

Educational Policy Committee Minutes

August 29, 2024 Williams 351

Attendance: Kelly Austin, Linda Bell, Nandini Deo, Michael Dills-Allen, Tom Hammond, Andreea Kiss, Lori McClaind, Joanna Mishtal, Lucy Napper, Henry Odi, Ahmed Rahman, Fathima Wakeel

Zoom: Paolo Bocchini, Angela Brown, Derick Brown, Naomi Rothman, Yue Yu

1. Minutes of April 25 approved

2. Update on Ed Pol committee membership

New members listed on Coursesite. We have a couple of spots to fill (see Coursesite). Student representatives have not yet been voted in.

3. Updates on minute-taking for Ed Pol meetings

Minute taking will rotate between members. Kelly Austin volunteered to take minutes for the remaining empty spot for Fall.

4. Reminder that Oct 10 and Nov 14 meetings will be fully remote

5. Revision of R&P 3.14.5.1 (Apprentice teaching)

The revision to R&P 3.14.5.1 was not approved by Faculty Senate in May, 2024. Feedback from Senate included the suggestions to: (1) address undergraduate teaching more broadly; (2) provide the original verbiage, original verbiage with tracked changes, and clean copy; and (3) consult with departments more about the proposed revision.

Discussion topics included (1) noting that this section of R&P is only applicable to apprentice teaching and not paid graders, (2) that CAS, COH and COE are currently using apprentice teachers, and (3) that apprentice teachers do not receive any FERPA training, and therefore it may not be appropriate to have them grading other students' work.

There was a suggestion to explore the use of graders at Lehigh separately from apprentice teaching and develop guidance on what graders can do at a later date. This need for guidance for use of graders reflected concerns around quality, fairness, conflicts of interest, and confidentiality. There is no current language on undergraduate graders in R&P. In future, it was suggested that the committee develop a survey for chairs about graders to determine how departments are using graders and procedures they have in place to train graders / set limits. This information could be used to revisit developing a grader policy.

The proposal language was updated by the committee to clarify that this section of R&P is not about paid graders.

VOTE: Approved updated language.

ACTION STEP: Fathima will forward updated proposal to Senate

6. Announcement: Change in COH department structure

COH is moving to a three-department structure. This will be going through CIM this year.

7. Discussion of 4+1 credits/development of a committee to propose revisions

It was noted that we do not have clear policies for 4+1s (e.g., number of courses that can be reserved or “double counted”) and that there may be a need for practical changes to existing procedures (e.g., petition process). A subcommittee was formed to work with GRC to develop relevant policies.

Subcommittee members: Kelly Austin, Linda Bell, Angela Brown, Michael Dills-Allen, Tom Hammond

ACTION STEP: Subcommittee will coordinate with GRC to form a joint working group

8. R&P 3.11.2 (Departmental Honors section)

There was discussion of R&P section 3.11.2. It was concluded that the honors requirements are determined at the department-level. This section could be removed from R&P as the information is either not needed or is covered elsewhere in R&P.

9. Allowable graded work during last five days of class and the RCS period:

Dr. Teri-Ann Jones had previously indicated that an issue had come up with the final exam policy: “Our final exam policy stipulates that faculty should not assign quizzes or exams during the last five days of class or during the RCS period. However, there is no mention of other types of graded work. We have received a few complaints from students about assignments that have been given on the last day of class, which were due during finals.”

There was some discussion about the policy only applying to quizzes and exams, but not presentations and homework. Some committee members felt it would not be appropriate to curtail instructors’ ability to structure courses and employ pedagogical practices they deem beneficial by expanding the current language to include all graded work. The committee felt it would be useful to follow-up with Dr. Jones to clarify the issue and explore suggestions for possible changes.

10. Updates/potential topics for discussion from Faculty Senate

The Faculty Senate has suggested that we consider revising R&P 1.3.2.1 (Educational Policy Committee). This includes revisiting tenure requirement for membership and possible restrictions on Associate Deans' ability to vote (due to possible conflict for SOS appeals).

ACTION STEP: All committee members – prior to the next meeting review R&P 1.3.2.1 (Educational Policy Committee Section) and consider possible changes to outdated language.

11. Suggestions for priorities for this year

Registrar will be bringing issues (e.g., about the catalog year for students who take a leave and enforcement of 8-year rule for graduation)

12. Other Business: Who is the Chair Elect? Andreea Kiss for Fall. Marina Puzakova will return in Spring.

Recorded by: Lucy Napper