

ED POL Minutes 11/15 - **UC408 (3:10 – 4:30PM)**

Anderson, Baker, Bell, Bodzin, Cerce, Henry, Hoelscher, Jensen, Kawash, Lin, Lotto, McClaind, Shiraishi, Tonkay, Watson, Webb, Wilson, Zhang

- Approve minutes from 11/1/17
Minutes were approved
- Faculty teaching Close Relatives
Motion to pass the current revision of the R&P proposal (unnumbered) -- this will be a first reading at the December meeting and a second reading at the February meeting

Proposed Language:

Guidelines on Faculty Instruction of Family Members

Faculty members have a responsibility to avoid conflicts of interest between their professional responsibilities and their personal interests in relationship to students who are family members. The primary concern of the university is an absence of bias in the evaluation of coursework and maintaining fair treatment among all students in a class. Whenever possible, faculty should not teach members of their own immediate family (i.e. spouse, child, brother, sister, parent, grandparent, grandchild, domestic partner, and the respective spouses of the foregoing or any person residing within one's household) in a credit bearing course. In cases where such a conflict cannot be avoided, the faculty member must inform the department chair of the situation in writing. The department chair in consultation with the faculty will develop an unbiased grading plan, which at a minimum includes a review of graded assignments and final grades for the class by another faculty member. If the faculty member in question is the department chair then the consultation would be between the department chair and the dean or the dean's designated representative.

- Ed Lotto reported on the standing subcommittee on Writing Instruction. Al Bodzin will follow up with the dean of the College of Ed about a needed representative to this committee from their college. The committee is supposed to follow up with all writing all across the university, but they mainly deal with TRACS fellows and Greg Skutches.
- Presidential Scholarships
 - Ashley Baker from the Registrar's office has recently taken over administrating Presidential Scholarships and is seeking background and guidance
 - Nothing in R&P regarding Presidential Scholars
 - Baker provided questions that have arisen about the program
 - The committee has agreed that scholarship are not and should not be in R&P
 - Questions:
 1. Jen Jensen will provide the overall intention of the program from the archives and interviews
 2. The purpose of the Presidential Scholarship is outlined in the scholarship description, but can students use it to simply take another year of courses of general interest to them, i.e. continuing education
 - students do not have to be full time
 - they get two semesters and a summer
 - average number of Presidential Scholars at any given time is estimated at 30
 - Ashley and Linda will research and provide a 5-year summary of Presidential Scholars
 - Students who want to use the scholarship for continuing education will be asked to provide a statement about the purpose of the fourth year of study

3. Is graduation required? Student qualified to graduate in January is not graduating until May. Can a non-degree seeking student qualify for a Presidential Scholarship? Does this have tax implications? A student must complete the requirements for one degree and can qualify for Presidential Scholarship.
 4. Can students with part-time semesters or Fulbright Scholarships qualify for a Presidential Scholarship? Can they use the scholarship for a 6th or 7th year? (NO)
 - If a student has part-time semesters for medical reasons and graduate after 5 years, are they eligible to use a Presidential Scholarship?
 - This also affects transfer students. Many transfer students are not eligible because they have to have 60 of the last 75 credits completed at Lehigh. There's also a minimum of 7 full-time semesters.
 - Jensen – are we setting up a situation where students will game the system to earn a free year in a Presidential Scholarship?
 - The above issue must be revisited in terms of qualifications on the PS website
 5. Can students receive the Presidential Scholarship for their 8th and 9th semesters if they are a dual degree student? (NO)
 6. Can students postpone graduation and therefore postpone the scholarship? No longer relevant if only requirements for graduation need to be completed. Graduation is not a requirement.
- Discussion of Middle States Issues
 - All were asked to review the University and provide feedback.
 - Work to do on assessment
 - General education is
 1. We do not have a general education requirement at the university, we do it in the colleges – we use distribution requirements to satisfy general education
 2. We do not define what the general education or distribution requirements have to teach to meet gen ed requirements
 3. How to do this:
 - Model #1: no university level involvement/oversight.
 - Model #2: a university review component of how college are complying with the expectations of MSCHE as expressed by their standards, without stated university-level outcomes.
 - Model #3: Adopt university-level competencies that utilize existing college learning outcomes
 - Ed Pol members will think about the above and come back to the next Ed Pol meeting with suggestions and input
 - If the Faculty Senate is passed, the senate will decide what to do about individual committees and committee structure. Ed Pol will exist for one more year

upcoming meeting agenda items:

on January 29th, the Provost will be here to talk about the Health College

Kate Radande will be back to talk about study abroad

Middle States

Attendance policy

Calendar Committee:

Pat hasn't constituted it yet, but he intends to do so.

- Other sections of section 3 to be addressed:

Going forward, any changes that we make to R&P section 3, which we deal with, go into effect immediately after the second reading. It was erroneously believed that the minutes of the faculty meeting had to be approved before decisions take effect.

Meeting was adjourned at 4:15pm

- 3.2.5 – Attendance
- 3.1.4 – Transfer credit
- 3.1.4.1 – Credit for Lehigh Abroad Sponsored Programs (not substantive)
- 3.1.4.2 – Undergraduate Leave of Absence
- 3.1.5 – Full Time undergraduate student
- 3.2.4 – Roster of Studies
- 3.3.2 – Designated course system with pass-fail grading
- 3.4 - Auditors
- 3.6 Provisional Courses
- 3.7.2 – Hour exams
- 3.8.1 Definition of Grades
- 3.8.2 – Incomplete (N grade)
- 3.8.3 – Absent from the final examination
- 3.8.6 – Grade reports
- 3.11.1 – Graduation honors
- 3.12 – Petitions
- 3.12.2 – Substitution and Anticipatory Exams (Not sure this is the process followed)
- 3.12.3 Petition to Waive Requirement
- 3.14.5.1 Apprentice Teaching
- 3.20.1 Requirements for graduation (not substantive)
- 3.20.1.1 – Second baccalaureate degree
- 3.20.3 – Transcripts of Record