

Educational Policy Committee (EPC)

March 18, 2015

Present: Provost Cindy Speaker, Professors Niamh O'Leary and Susan Wansor; Student Representative Leslie Green '17

The meeting began at 3:00 p.m.

1. Minutes from March 4th were approved.
2. Provost Updates
 - Curriculum Committee had discussions regarding which committee, EPC or Curriculum Committee, should be focusing on assessment.
 - i. According to the *Faculty Manual* the responsibilities of Curriculum Committee are as follows:
 1. Responsibilities the Curriculum Committee shall supervise the structure and contents of the curriculum and shall implement current curricular policy.
 2. In cooperation with the divisions, which shall submit their proposed departmental and divisional offerings, it shall review and provisionally approve all course offerings.
 3. As the final authority for the curriculum is the responsibility of the Faculty as a whole, each semester the Committee shall present to the Faculty the proposed offerings for the following semester, for discussion of matters of substance and for final approval.
 4. The Committee shall study and take recommendations to the Faculty regarding innovations and proposed changes in specific major or minor programs, interdisciplinary, and divisional courses of study.
 - ii. According to the *Faculty Manual* the responsibilities of the Educational Policy Committee are as follows:
 1. The Committee shall concern itself primarily with long-range planning.
 2. It shall keep the Faculty informed of new developments in the theory and practice in higher education generally, so as to maintain and foster a high standard at Wells College.
 3. It shall study and make recommendations to the Faculty concerning matters of educational policy and practice, such as calendar revisions, consortium relationships, and examinations.

4. It shall collaborate with every committee with which it has a common concern, so as to coordinate long- and short-range planning most effectively.
 5. The Committee shall annually elect one of its Faculty members to serve as representative to the Committee on Academic Affairs of the Board of Trustees and one member as budget representative to the Administration.
- Based on the responsibilities stated in the *Faculty Manual*, EPC felt that assessment fell under long-range planning. Therefore, EPC will continue to work on assessment of academic programs and the general education program, while Curriculum Committee will focus on academic prioritization.
 - Schedule Concerns
 - i. There is an overlap in course offering times slots with the M/W/F 9:00 – 9:50 and the W/F 9:25 – 10:40.
 1. EPC will look at this and decide whether or not to remove the underutilized M/W/F 9:00 – 9:50 spot.
 - ii. The possibility of a M/F time slot was brought to EPC.
 1. It was decided that this was not the best option for students.
 - P/F Policy in Majors
 - i. The question brought to the committee was why this is not allowed. The committee will discuss this at its next meeting.
 - Policy on Incompletes - Change to the Faculty Manual
 - i. Check with EPC's chairperson to see if the changes are ready for a Notice of Motion at the April Faculty meeting.
3. Academic Program Assessment Plans
 - Observations
 - i. The following majors do not have assessment plans: Film and Media Studies, Spanish, and the Faculty approved majors
 - ii. The following majors have not submitted an assessment report since 2012: Economics and Management, Theater and Dance, and English
 - iii. Some majors do not have program goals and learning outcomes.
 - iv. Psychology could be used as a model to assist other majors.
 - v. Many majors are only assessing once students complete their program. Assessment needs to happen along the way.
 - vi. Most majors are not collecting and analyzing data on their programs to make informed decisions for the future.

- vii. Some stand-alone majors are being grouped with others. For example, BCS and MPS have an umbrella assessment instead of an assessment for each specific major.
 - Discussion on whether or not the deadline for submitting the assessment plan could be changed.
 - i. The current deadline allows majors to look at an academic year and put changes in place for the upcoming academic year.
- 4. Calendar
 - Provost discussed the calendar with Senior Staff and Area Services and they are committed to having graduation on the Saturday before Memorial Day and to handing out actual diplomas.
- 5. On the Agenda for Next Week
 - P/F policy in majors (Notice of Motion for April Faculty meeting)
 - Constructing a memo from EPC to the faculty regarding the requirements for assessment
- 6. The meeting adjourned at 4:06 PM

Respectfully submitted,

Susan Wansor