



Meeting Minutes
Monday, 21 September 2025
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Leadership present: Chair Edward Dauterich; Secretaries Therese E. Tillett, Joanna Liedel, Jennifer S. Kellogg, Amy Nuesch, Christa N. Ord, Kristi M. Kamis

Administrators present: Associate Provost Scott C. Sheridan; Dean Mark A. Hardy

Administrators not present: Dean Kelly E. Cichy

Faculty present: Professors Alan A. Brandyberry, Jillian S. Coorey, Helen Piontkivska, Athena Salaba, Greta L. Polites, J K. Vick, Andrew L. Wiley; Associate Professors Simon Adamtey, Natalie L. Caine-Bish, Cristin Compton, Kimberly L. Garchar, Abe G. Osbourne, Sue Wamsley; Assistant Professors Paul C. Campbell, Janet M. Reed, Jackie Ridley; Senior Lecturer Kingsly T. Berlin

Faculty not present: Professors Jennifer Cunningham, Karen L. Mascolo, Jonathan F. Swoboda; Senior Lecturer Shelley K. Marshall

Students present: Ebrima Nije

Guests: Mandy Anderson, Brenda Burke, Alicia Crowe, Chris Dorsten, Susan Emens, Ann Heiss, Shannon Helfinstine, Amir Jabbari, Miriam Matteson, Liz Piatt, John Sankovic, Deanna Schmuck, Jennifer Walton-Fisette, Deirdre Warren, Sharon Wohl, Kathy Zarges

Chair Dauterich called the meeting to order at 3:20p.m., on Monday, 21 September 2026, via Microsoft Teams.

I. Approval of Minutes

A. Meeting on 18 May 2026

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

With no questions, comments or corrections, the item passed with seven yeas and 11 abstentions.

II. Presentations

A. Orientation for New and Returning Members

EPC OVERVIEW

[VIEW THE PRESENTATION](#)

Chair Dauterich welcomed new Educational Policies Council (EPC) members and provided an overview of the council's purpose, responsibilities, membership, meeting procedures and expectations. He explained that EPC is a Faculty Senate committee responsible for long-range and university-wide curricular planning, including oversight of academic programs, courses, policies, academic units, admission and graduation standards and other matters affecting undergraduate and graduate education. He also reviewed the role of the Executive EPC and EPC subcommittees, noting that members are encouraged to participate in subcommittees and that the Transfer Credit Subcommittee is currently seeking members. Chair Dauterich reviewed EPC membership, voting privileges, quorum requirements and meeting procedures. EPC generally meets at 3:20 p.m. on the third Monday of each month, with two meetings scheduled in January and no meetings in June or July. Meetings are conducted through Teams and are open to guests. He noted that proxy voting is not permitted and encouraged members who cannot attend to remain engaged by reviewing agendas and proposals and watching meeting recordings. Members who are absent for three consecutive meetings without explanation may be subject to replacement by their appointing body. Chair Dauterich emphasized that members should review meeting materials in advance and consider proposals in the context of Kent State's mission, student success and the overall interests of the university. Members were encouraged to consult with colleagues, advisors and support staff as appropriate and to familiarize themselves with university curricular policies and guidelines. He also encouraged members to ask questions and participate in thoughtful, informed discussion during EPC meetings, including submitting questions or comments through the agenda's Qualtrics link before meetings. Chair Dauterich explained the different types of agenda items and clarified which materials require members' attention. Action items are discussed and voted on by EPC, while lesser action items are approved at the conclusion of the meeting unless a member makes a motion to elevate an item for discussion and a vote. Information and discussion items may include preliminary program proposals, changes to course delivery or notifications from state, federal or accrediting agencies. He noted the significant volume of work reviewed by EPC, including more than 421 program proposals, 3,079 course proposals and 72 policy and unit proposals during the previous year.

REVIEW OF PROPOSALS IN CIM

[VIEW THE PRESENTATION](#)

Secretary Kellogg demonstrated how EPC members should review meeting agendas and proposals. She explained the purpose of the "Ask Questions" feature, noting that submitting questions before a meeting allows Curriculum Services to provide them to proposal presenters in advance and helps identify areas that may require additional explanation during the meeting. She also reminded members that agendas are public and

guests may attend EPC meetings, although only voting members may vote on proposals. Secretary Kellogg reviewed the organization of the EPC agenda and demonstrated how to access proposals through the Curriculum Inventory Management (CIM) system. For new program proposals, she recommended reviewing the proposal summary, attachments and all program fields, including catalog copy, delivery information, admission requirements, program learning outcomes, program requirements, progression requirements, graduation requirements and the roadmap. She emphasized that the information entered in these proposals is used for the university catalog and encouraged members to review the full proposal rather than relying only on the agenda summary. Secretary Kellogg also demonstrated how to review lesser action items and revisions to existing programs. She explained that members should review the listed changes and use the proposal link to examine the detailed revisions and markups. She noted that reviewing these proposals can help members understand how changes may affect students or other academic units. Secretary Kellogg then demonstrated how to review course proposals in CIM. She explained that course proposals function as electronic versions of the Basic Data Sheets and allow members to review course information, workflow approvals, proposal summaries, attachments and changes to descriptions, prerequisites, learning outcomes and content outlines. She highlighted a CIM feature that shows where a course appears in the catalog or within program requirements, which can help members identify programs that may be affected by course changes. She concluded by encouraging members to review action and information items carefully and to explore the agenda and proposal materials as needed.

B. Academic Calendar Advisory Committee

[VIEW THE PRESENTATION](#)

Secretary Tillett reported that the Academic Calendar Advisory Committee met throughout the spring semester to develop the academic calendars for 2028 through 2032. The committee reviewed all calendar components and discussed the placement of spring break, including data and feedback from a student survey regarding the current placement in the ninth week of the semester, which was implemented in Spring 2025. After considering feedback from students, faculty and staff, the committee recommended making no changes to the current academic calendar structure. The recommendation maintains the existing schedule for the start and end of classes and the placement of academic breaks, including spring break in the ninth week of the semester.

Associate Professor Garchar asked for clarification regarding the rationale for placing spring break in the middle of the semester rather than toward the end, noting that many fall holidays occur later in the semester.

Secretary Tillett explained that the placement of spring break in the middle of the semester was intended to align it with the timing of fall break and provide students with a break around the midpoint of the semester. She noted that the fall semester includes several holidays and breaks while the spring semester has few, if any, breaks. She emphasized that the mid-semester break was intended in part to support first-year students who may

be adjusting to the workload or living away from home by providing an opportunity to rest and recharge before completing the remainder of the semester.

Associate Professor Wamsley, who served on the Academic Calendar Advisory Committee, recalled that student feedback was a significant factor in her support for the earlier placement of spring break. Recalled that students favored the earlier timing and noted that accommodating student needs was an important consideration in her decision.

Secretary Tillett noted that student perspectives were particularly valuable and helped the committee consider the various impacts of spring break placement. She explained that the committee recognized there was no placement that would accommodate everyone's preferences and discussed expectations for students and faculty, including concerns about assignments being due during or immediately after spring break. She emphasized that the committee thoroughly considered the issue from multiple perspectives and ultimately recommended maintaining the current ninth-week placement in keeping with the original intent of providing a mid-semester break.

IV. Program Proposals Review

A. Action Items

College of Sciences and Humanities

Department of Earth Sciences

1. Geology – B.A.—Inactivate program due to SB1 (*fall 2027*)

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Chair Dauterich explained that the proposed inactivation of the Bachelor of Arts in Geology was required under State Bill One. He noted that the proposal would still follow the normal academic curricular process and therefore required a motion and second before discussion and a vote.

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

With no comments or questions, the item passed unanimously.

Department of History

2. CCP Credentialing in History – Graduate Certificate—Establish program (*fall 2027*)

[VIEW THE PRESENTATION](#)

Chairperson Heiss provided background on the proposed graduate certificate. She explained that the department previously offered a master's track for teachers but inactivated it after limited enrollment because teachers do not need a master's degree in history to teach college-level courses in high schools. The proposed 18-credit graduate certificate would provide structured coursework through U.S. history and world history

tracks to help teachers meet certification requirements, with the department anticipating greater interest in the U.S. history track and additional demand related to the new civics course. She noted that because the certificate is a formal credential, students may be eligible to use financial aid or school district and state funding to support their coursework.

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

Additional Announcements

Secretary Tillett reminded new EPC members that Jennifer Kellogg is the Office of Curriculum Services' primary CIM trainer. She encouraged members who are new to CIM and who need to submit, review or approve proposals to schedule a one-on-one Teams training with Jennifer through the [Curriculum Services website](#).

With no questions or comments, the item passed unanimously.

With no further questions or comments, Chair Dauterich concluded the meeting at 4:50pm.

Respectfully submitted,



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