

## **Minutes EPCC**

### **9-21-2017**

Members in attendance: Dr. Dana Fox, Dr. Leigh Funk, Dr. Debra Coffey, Dr. Gwen McAlpine, Dr. Nancy Conley, Dr. Peter St. Pierre, Dr. Tom Okie, Dr. Arvin Johnson (chair) & Dr. Ann Bennett

1. Minutes approved unanimously with two changes, which will be made soon. Motion to approve with revisions – Dr. Okie, seconded by Dr. Funk.

2.

### **Old Business**

1. Bylaws reviewed per old business from the last EPCC agenda, first with a consideration of the issue of holding meetings with too many proposals to handle in one meeting. Dr. Johnson proposed extending length of EPCC meeting.
2. There was a question from Dr. Funk about this committee reviewing concerns not sent to us through Curriculog. It appears from the bylaws that EPCC may do so. EPCC also has the right to table discussion.
3. We need to define a quorum for this committee. Discussion centered on 51%. Bennett said that Matson stated that a simple majority will suffice as the university standard. Discussion about whether chair had a right to vote (see the bylaws: Section 2 -membership).
4. The use of proxies needs clarification, per Dr. Fox. Under policy, the bylaws state that "In the event that a member is unable to attend a meeting, they will send a proxy," per Dr. Funk. See Dr. Bennett's approved policy statement for voting, which she will send us. Dr. Bennett read the BCOE's bylaws that made clear we must have our own voting policy.
5. Discussion led by Dr. Bennett about the policy on voting.

6. Dr. Fox questioned process - is this procedure determined by the BCOE bylaws?
7. Dr. Okie asked for a section titled Policies & Protocols with representation from the department or program. All proposals must be represented by the department or program. Dr. Bennett noted that Dr. Ron Matson must review any new policies. Dr. Okie stated that this committee needs to first develop a draft to review in the next meeting. The EPCC may table proposals if there is no representative.
8. Dr. Okie said he did not wish to table a proposal owing to the length of the proposal. There is a section that covers this eventuality already, per Dr. St. Pierre, so we do not need a new policy.
9. Dr. Fox asked members to consider parameters on how much work the EPCC chair should perform in a correction process. Dr. Funk will review last year's minutes in which this concern was voted on.
10. Per the EPCC Bylaws, section b Membership, item E - discussion of the number of EPCC representatives needed from outside BCOE. Dr. Fox will check with Dr. Cole

## **New Business**

1. Dr. Whitlock, representing EDL, asked if a department needs to go through EPCC to deactivate a course.
2. Dr. Whitlock's new business involves a practicum course. An EDL course for practicum was listed as one hour in a variable-hour practicum. Other practicum courses are three hours. Whitlock was made changes to the course description re. program admission. Dr. Funk explained the point of view of Banner with the need for a short statement contained in a check box. Whitlock will have to make the language brief and consistent with university policy: "Admission to an EDL

Program and permission of advisor with completion of six hours in the program" is a draft. Also needed is a revision of this description re. verb tense (it was noted that future tense is not allowed). Much discussion ensued about the language the Registrar will accept, per Drs. Fox, Funk & Whitlock. Dr. Whitlock will seek advice from the Registrar & return the statement to the EDL faculty to finalize. Whitlock has already updated the language to provide more information on the prerequisites.

3. Dr. Okie asked if there is a standard way to include lab hours. Dr. St. Pierre said yes. Dr. Bennett said that Dr. Loomis will have the information on verbiage for contact hours.
4. Curriculog has this information in the section with #-#-# marks, per Dr. Funk. Dr. Funk emphasized that the language on labs needs to be clear. Questions were raised about laboratory hours in the past.
5. Dr. Funk offered advice about the language that belongs online & the language to use with students being advised.
6. Dr. Okie made a motion to approve on first reading this proposal with revisions to come. The motion was seconded by Dr. Funk and passed unanimously. EPCC will hold a second reading of this EDL proposal at our next meeting.
7. The motion to adjourn was made by Dr. Okie, seconded by Dr. Funk and approved unanimously.