

## **Educational Policy Committee Minutes**

November 9, 2016

**Present:** Renata Jackson, Sarah Greer, Janine Hawley, Kjersten Lester-Moratzka, Erin Morin, Krystyna Puć, Sean Sullivan, Christia Thomason, David Winkelman

**Minutes:** Jackson asked for a motion to consider the minutes of the October 26, 2016 meeting. Winkelman made the motion, Puć seconded the motion. Brief discussion followed and the minutes were approved as amended.

**Business:** Jackson turned to Lester-Moratzka to present courses from Design & Production (DEP). Lester-Moratzka moved that the committee endorse the EPC-1 New Course Proposal for DEP 3105: Studio: Plein Air Watercolor and EPC-2 Proposal for Change in Existing Course for DEP 3163: Advanced Model Making. Puć seconded the motion. Discussion: Lester-Moratzka explained that DEP 3105 is an additional elective course for the studio skill series for Scenic Design students. Winkelman asked if the word “Studio” was intended to be part of the course title (it is). Winkelman noted that the format of the course description was missing from the body of the course description field of the form. Winkelman raised a concern about the description, stating that it felt minimalist to him. He also expressed concern about the use of the construction “is intended” stating that a course description should be a good deal stronger than intending to do something. Jackson suggested edits to strengthen the language of the description.

Winkelman then raised the broader question of the ordering of the information on our EPC-1 form. He wonders if we might be at the point to re-visit the order of the form, placing the Student Learning Outcomes and Methods of evaluating students sections first on the form. By doing this he posits there would be a shifting of focus and initial energy on outcomes and evaluation, with the course description becoming an outgrowth of those considerations. Winkelman also suggested that as we examine the EPC-1 forms we consider a revision to the EPC-2 forms to include a revision/re-statement of student learning outcomes. Jackson agreed that we could consider a change to our forms, but asked that this discussion be tabled for future conversation, and she remarked that changes may be needed in light of the new web bulletin process.

Winkelman then returned to the Methods of evaluating students section of DEP 3105. Jackson agreed that the language in the form needed to be re-visited as it did not address evaluation methods per se. Jackson suggested that the course be tabled pending revision.

Discussion then turned to DEP 3163. Minor corrections were made to the revised course description and Jackson called for a vote on the EPC-2 for DEP 3163 as amended. The motion carried unanimously.

Lester-Moratzka made a motion that the committee endorse the EPC-1 forms for DEP 6171: Drafting for Theater Design I and DEP 6172: Drafting for Theater Design II. Hawley seconded the motion. Discussion: Jackson opened discussion with a rumination

on how two-semester course series would be presented in the new web-based bulletin. Jackson wondered if the course description needed to include language in the course description indicating that these courses are a series. Discussion followed with the Registrar explaining that in Banner each course is its own entity, there is no linkage at that level, but that you would see the numbers sequentially in our linear course forms. Thomason asked: in this new atomized web environment do we have an issue with two course descriptions being, essentially identical? Lester-Moratzka explained that while these are Graduate level courses DEP is finding that students are coming in without experience in mechanical hand drafting, and if that lack of skill/experience is discovered after the start of the Fall semester the student would be put in the course in the Spring semester. After further discussion it was determined that this course may not truly be a series, and a course number of DEP 6170 (which could be offered in either the Fall or Spring semester) would be more appropriate. The motion is tabled, and the course will be re-presented as DEP 6170. Winkelman then shared his concerns about the language of the course description, required texts and materials, course design, and methods of evaluation. Jackson acknowledged the issues raised and suggested that the committee move to consideration of the last DEP matter for this meeting.

Lester-Moratzka moved that the committee endorse the EPC 3-R Proposal for Revised Curriculum for Undergraduate Stage Management. Greer seconded the motion.

Discussion: Lester-Moratzka explained that the course DEP 2613: Costume Design for the Non-Major is not being offered (she will bring an EPC-2 to the committee to delete the course). After brief further discussion Jackson called for a vote on the motion, and the motion carried unanimously.

The balance of the meeting was taken up with discussion of, and feedback on, the test course grid webpage designs prepared by the web design team. Morin agreed to be the go-between to convey the concerns and suggestions identified by the committee to the web designers.

The meeting adjourned at 2:10 PM.

Respectfully submitted 12 December 2016  
Christia Thomason  
Educational Policy Committee Secretary