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Educational Policy Committee Minutes
February 16, 2022, 3-4:20, via Zoom

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In Attendance, via Zoom: Mary Beth Deily (COB, chair); Linda Bell (RAS); Paul Salerni (CAS); Lori McClaind (DOS); Laura Sawyer (COE); Sabrina Jedlicka (RCEAS); Wenxin Liu (RCEAS); Ryan Gogerty (student, COB); Xiaosong (David) Peng (COB); Susan Szczepanski (CAS); Paolo Bocchini (RCEAS); Duncan Shober-Fernback (student, RCEAS); Rosa Zheng (RCEAS); Erica Hoelscher (COH); Henry Odi (Equity & Community/DIE); Ginny McSwain (CAS); Katrina Zalatan (COB); Nobuko Yamasaki (CAS); Jennifer Jensen (Provost's Office); Steven Wilson (Registrar, secretary).

1. **Approval of Minutes from meeting of February 2, 2022**

   Approved without amendment.

2. **Announcements**

   None.

3. **Revisions to R&P 3.7.3.1 Final Examinations**

   General discussion of current system of final exam scheduling, RAS process to minimize conflicts, and notification of faculty (but not students) of the exam schedule. Consensus that it is problematic to rely on faculty to notify students in a timely manner, who are then expected to review the schedule for conflicts in a timely manner. Although students may ultimately petition to SOS for a make-up (whether for conflict or other reason), this is not an efficient system. Chair proposed new language to clarify expectations for RAS notice and to set two-week deadline for students to communicate conflict to faculty/deans (see attached). Discussion led to consensus that one-week would be more appropriate.

   Chair will revise proposal and return for further action by committee.

4. **Revisions to R&P 3.7.3.2 Makeups for Final Examinations**

   General discussion of current system of scheduling make-ups for final exams. RAS is responsible for administering make-ups. This includes processing requests for make-ups, including scheduling rooms, securing proctors, collecting exam materials from faculty, interpreting specific instructions about resources appropriate for each exam (notes? ADA accommodations?), and then returning completed exams to faculty (with a tight timeline for grading between terms). This has led to student and/or faculty confusion.

   Although students may ultimately petition SOS for a make-up (for conflict or other reasons), the consensus is that the status quo is not efficient. Also, consensus that faculty would be more appropriate administrators of their own make-up exams.

Chair proposed writing new guideline, and will return for further action by committee.

5. **Emergency interruptions**

   Revisiting proposal from pre-pandemic incident of interrupted exam (fire alarm). The following were attached for reference:
   a. Short version of proposed revision from Brian Chen, with minutes of previous EdPol discussions in 2019-2020.
   b. Complete version of original Chen proposal.

   Discussion by faculty and students lead to general consensus that the situation has been rare (and it is hoped that it will remain rare). Further consensus that it would be difficult to write specific procedures to cover the many possible situations that may arise. At this time, it is proposed to leave flexibility with the faculty to respond as necessary to events.

Meeting adjourned at 4:20 PM