Senate Committee on Educational Policy  
Monday, September 9, 2013  

MINUTES  

Present: Gay Miller, Chair; Bettina Francis, Phillip Geil, Matthew Hill, Gary Kling, Randy McCarthy, Eric Meyer, Steven Michael, Jeremy Tyson, Surya Pratap Vanka, Michelle Wander  

ex officio: William Buttlar, Karen Carney, Brenda Clevenger, Stacey Kostell, Kristi Kuntz, Faye Lesht  

Guests: Assistant Provost and Director of the Division of Management Information Amy Edwards, Associate Registrar Rodney Hoewing, undergraduate student Danielle Maynard, and graduate student Stephanie Sowl  

A regular meeting of the Senate Committee on Educational Policy (EPC) was called to order at 1:07 pm on Monday, September 9, 2013 in room 232 English Building with Chair Gay Miller presiding.  

1. Introductions  

Guests were introduced.  

2. Approval of Minutes  

The minutes from August 26, 2013 were approved with minor corrections.  

3. Chair’s Remarks (G. Miller)  

Chair Miller will invite Vice Provost for Undergraduate Education and Innovation Charles Tucker to update the EPC on the topics that MSAC (MOOC (massive open online course) Strategic Advisory Committee) have been charged to discuss. Some of those topics include who should be involved in teaching a MOOC, credit for MOOC, and next steps. Chair Miller looks forward to learning more and sharing information with the full Senate.  

Chair Miller shared information from a couple of online articles. The first article was entitled “Higher Education Pays: But a Lot More for Some Graduates Than for Others”, and the second was entitled “Appearances can be deceiving: instructor fluency increases perceptions of learning without increasing actual learning” Links to these are articles will be available on the EPC “meetings” webpage.  

4. Office of the Provost Updates (K. Kuntz)  

Kuntz gave no report.  

5. Graduate College Updates (B. Buttlar)  

Buttlar noted that the Graduate Handbook for Fall 2013 has been updated. The Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff for academic year 2013-2014 is now online at www.grad.illinois.edu/gradhandbook. Changes follow below.  

The Graduate College Executive Committee did approve two new policies this year.  

- Leave of Absence  
- Absence without Leave  

A few policies have been revised:  

- Late add form now requires approval of enrolling dept.  
- For language courses only—increased to 5hr of credit/no-credit in one semester  
- Graduate minors policy revised  
- Graduate Concentration policy revised
Enhanced navigation and re-organization

- We have added anchors to make sections easier to find and allow you to bookmark sections you refer to frequently.
- The sections on Transfer of Credit and Master’s and Post-master’s Degrees have been re-organized to be clearer.

6. Old Business

A. **Subcommittee C:** Steve Michael, Chair; Juan Bernal, Bill Buttlar, Matthew Hill, Kristi Kuntz, Isabel Molina, Jeremy Tyson, Michelle Wander

i. **EP.14.06** Proposal from the College of Fine and Applied Arts to establish an undergraduate minor in Art and Design

Michael noted that this proposal was straightforward and that the sub-committee only had minor questions that the sponsor was able to answer. The proposal states that the program will be capped at 50 enrollees. The sponsor is optimistic that there will be 50 enrollees. The capping of enrollees at 50 should help to avoid burden on faculty members. The home college is responsible for certifying a minor outside of the home department.

Michael moved approval of EP.14.06 pending the receipt of a statement capping the program to 50 enrollees.

The motion to approve EP.14.06 was passed by voice, with no objection, and no abstentions.

ii. **EP.14.07** Proposal from the College of Business to permanently establish the Center for Business and Public Policy

Michael notified the committee that the sponsor had not sent a response to the sub-committees questions at the time of the meeting.

B. **Revised EPC Proposal Form** (G. Miller & K. Kuntz)

Kuntz noted that the changes to the form were mainly related to resources/budget. Miller is now on University Senates Conference (USC) and consequently, now meets with the President at regular USC meetings. The President recently stated that every employee has the responsibility to steward resources. Resources were moved out of the appendix to clarify that this section is required.

The proposal was opened for discussion. Michael asked if the change was to better understand dollars or intellectual capital. Kuntz replied that both dollars and intellectual capital should be included. Chair Miller added that on some level, it is dependent on the department to keep in mind the best interests of the college and campus. The IBHE (Illinois Board of Higher Education) form was requested for review by the committee. Kuntz noted that approximately 60% of proposals do not need to complete the IBHE form. Kuntz will send a revised draft of the proposal form and also the IBHE document.

C. **Revision to Standing Rule 13** – Formation, Termination, Separation, Transfer, Merger, Change in Status, or Renaming of Units

Edwards and Kostell plan to provide data on enrollment trends at an upcoming EPC meeting. Edwards noted that after looking at the standard deviations in the data, it is more complicated than it appeared. Edwards will provide the requested data at a future EPC meeting.
7. **New Business**

A. **CourseLeaf** (K. Kuntz & R. Hoewing)

Kuntz reported that CourseLeaf is a software package that will aid in managing the Programs of Study (POS) and course catalog. CourseLeaf is a workflow management tool that could possibly be used in the EPC proposal review process. Currently forms are in the process of moving into the system. The software will help in a number of ways to prevent data entry errors and expedite the workflow and approval process. The courses portion will go live in Spring 2014. The next focus will be the programs of study.

Kuntz noted that CourseLeaf is a very robust system that will allow the ability to view the situation from a resource standpoint. For example, the Math Department would be able to perform a search to see how many students require Math 220. If there is an attempt to delete a course the software will display the implications in order to determine the effect of deleting the course, e.g. when it is listed as a prerequisite.

A group discussion is planned with colleges to determine how the colleges might use this software. Hoewing noted that there will always be nuances to take into consideration. Hoewing noted that currently the courses use a 30 character limit. The new system will allow a longer title in the catalog so most titles can be listed in their entirety. There will still be a character limit, but the new 100 character limit should enable the inclusion of an entire title. Michael suggested that the Senate Committee on Information Technology (IT) be involved. Hoewing added that there is a way to flag a minor change in order to expedite the process instead of the general process that has to go through whole approval process.

B. **Center and Institute Review** (K. Kuntz)

Kuntz posed the question, how should sub-centers with external funding be handled? For example, the Institute for Universal Biology (IUB) is a sub-unit of the Institute for Genomic Biology (IGB). Kuntz suggested that the committee might consider that if a sub-center falls under one of three umbrellas, The Beckman Institute, Coordinated Science Lab, or IGB, that the process be different. If the sub-center would not be considered a sub-center from one of those three, then the proposal would need to be processed through the normal channels. Miller was concerned that Kuntz’s suggestion would move resources in a less transparent way. Kuntz reiterated that it would only be centers with external funding and under one of the previously mentioned three umbrellas. Buttlar asked if the sub-center would undergo review when the parent center is reviewed. Kuntz responded that she hopes the answer to many of these questions with be answered with further committee discussions.

C. **Other**

Hoewing noted that changes in the way online grades are handled after a term ends will be implemented soon. “Incomplete” change to an “F”, and “absent from final” does not change to an “F”. Hoewing will draft a statement to be distributed to as many faculty members as possible and will include the definition of “the last day of the term”.

8. **Adjournment**

The EPC meeting scheduled for Monday, September 23, 2013 was cancelled.

The meeting adjourned at 2:11pm.

Jenny Roether  
Clerk of the Senate