really need to decide at the university level how to handle them.

An EPC member suggested having someone on the transfer committee who understands the financial ramifications. The process should be designed for Kent State and not just receive the alternative credit.

## **2. New program review checklist (revised)**

Chair Grimm stated that the checklist is comprehensive. She has heard that the checklist is helpful. The checklist helps to have a better understanding of programs, how they fit into resources and how they enhance the university.

Therese explained that she received feedback after the last meeting that included drawing new students to the university. The other feedback was about overlapping or duplicating with existing programs. She said if members believe it is useful and want to use it, Curriculum Services will give it to initiators of new programs. This will help them know what how their program will be reviewed and what the proposal will need.

Manfred suggested using “substantial” before “overlap” as there will always be overlap.

An EPC member asked if the checklist looks forward or anticipates programs that could be collaborative.

Chair Grimm suggested adding how the program may be marketed to students and how it is unique and/or similar. Additionally, how they would guide students into the right program.

## **B. Information Items**

### **1. Interim undergraduate academic dismissal policy for fall 2020 and spring 2021**

Therese stated that the university made a policy for spring 2020 not to dismiss any students or put students on academic probation. For fall 2020, no student will be dismissed, because anyone who could have gone on academic probation in the spring did not and they would have been notified that they would possibly be dismissed in a future term. Students will continue to be dismissed in spring 2021 minus new students. Afterward, the normal policy will return. This is slow movement back to the current policy. Students facing probation and possible dismissal will get a different type of letter than they normally do and there will be more outreach from advisors.

## **VII. Next Meeting**

### **A. Monday, 16 November 2020**

Therese explained to members that she would like presentations to continue. She asked members for any recommendations of what subject they would like to hear that concerns courses and programs.

With no comments or questions, Chair Grimm closed the meeting at 4:40pm.

Respectfully submitted,



Christa N. Ord  
Administrative Secretary, Curriculum Services  
Office of the Provost