



Educational Policies Council

Meeting Minutes

Monday, 18 April 2022

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

Administrators present: Senior Associate Provost Manfred H. van Dulmen; Deans Christina L. Bloebaum, Mark S. Mistur

Faculty present: Professors Vinay K. Cheruvu, Edward Dauterich, Karen Gracy; Associate Professors Brian R. Barber, Vanessa J. Earp, Duane J. Ehredt, Michael Ensley, Derek Kingsley, Bethany G. Lanese, Denise M. McEnroe-Petite; Assistant Professors Jo A. Dowell, Cat E. Goodall, Eric S. Kildow, Lameck M. Onsarigo, Christopher Rowan; Associate Lecturer Mary F. Kutchin, Shelley K. Marshall

Faculty not present: Professor Robert D. Hisrich; Associate Professors Geoffrey Steinberg, Jonathan F. Swoboda, Brett D. Tippy

Students present: Mitchell D. Powers

Guests: Daniel Alenquer, Donna Alexander, Susan Augustine, Aaron Bacie, Salma Benhaida, Sean Broghammer, Brenda Burke, Chris Dorsten, Susan Emens, Versie Johnson-Mallard, Deborah Knapp, Tracy Laux, Joanna Liedel, Ashley Maher, Miriam Matteson, Charity Miller, Tracey Motter, Eboni Pringle, Dirk Remley, Amy Reynolds, Matthew Rollyson, Peggy Shaddock, Hollie Simpson, Alison Smith, Linnea Stafford, Sue Wamsley, Molly Wang, Deirdre Warren, Lana Whitehead, Cathy Zingrone

Chair Pamela E. Grimm called the meeting to order at 3:20p.m., on Monday, 18 April 2022, via Microsoft Teams.

I. Approval of Minutes

A. Meeting on 21 March 2022

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

Without question, comments or changes, the item passed unanimously.

II. Presentation

A. Curriculum Recoding Project

Therese Tillett, associate vice president for curriculum planning and administration

Therese stated that, in terms of programming, Kent State was very different when Banner was implemented in 2007. The Kent Campus offered bachelor's, master's and doctoral degrees. Regional campuses owned and offered associate degrees. There were few long-term, non-campus locations that fully offered degree programs. In 2010, the chancellor encouraged regional campuses to offer bachelor's programs. The Regional College was established in 2011, and in 2019 renamed College of Applied and Technical Studies. This helps to differentiate the regional campuses as academic colleges. The non-campus locations now include Brazil, Cleveland, Columbus, Independence and Twinsburg. Some degrees

are only offered at a non-campus location, such as Doctor of Podiatric Medicine. The coding in Banner has never been updated to reflect the changes. The plan for the recoding project is to recode academic programs in Banner to add the College of Applied and Technical Studies and bring consistency to the coding. Academic programs will be connected to the campus and non-campus locations where they have been approved to be fully offered. The changes will also include recoding online programs in Banner. Currently, the campus is coded as the college. The new format will be to code the college as the college. The degree, campus and major will not change. The campus section will include the campus at which the student applied and admitted for the program. The same will be done for location. Currently, there are no non-campus offerings in Banner, but they will now be coded. Online offerings will be coded in the campus field. The campus field will be redefined to include the online and non-campus locations. The admitting campus for online programs will be identified in the campus field. Summer of 2022, Curriculum Services will be adding the new codes into Banner. Admissions will update Slate and IT will prep. Then the Registrar's office will update records for current and new students along with other functional areas. Finally, Curriculum Services will update KSU Programs (Manage My program), and any legacy data in Banner will inactivate. A curriculum moratorium will be put in place starting November 2022 on revising the name of an existing program. This includes major, degree, concentration, certificate or non-degree program. Also, any name changes or inactivation of a college, department or school or restructuring administration of a major or certificate. A proposal for any of these types of changes may be submitted from now until October 2022. Those proposals will be effective for fall 2023. Proposals for these changes submitted between November 2022 and December 2024, will be effective fall 2025. Everything else may continue as normal. There will be a website that will provide updates and Therese will also update EPC.

Chair Grimm asked if Slate is an admission systems software.

Therese replied, yes.

Chair Grimm asked if there must be a revision to Alumni's transcripts who are re-admitted.

Therese said that if someone has re-enrolled, their record is already updated no matter what. Coding will only affect current and new students. No effects will happen with diplomas.

An EPC guest asked for confirmation on if colleges request changes to the items that are part of the moratorium, may proposals still be submitted to Curriculum Services or hold them at the college level in CIM.

Therese said that more information will be provided on this later.

An EPC guest asked if the new coding would reflect the attending campus.

Therese explained that the campus with which the student applies is where they will be coded. For example, if a student applies to Stark, they will be coded for the Stark campus.

III. Subcommittee Reports

A. Graduate Policies Council

Brian Barber and Sean Broghammer, co-chairs

Brian stated that the subcommittee broke into two subgroups to work on each of the policies. The policies have been reviewed with GDAC and Senior Associate Provost van Dulmen. The Graduate Student Leave of Absence policy is granted for degree-seeking, graduate students who have active status and need to be away for personal, family, financial or other reasons. The committee has worked on including medical and pregnancy and parenting. The committee worked on establishing defined

time periods of leave of absence. There is short-term (under 5 days), intermediate-term (5 days-remainder of the semester) and long-term (longer than a semester). The requirement for students to have a full-time enrollment before a leave may be taken was eliminated. Good academic standing and reasonable progress in the degree requirements were also eliminated. The thought was to allow students to use the leave of absence policy for whatever reason they needed. Unless stated by accreditation, leave would not affect students' time to complete the degree. The leave of absence form should be submitted prior to the term requested for intermediate and long-term leave. For short-term leaves, that would not be necessary. Graduate assistantships held prior to a leave would be re-offered pending available funds. Students on any type of leave will maintain university health services. Student's rights, privileges, stipends, subsidized health insurance would continue for short-term and intermediate-term leaves (1-semester or less).

Chair Grimm asked if there is a time-limit on funding.

Brian explained that graduate assistantships would be re-offered contingent on available funds at the time of return. There is currently no wording in the policy referring to the time limit between leave, return and assistantships. The committee will continue to discuss this issue to decide on parameters.

Sean stated that the Student Grievances subgroup of GPC worked on the Student Academic Complaints policy. The goal was to figure out how it applies, how graduate students can follow along in how it pertains to their specific situation. The subgroup found out that the policy had already been through significant changes made by the professional standards committee. It was just approved by Faculty Senate. The subgroup will be pausing to review the changes. The focus will need to shift to helping graduate student awareness of the policy and who to contact.

B. Transfer Credit Committee

Edward Dauterich and Joanna Liedel, co-chairs

Joanna said that this year was focused on revising the policies and cleaning them up. Those went through EPC earlier this semester and were approved for the 2022-2023 catalog. The committee has been working on exploring other forms of alternative credit. The committee looked at emerging fields and Prior Learning Assessment. This will help to put recommendations forward and/or address new requests as they come forward. The committee is working on a handbook that will include business practices, interpretations and more. The handbook will be brought to EPC at the beginning of the fall semester.

Chair Grimm suggested retitling it to something other than "handbook" to eliminate confusion.

C. Academic Calendar Advisory Committee

Debbie Knapp and Therese Tillett, co-chairs

Therese explained that the Academic Calendar Advisory Committee has been meeting since fall 2021. The charge of the committee was the review the feasibility of starting fall semester on earlier in the week, scheduling final exams to be a continuous Monday-Sunday, moving spring break earlier in the semester and bringing Kent State into compliance with the state requirement for class time equated to semester credit hour. The goal is to maintain or increase the instructional days in the fall and spring, ensure that the faculty contract remains for 9 months and retain 5 business days between the end of one term and beginning of another. This month and next month, the options will be presented across the university to various constituencies, including EPC, and request feedback. The recommendations will go to Faculty Senate for a vote on May 9th, the provost will present the recommendations to the president for final approval and implementation will begin for academic years 2023 onward following the president's approval.

An EPC member asked if the committee looked at extending the fall semester a little closer to December 25th or into that week.

Therese said it would end up making final exams on the 25th at least one year.

An EPC member asked if going to a Monday-Wednesday or Tuesday-Thursday class and lab schedule would help with the time needed to be in compliance.

An EPC guest asked if other Ohio institutions have a three-week winter break and how that works for offices like registrars, bursars, admissions and financial aid.

Therese explained that Bowling Green, Ohio State, Ohio University and Youngstown State have a three-week break. The question of how they were able to function with a three-week break was brought up often during the committee meetings and will be further explored. Most of the universities that were reviewed have a holiday schedule, but not all.

An EPC guest asked for clarification on compliancy of minutes per credit hour.

Therese explained that Kent State currently does 150 minutes/week x 14 weeks. It should be 150 minutes/week x 15 weeks to be compliant.

An EPC member stated that making the winter break shorter would eliminate or hinder the ability for experiential learning.

Therese said that most students enrolled in spring are enrolled for the full semester. The courses scheduled for the first and second 7 weeks are utilized. There are also first, second and third 5-week courses. These are not utilized as much. Currently, 2/3 of the course is complete when spring break begins (11th week). If going with the 9th week, it would be more in the middle of the semester. Middle of the second 5-weeks, in between the two, 7-week courses and middle of the full-term courses. The 8th week of spring break would be about the same.

Chair Grimm added that nursing has 7.5-week clinicals, so they would work best with the 8th week spring break.

IV. Policy Proposals Review

A. Action Items

EPC Undergraduate Policies Council

1. Academic Forgiveness—Revise policy to provide opportunities to current students for grade forgiveness within limitations; revise policy name to “Grade Adjustment” (fall 2022)

Sue stated that the Undergraduate Policies Council (UPC) recommends a revision to the Academic Forgiveness Policy. The goal of the revision is to simplify the process and remove unintended barriers for students to receive a second chance at pursuing their academic goals. In the current policy, there are many cumbersome issues impeding students from using this policy. The request to review this policy came from advisors across all eight campuses at Kent State. Most advisors found the policy to be confusing and complex. The biggest concern was the policy restrictions made many worthwhile candidates ineligible from the start. The review of policy originally started by the EPC Ad Hoc committee and was handed to the predecessor, UPC. Data, articles, surveys and discussions were used by EPC Ad Hoc to review the policy. UPC reviewed the previously gathered information and furthered discussion. The Grade Adjustment Policy (formerly Academic Forgiveness Policy) allows for students to select the maximum of six courses with the grade of C- or lower to be removed from the calculation of the GPA and overall credit hours.

Charity explained that students will most likely use the Course Repeat Policy more often as they will be staying in their majors and need those courses. The Grade Adjustment Policy (GAP) allows students to forgive courses with low grades that they no longer need. The proposed GAP would allow eligible returning and current students who are actively enrolled to request grade adjustment. The previous policy forced students to be away one year or more for it to be used. Students who were awarded a Kent State associate degree or certificate were prohibited from using the policy. Under the new policy, students with a previous degree are eligible with stipulations of failed grades and only passing grades of courses not used towards the previous degree and previous non-Kent State degrees all failed grade courses and only passing grades for courses earned after the non-Kent State degree. Students need to meet with an academic advisor and complete an application. They are required to have a rationale explaining how they will be successful moving forward. Students must complete an online module to ensure they understand the policy and the available resources. A process for the modules is being worked on. The committee has met with Ben Hollis to create a process in Canvas. Students are restricted to six courses or less with a grade of C- or less to be removed. The previous policy removed all grades C- or less. This limit makes it necessary for students to meet with an academic advisor to decide on which grades to remove and/or if this the correct policy for them. Students may have multiple GAP requests as they may choose one course one semester and two or more the next semester. The previous policy, students could only use once.

An EPC member asked if the student could use the Course Repeat Policy and then the Grade Adjustment Policy.

Therese explained that the Grade Adjustment Policy removes the grade and credit hours. If students choose to use the GAP for a course that is required to graduate in their program, it will not forgive the course as a requirement. Students still must take that course. If students use up their attempts for repeat, the GAP will not solve their problems.

An EPC member asked if there is a reason for the six-course limit rather than 18 credit hours.

Therese explained that it is cleaner as there are many scenarios with differing course credit hours. For example, a student may need 19 credit hours removed, but six courses.

An EPC member asked how students are prioritized to register a second and third time for a course versus a priority student who needs the course for graduation or program entry. Is there a process to prioritize registration?

Chair Grimm explained that there are different deadlines for open registration. Those who are closest to graduation register first. Those who are furthest, register last.

Associate Lecturer Marshall moved to approve the item, and Assistant Professor Earp seconded.

Without further questions, comments or concerns, the item passed unanimously.

Office of Admissions

2. Admission of Home-School Students—Revise policy to reflect current practices (fall 2022)

3. Admission of Undergraduate Students—Revise policy to reflect current practices (fall 2022)

Lana explained that the revisions include reformatting and a holistic review. Test optional is now in the policy. Preadmissions review, referred to regional campus and appealing an admissions decision are categories that are added to the policy to reflect what the department has been doing.

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

With no questions, comments or concerns, the items passed.

Office of Global Education

4. A Level—Revise policy to provide more information on what academic departments have approved for courses/credits awarded for specific A- and AS-level exams; revise policy name to “A and AS Levels” (fall 2022)

Salma stated that the proposal is to streamline the current advanced level and advanced subsidiary levels policy. Those are Credit By Examination, international bachelorette exams, AP credits and other alternative credits. They have been accepted for a while on a case-by-case basis. The department would like to develop transfer concordance tables for all the A-level and AS-level examinations and streamline this process. Various departments have been consulted to review the exams. The department would like to publish them on their website. Most of the Ohio schools and others around the U.S. have a well-established website with a concordance table or a chart that outlines all the credits upfront. Anytime there are new exams published by Cambridge or other A-level examination bodies, they will be taken back to the faculty to be reviewed. The main goal is to do everything upfront so that it is not on a case-by-case basis.

Chair Grimm requested clearer communication on whether credits apply is a decision made at the program level.

Selma explained that faculty will already have reviewed the examinations prior to OGE posting information about what is accepted.

An EPC member asked how the information is kept current.

Selma said that the exam bodies will let OGE know that they have new exams. Once the department knows what the exams are, they are taken to faculty for evaluations. With the new exams, it takes longer for a student to come in with one of those, so it provides more time for the new exams to be reviewed.

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

The item passed without further questions, comments or concerns.

V. Program Proposals Review

A. Discussion Items

College of Communication and Information

School of Visual Communication Design

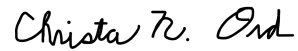
User Experience Design - B.A.—Initial inquiry to establish a new degree program; full proposal to come to EPC for a vote at later date

Daniel stated that two programs with the same name (BA and BFA) have been a problem for the department. They started reviewing the BA in VCD and started reviewing options for a BA in UXD. A minor in UXD was established in 2016 in collaboration with the School of Information. From 2016 to now, the minor went from 0 students to 60. Market research has shown there are approximately 50 UXD programs in the U.S. 18 of those are bachelor's degrees, 28 Ph.D. and 6 certificate programs. Kent State is currently offering two programs in UXD (M.S. and minor). Kent State does not currently offer a bachelors in UXD. Available courses and staffing are sufficient to add to a BA in UXD. Courses will come from VCD, iSchool and EMAT. The full proposal will be brought back to EPC at a later date.

Chair Grimm expressed concerns that this subject touches a lot of areas around campus and not just CCI. Computer Science, regional campuses and others may be of help with the rest of the full proposal.

Without further questions, comments or concerns, Chair Grimm concluded the meeting at 5:25pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christa N. Ord".

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