

**COMMITTEE:** Educational Policies and Planning

**MEETING DATE:** Friday, November 11, 2022; Online (TEAMS)

**PERSON PRESIDING:** Committee Chair, John Collins

**REGULAR MEMBERS IN ATTENDANCE:** John Collins, Michael Dingfelder, Timothy Jenks, Suzanne Lea, Ken Luterbach, Michele Wallen

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Cyndi Bellacero, Mark Bowler, Thompson Forbes, Ron Preston, Jason Yao, Raphael Yaft

**OTHERS IN ATTENDANCE:** Eboni Baugh, Rachel Baker, Alethia Cook

---

## **ACTIONS OF MEETING**

Agenda Item #1: Call to order at 1:00 pm by Committee Chair John Collins

---

Agenda Item #2:

Approval of October 14, 2022 Meeting Minutes

Discussion:

None

Action Taken:

**Minutes stand as submitted**

---

Agenda Item #3:

**Request to Deliver Existing UG Degree Program in New Delivery Mode (online): Psychology BA in Department of Psychology**

Representatives: Nate Vietor and Alan Christenson

<https://ecu.curriculog.com/proposal:8427/form>

Moved to January 13, 2023 meeting

---

Agenda Item #4:

**Request to Deliver Existing UG Degree Program in New Delivery Mode (online): Family and Community Services BS in Department of Human Development and Family Science**

Representative: Eboni Baugh

<https://ecu.curriculog.com/proposal:8601/form>

This proposal was developed after an audit of distance education course offerings noted that more than 50% of the courses within the program were being offered online without program approval for an online delivery mode. Approval of an online degree option would allow the program to provide another option for majors in online programs within the department looking to change majors. Additionally, approval of this request would assist the program in meeting the high demand for online courses within the program. No other NC institutions offer an online program in HDFL.

Action Taken:

Motion to approve: Mark Bowler

2<sup>nd</sup>: Timothy Jenks

**Approved**

---

Agenda Item #5: Department of History Unit Response to Academic Program Review

Representative: Timothy Jenks

EPPC Representative: Jean-Luc Scemama

<https://facultysenate.ecu.edu/educational-policies-planning-committee/>

Discussion:

This was a successful APR process. The faculty and administrators had positive interactions with the reviewers.

The unit does not intend to take action in response to three recommendations.

- 1) Renaming and updating catalog description for courses, especially at the 1000- and 2000-level might be an effective way to increase enrollment.

The department follows the Registrar's protocol for minimal course descriptions and courses at the 1000-level do not have difficulty filling. The 2000-level courses adopted since the last review in 2014 reflect new naming conventions and several longstanding courses at the 2000-level have high enrollments.

- 2) Add a new facility with a museum or other interpretative infrastructure which has the ability to take regional transformation to the next level by providing greater public service, opportunities for economic development, and recruitment potential by attracting visitors to a facility where the work of ECU scholars is clearly demonstrated.

The department responded to similar requests in the past with a proposal that was not acted upon.

The department agrees with the recommendation but will need support from above the department level before further action can be taken.

- 3) The department should be moved into a new facility, ideally one that could accommodate the entire department and foster more connections and collaborations for faculty and students.

The faculty do not agree that the department and the Maritime Program faculty need to be collocated and would prefer to focus on improving the Maritime Program facilities instead.

The department continues to move towards an expansion of the online program and is also moving forward with a number of post-COVID priorities to increase department events and student engagement.

Action Taken:

Move to approve: Mark Bowler

2<sup>nd</sup>: Jason Yao

Abstention: Timothy Jenks

**Approved**

---

Agenda Item #6:

**Department of Political Science Unit Response to Academic Program Review**

Representative: Alethia Cook

EPPC Representative: John Collins

<https://facultysenate.ecu.edu/educational-policies-planning-committee/>

The department had an excellent experience with the APR process. The department was pleased with the advice given. Faculty have started work on areas that have been identified for improvement. They are

expanding their advertising efforts and engaging in what will be a long process to determine how they will “right size” the department and programs within it (i.e. faculty/students).

The review team was concerned about the difference in BA and BS degree; however, the unit did not share that concern, they are different degrees and should be different. This has been an ongoing consideration in the unit and in response to report the department analyzed peer institutions and found that few programs have both. The Political Science BS and BA requirements are not out of alignment with ECU and other college requirements for BS and BA programs. The department is also working on a line of succession and taking steps to encourage more faculty to move into leadership positions within the programs.

Discussion:

Q: The Survey Research Center is an opportunity to build and grow to leverage enrollment at the graduate level.

A: Encourage colleagues to write this center into grants as it is an underused asset on campus.

Comment: The template does not require an action plan and it would be useful to units if there is a reference to that in the template.

Action Taken:

Move to Approve: Ron Preston

2<sup>nd</sup>: Mark Bowler

**Approved**

---

**Agenda Item #7: Revisit guidelines on minors (double-counting and minimum s.h. above 2999)**

Few programs have explicit policies on minors/majors and double-counting. Prior to the meeting, John drafted a letter to program directors and chairs for committee consideration that explains the proposed policy limiting double-counting between majors and minors and requests feedback.

Discussion:

Q: Would the 50% double counting policy override program specific limitations that may be more restrictive?

A: No, the policy draft will be revised to include a line that states that programs can have a more restrictive policy.

Q: Is 50% intended to reference hours or classes

A: The consensus is that the intention is to limit 50% of the credit hours taken and the policy draft will be revised accordingly.

Q: Is there any intention to limit double counting between minors?

A: The current issue is between majors and minors

Recommendations: Add “BSBA” to the letter and policy draft and send a draft of the policy to the Registrar’s office to determine how it would be operationalized in Degree Works as currently written.

Action Taken:

The policy draft will include the revisions recommended by the committee and will be sent as a draft to the Registrar’s Office for feedback before sending to program directors and chairs.

---

Peer Observation Forms

Drafts were shared with committee members by email prior to the meeting.

Discussion

Some of the items are difficult to understand.

Some of the items will be difficult to observe in each class.

Need more flexibility and less dependency on arcane terminology.

The proposed instruments would require new training for peer observers because of the significant differences between the proposed drafts and the current instruments.

There was confusion about checkboxes and the rating scale which could be alleviated with wrap around directions/support materials.

The term “class session” is intermingled with “lessons” and the terminology needs to be consistent (avoid lesson and use class session).

Does the number of students mean the number of those in attendance that day or registered for the class?

Question – will this form override those forms currently approved for departmental use?

There is too much emphasis on outcomes.

The checklist implies that all of these items listed with checkboxes need to be observed which would be difficult.

These items need an NA category or “when applicable” notation.

There should be an odd number of points on the rating scale.

QM is not required.

Active learning and frequent assessment are implied as requirements for each item.

The face-to-face instrument appears to be a course evaluation as opposed to an individual class observation.

As much as possible, the expectations between online and in person should be similar.

Explain the need for a new instrument.

Consider adding a narrative for each item with bulleted lists of examples or cues to look but not specific requirements for each item.

---

### **Roster Update**

Clark Nall realized he was going to have too many conflicts and Chair Ticknor appointed Lida Cope (English) as a replacement.

### **APR Updates**

Michael Dingfelder; Economics had their exit interview on November 10, 2022. There was considerable discussion about Centers and location of those Centers. The unit response will be shared when it is received.

Ken Luterbach: The Adult Education self-study is in progress.

Michele Wallen: The African and African American Studies site visit was held on October 31-November 2, 2022 with the exit review concluding the visit on November 2. The reviewers were pleased with the process. Program strengths and weaknesses were identified from the self-study and meetings with faculty, students, and administrators. The unit response will be shared when it is received.

Motion to Adjourn: Mark Bowler

2<sup>nd</sup>: Timothy Jenks

**Approved**

Meeting adjourned at 2:05 PM

**NEXT MEETING:** 1:00 PM January 13, 2023

**ITEMS TO BE DISCUSSED:** Request to deliver existing UG degree program (Psychology, BA) in a new delivery mode (online) by the Department of Psychology

Respectfully Submitted,

Michele Wallen, Secretary ([wallenm@ecu.edu](mailto:wallenm@ecu.edu))