Leader present: Chair Edward Dauterich; Secretaries Therese E. Tillett, Jennifer S. Kellogg, Kristi M. Kamis, Joanna Liedel, Ashley N. Maher, Christa N. Ord

Administrators present: Senior Associate Provost Manfred H. van Dulmen; Deans Sonia A. Alemagno, Versie Mallard-Johnson

Faculty present: Professor Karen Gracy, Helen Piontkivska, Tiffany Taylor; Associate Professors Brian R. Barber, Michael J. Ensley, Michael R. Fisch, Dandan Liu, Denise M. McEnroe-Petitte, Mitchell J. McKenney, Abe G. Osbourne, Blake Stringer, Jonathan F. Swoboda; Assistant Professors Doug Ellison, Bethany G. Lanese, Tina Patel, Maggie Stedman-Smith; Senior Lecturers Tracy A. Laux, Jennifer R. Metheney; Associate Lecturers Kristy Jacobson, Shelley K. Marshall

Faculty not present: Associate Professors Vanessa J. Earp, Brett D. Tippey


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

I. Approval of Minutes
A. Meeting on 30 January 2023

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

With no questions, comments or corrections, the item was passed unanimously.

II. Subcommittee Reports
A. University Requirements Curriculum Committee

Dean Smith stated that the URCC reviewed the ELR this past year. The ELR is a high impact practice and is recommended for the undergraduate students across the country. Kent State has been using this since Fall of 2012. Students can earn ELR credit through for-credit courses or non-credit course experiences. URCC is interested in how it is going and what the trends are and
what can be recommended. There are five categories of ELR and they still remain strong areas. There are 415 ELR courses available and in 2021-2022, 45% of ELR courses were offered only during summer or winter/spring break. The majority of the ELR courses are offered in the upper division, 21% shared across the campuses and lower division were primarily offered at the regional campuses. Three ELR courses also count in the Kent Core. Most enrollment are in the practical experience ELR’s, and capstone have the greatest growth. URCC recommends offering more opportunities in the lower division level for ELR credit, make identifiable links or pathways to upper division ELR experiences, develop a way to recognize ELR completion in a tangible way and consider incorporating the ELR into the revised Kent Core.

Associate Professor said that ELR status can be requested for one semester only under special circumstances and is approved by the URCC.

Secretary Tillett asked if they looked into what worked best as ELR courses based on student data and input. She asked if the assessment showed if scheduling sections of a course worked or if it caused any problems.

Dean Smith explained that they did not use surveys, but relied on the enrollment data. This was mean to be a snapshot evaluation. The enrollment data shows that practical experience wins. Students are really making use of those courses. If the URCC did survey, they would go to students and alums, but that was not the scope of this overview.

Secretary Tillett asked if students and faculty saw that students were getting something out of the ELR courses, since the report said URCC did not want this to not be just checking a box.

Dean Smith said they do not have direct data on that. The single section ELR’s have happened throughout the university curriculum, and it seems to be successful in some areas. That is shown with people coming back year after year to designate a section as ELR. Where it has shown the most potential is in the Kent Core. The Kent Core has many sections and some instructors have figured out a way to make it an ELR for that semester. There is good potential to reach into the Kent Core and make more of them an ELR. Without having surveys from faculty and students, there is not much more to confirm single-section success.

Secretary Tillett asked if URCC reviewed how the ELR’s that are not tied to a course are doing.

Dean Smith explained that they tried. They reviewed with Wayne Schneider on this, but there was not an easy way to get numbers of that.

An EPC member asked if there was still a one credit hour ELR that could be added to a course.

Dean Smith said, yes it still exists. Faculty can designate a course ELR, designate a section and ELR (per semester), a one credit attachment and the practical experience makes it an ELR.

An EPC member asked if there is an approval process for the one credit attachment before requesting ELR designation on a course.

Dean Smith said to try it out on a section.
An EPC guest asked for the civic and community engagement category to be reviewed, and possibly more options added as it seemed to be the lowest in the categories.

Dean Smith explained that URCC noticed was most of the ELR courses were upper division. When this was setup, the idea was that it would include both upper and lower division courses. There is a lot of room to consider leveraging experiences in the lower division and connect them to the upper division.

**B. Committee-Wide Discussion: Time Limits for Subcommittee Chairs**

Chair Dauterich stated that this was discussed at the Exec EPC meeting. The committee thought it would be a good idea to have a two to three-year term for committees unless the members want to stay on. They would be staggered terms. The suggestion was also that chairs be there for more than one year. There is also the possibility that some committees need different timelines/terms than others.

Secretary Tillett asked if the committee agreed to put a two-year term limit on chairs, should the clock start when the subcommittees started, on current chairs or a future date.

Chair Dauterich said that is open for discussion.

An EPC member suggested to start the term when the policy is made. Also, it should be made clear that if a committee wants to re-elect a chair after their term, they can.

Chair Dauterich said that is fine if someone wanted to re-run for chair.

An EPC member asked if specific types of chairs, such as faculty, administrator or one faculty one admin.

Chair Dauterich said he believes that is listed on the charges of the subcommittees.

An EPC member asked how big of a deal it is to have terms. There is concern with continuous turnover of chairs and members.

Chair Dauterich said none will be forced to leave. It is a standard way of moving forward with the committee if a member is no longer able to serve or wanting to serve. The term limit helps to committee to move on in those circumstances. Chairs will have to be elected by the committee. It is more difficult to get people to serve, so none would be forced out.

An EPC member asked if we would want vice chairs to train people in the role, so that there is the transfer of universal knowledge.

Chair Dauterich said that is something we could try to create for the subcommittees. Secretary Tillett added that Curriculum Services has discussed providing more resources to the committees. A lot of the committees become either revisions or new academic policies. The
resources would help with how to get feedback, policy writing and revisions and what the proposal should contain. Step-by-step of how to move proposals forward.

Chair Dauterich asked if this is something to be put on as a future action item.

Secretary Tillett suggested elevating the item during the current meeting unless others would like more conversation.

Chair Dauterich asked for a motion to instate the term limits discussed.

Associate Lecturer Marshall made a motion to establish two year limits for chairs and the ability to be re-elected if desired, and Professor Piontkivska seconded.

An EPC member mentioned that a three-year term may be better for the committee.

Chair Dauterich suggested making the term for EPC chair, subcommittee chairs and subcommittee members three years.

Associate Lecturer Marshall motioned to, instead, establish a three year term limit for EPC chair, subcommittee chairs and members. Professor Piontkivska seconded the motion.

Chair Dauterich opened the floor for any questions or concerns on the motion.

With no questions or concerns, the item passed.

III. Policy Proposals Review
A. Action Items
Undergraduate Policy Council
1. Grade Point Average (GPA) Adjustment—Revise policy (fall 2023)

Co-chair Miller stated that after the GPA Adjustment Policy was implemented, the committee realized that there were some questions that arose from advisors. The eligibility requirements were not quite clear enough as it was reflected in some of the questions. In addition, the requirements for a student to complete a quiz was considered an equity issue as no other policy requires that. The committee decided to make a revision to clarifying that students must be seeking a Kent State degree or certificate and students must be enrolled in undergraduate Kent State courses. This policy does not apply to guest or former students. The committee also wants to remove the completion of a quiz for eligibility. Instead, as students apply for eligibility, there is a statement they will initial that would have been a part of the quiz. It is meeting the same intentionality, but not requiring a quiz. The committee found that some of the pages did not get changed with the new name, so there is cleanup for that as well. This will help the policy be clear about who the policy applies, removing the quiz that causes equity issues and ensuring the policy name is correct.

Associate Professor Wamsley added that Secretary Tillett will be including the policy history.
Associate Lecturer Marshall motioned to approve, and Professor Piontkivska seconded the motion.

With no questions or comments, the item passed unanimously.

IV. Program Proposals Review
A. Action Items
Ambassador Crawford College of Business and Entrepreneurship
Department of Management and Information Systems
1. Leading Through Challenge – Graduate Certificate—Establish program (*fall 2023*)

Associate Dean Dubois said that both Peace and Conflict Studies and Business have courses that address leadership skills. When reviewing what cooperations are doing for leadership skills and training, they can never have enough. They also prefer to get training from a university and that it is trusted and high quality. People are leading through challenge as there is challenge and change everywhere. The proposal is to be combine two courses from Business and three from Peace and Conflict Studies, which will prepare students with solid skills to lead effectively. One of the courses from Business is Leadership and Management Skills, which is very hands on with feedback. The other course is Leading Positive Organizational Change and is taught by someone with a lot of experience in organizational change.

School Director Cooper said three courses from Peace and Conflict Studies include a specialist course on negotiation, a course on mediation and another course on organizational conflict and cooperation. They are practice and skills-based courses, so students can develop needed skills.

Associate Dean Dubois added that this certificate is only offered in person, since there is so much hands on practice. The courses are already existing, so nothing new is being establish. It will be beneficial for students in both subject areas to hear from one another. This also meets the university’s goal to have more multi-disciplinary study.

Secretary Tillett asked if they plan on moving the certificate online.

Associate Dean Dubois said they have discussed this as the two business courses are online. However, it is what is happening in the hands-on practice in the Peace and Conflict Studies courses.

School Director Cooper added that since the focus is practice-based, they have been traditionally run in person. The next stage of discussion would be to consider offering it online. As it is currently structured and delivered, including classroom-based work, they would need to consider how that could be done online.

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

College of Arts and Sciences
Department of Political Science
2. Global Issues – Undergraduate Certificate—Establish program (*fall 2023*)
VIEW THE DISCUSSION
Chairperson Molina stated that the proposal is based off of a two-ear discussion with History, Peace and Conflict Studies, Geography and Political Science. Much of the motivation comes from the desire to increase enrollment and provide more coherent experience for Florence students. One of the problems was that Florence students had already taken the courses offered. The department wanted to create courses that were unique to the Florence campus. The program requirements show many “or” options. Students can complete the certificate in Kent, Florence and both on and off campus. A credit hour was added to make it possible for visiting students and post baccalaureate students to get financial aid. The vision was to have a companion program similar to the Washington and Columbus programs, but in Florence. The department has cross-listed courses with Geography and Environmental Science to continue to build with interdisciplinary collaboration.

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

Chair Dauterich asked about the collaboration with History.

Chairperson Molina explained that they are still working with History and that their curriculum committee did not have time to consider it. Conversation will continue. This will be the first credential that students can obtain fully abroad.

An EPC member asked about some the courses that do not appear to exist yet.

Chairperson Molina explained that some of the courses went through, and some are on the current agenda.

An EPC member asked for confirmation that the required courses are created and just need approval.

Chairperson Molina said that the Earth Sciences cross-listing had been tabled but is on the agenda now. The other course was a capstone class that needed to be 16 hours in order for students to be eligible for financial aid.

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

With no further questions, comments or concerns on the agenda, Chair Dauterich concluded the meeting at 4:16 p.m.

Respectfully Submitted,

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