

**Educational Policy Committee Minutes  
November 10, 2021, 3-4:20pm, Williams 351**

**In Attendance:** Mary Beth Deily (COB, chair); Linda Bell (RAS); Susan Szczepanski (CAS); Paul Salerni (CAS); Lori McClaind (DOS); Xiaosong (David) Peng (COB); Duncan Shober-Fernback (student, RCEAS); Katrina Zalatan (COB); Paolo Bocchini (RCEAS); Ryan Gogerty (student, COB); Albert Xinliang Liu (COH); Wenxin Liu (RCEAS); Sterling Salmini (student, CAS); Jennifer Jensen (Provost's Office); Steven Wilson (Registrar, secretary); Nathan Urban (Exec. VP and Provost, guest).

Attending via Zoom: Ginny McSwain (CAS); Nobuko Yamasaki (CAS); Brook Sawyer (COE); Sabrina Jedlicka (RCEAS); Michelle Conrad (DSS, guest); Maria Zullo (DSS, guest).

**1. Approval of Minutes from meeting of October 27, 2021**

Approved without amendment.

**2. Announcements**

Next meeting of EdPol will be Dec. 1, 2021.

**3. Discussion with Provost**

a. Consistency of class restrictions placed by colleges and departments

General discussion by members. Problems caused by class restrictions include interference with graduation; Lack of data access with regard to restrictions inhibits departments in planning schedules at the department and even the university levels.

Possible solutions include expanded department access to ARGOS, use of CIM process to guide restrictions, reporting information about barriers to graduation created by the restrictions. In sum, there are issues of communications, consultation, and data sharing.

Deily suggests that council of chairs would be a good forum for communicating issues and solutions. Provost Urban agreed to continue discussion.

b. DSS accommodations

General discussion by members. Concerns from faculty include lack of expertise about the legal requirements, and difficulty responding to the increasing number and expanding types of accommodations (see section "c" below, for examples).

Zullo confirmed recent increase in requests for accommodation at Lehigh, and stated that this matches national trends. Requests of familiar accommodations have

been increasing in volume (as examples, note takers and extra testing time), and new kinds of accommodations (e.g., testing alone) have increased, as well. Student representatives shared examples from their experience (and that of peers).

Members discussed building or designating a testing center to handle the volume. Deily suggested working with Development to identify a donor.

Students representatives suggested that one possible solution to the note-taking issue might be changing the job of note-taker from a work-study opportunity to a fully paid position. McSwain suggested “shared notes” model, which she has used, through which all students would contribute to a shared google doc.

Members offer other possible solutions, including earlier notification of faculty. Zullo and Conrad noted that faculty may look for updated information on the DSS website, specifically via the faculty portal. Provost Urban said that his office will review communications with regard to DSS process, to ensure clarity of guidance.

Provost Urban suggested that this conversation about solutions needs to continue, due to the expectation that the trends identified would continue. Urban also asks for additional creative solutions be collected and shared.

c. Sample of possible accommodations:

i. Permanent accommodation

- Extended time for testing/1.5 or 2.0
- Use of a peer note taker
- Audio recording of lectures
- Assignments provided in advance so that student can plan ahead and lessen cognitive fatigue.
- Books and materials in an alternative format—please provide all written materials in an accessible electronic format
- Academic flexibility, which is flexibility with attendance and, by extension, with deadlines and assessments...a worksheet will be sent to faculty under a separate email with more information about academic flexibility

ii. Temporary accommodations:

- Use a faculty-approved memory aid/note card when it does not fundamentally alter the nature or focus of the assessment
- 24-hour extension to complete homework assignments

**Meeting adjourned at 4:05 PM**

## **Outstanding Items to be Carried Forward**

- a. Diversity and Inclusion: Now that the University's DI&E plan has been released, EdPol will invite Henry Odi to report on the findings and goals in the plan.
- b. R&P 3.7.3.1 Final Examinations: Proposed revision for cases where an emergency requires the cancelation of scheduled final exams.