


KENT STATE
UNIVERSITY
Educational Policies Council
Meeting Minutes
Monday, 16 September 2024
[VIEW THE MEETING](#)

Leadership present: Secretaries Therese E. Tillett, Joanna Liedel, Jennifer S. Kellogg, Amy Nuesch, Christa N. Ord, Kristi M. Kamis

Administrators present: Interim Associate Provost Scott C. Sheridan; Deans Peggy Shaddock, Deborah F. Spake

Faculty present: Professors Karen Gracy, Steven N. Rugare, Athena Salaba; Associate Professors Brian R. Barber, Michael J. Ensley, Michael R. Fisch, Samuel Kim, Bathany Lanese, Abe G. Osbourne, JD Ponder, Pamela L. Stephenson, Jonathan F. Swoboda; Assistant Professors Tianyuan Guan, Christopher W. Totten; Lecturers Lisa M. Davis, Olivia B. Krise

Faculty not present: Associate Professor Vanessa J. Earp; Senior Lecturer Tracy A. Laux; Associate Lecturer Shelley K. Marshall

Students present: Lisa Onyao

Guests: Sonia Alemagno, Donna Alexander, Mandy Anderson, J.R. Campbell, Jessie Carduner, Frank Congin, Alicia Crowe, Chris Dorsten, Susan Emens, James Hannon, Amirhossein Jabbari, Deric Kenne, Kelsen LaBerge, Liz Piatt, Matthew Rollyson, Hollie Simpson, Alison Smith, Kathy Spicer, Dee Warren, Sharon Wohl, Cathy Zingrone

Secretary Tillett called the meeting to order at 3:20p.m., on Monday, 16 September 2024, via Microsoft Teams.

I. Approval of Minutes

A. Meeting on 20 May 2024

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

With no comments or corrections, the minutes passed unanimously.

II. Presentation

A. Orientation for New and Returning Members

About EPC—[VIEW](#)

Reading CIM proposals—[VIEW](#)

Trainings—[VIEW](#)

III. Policy Proposals Review

A. Action Items

Executive Educational Policies Council

1. Hold Policy for Courses Not Taught—Revise policy to include decreasing length of time for the process, from eight years to five (*fall 2024*)

[VIEW THE DISCUSSION](#)

Dean Shadduck made a motion to approve, and Dean Spake seconded the motion.

Secretary Tillett stated that the policy has been in effect since 2007 and was implemented in 2011. The principle of the policy is that the university catalog reflects courses being taught. There has been a two-step process with this policy. If a course has not been taught in five or more consecutive years, it is classified as “on hold.” It allows Curriculum Services to notify the unit that the course has not been offered in five or more years and is in danger of being inactivated. The course remains in the catalog and can still be listed in program requirements. If a course is on hold for three years and nothing has been done, then the Provost Office has the authority to inactivate it. Curriculum Services notifies the academic unit of the inactivation, and the course appears on an EPC agenda. Within those three years on hold, the course can be offered. The academic unit would notify Curriculum Services that they would like to offer the course. It is taken off hold in banner and after the semester is over, Curriculum Services checks to make sure it is successfully offered and taught. If it is not taught, then the course goes back on hold. The provost asked Executive EPC to review the policy to see if the timeframe could be shortened. Currently, it is eight years before a course is put on hold. Executive EPC reviewed other 32 institutions’ hold policy. Half of the institutions had a policy similar to Kent State with a two-step process. The other half had a one-step process. Inactivating the course if it had not been taught in so many years. After reviewing, the Executive EPC recommends reducing the timeframe by two years. After four years not taught, the course is put on hold for two years. After the two years on hold and six years not taught, the course would be inactivated. Information in the policy has been updated and clarified for better understanding of what courses are exempt of the policy and how courses can be reactivated after inactivation.

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

College of Arts and Sciences

Department of Modern and Classical Language Studies

2. Foreign Language Placement—Revised policy requires qualifying exam results to receive proficiency waiver for students with an Ohio Seal of Biliteracy (*fall 2025*)

[VIEW THE DISCUSSION](#)

Associate Professor Carduner said that the department is proposing a minor change to the foreign language placement policy. The change involves the section about waivers for foreign language requirements. This is for students that know a language, other than English, and do not have foreign language credits on their transcript. This includes students who took a language in high school, at home or through an online language program (i.e., Duolingo). This revision will add information about students needing to provide evidence of the seal with a certificate or test scores and distinguishing between levels based on scores.

Associate Professor Ensley made a motion to approve the item, and Assistant Professor Totten seconded the motion.

Dean Smith asked if when reviewing high school transcripts and the seal is present if they should be looking for another document with the test scores.

Associate Professor Carduner said yes, that is the hope. Students were sending their certificates and test scores in the beginning, but now some are only referring to the high school transcript. However, the scores are not displayed, and the department needs the scores to know how to place the student.

Associate Lecturer Alexander asked if there was an image of the seal on the transcript.

Associate Professor Carduner said she only has seen one on a transcript. She typically gets a copy of the certificate.

Secretary Tillett asked if an academic unit gets anything about the seal if they should send it to the Department of Modern and Classical Languages.

Associate Professor Carduner said yes.

Secretary Tillett suggested bringing this as a topic to the EPC Subcommittee—Transfer Credit Committee.

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

With no further questions or comments, Secretary Tillett concluded the meeting at 4:26pm.

Respectfully submitted,

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