

Minutes of EPC April 24,2002
Approved 5.08.02
Educational Policy Committee
Wednesday, April 24, 2002 (Meeting #9)

Present: K. Amstutz, J. Bergum, C. Bock, C. Carroll, J. Doty, C. Grau, R. Green, K. Heikel, J. Jenson, G. Keeney, D. Lipori, V. Magnuson, P. Morton, B. Munson, J. Peterson, D. Poe, K. Risdon, L. Rolfe, T. Wallace
Excused: S. Hedman
Absent: A. Benning, S. Goel, R. Hoffman
Guest: K. Johnson

Chair Carroll called the meeting to order at 3:05 p.m.
MOTION WAS MADE AND SECONDED TO APPROVE THE APRIL 10, 2002 MEETING MINUTES. Passed.

Vice chair election

Ballots were distributed. C. Bock was unanimously elected to serve as vice chair during the 2002-03 academic year and as chair during the 2003-04 academic year.

Final examination policy

MOTION WAS MADE AND SECONDED to adopt the following as the final examination policy: Final examinations will be given in every course unless an exemption is given by the collegiate dean. Finals will be given during final exam week. (See also, Uniform Syllabus Policy, #6).

Chair Carroll distributed copies of the current final exam policy and of the uniform syllabus policy. Members reported on discussions of the final examination policy held in their units.

MOTION WAS MADE AND SECONDED TO AMEND the policy to read:

Finals will be given during final exam week according to the published schedule. Failed.

The motion, as amended, was rejected by a vote of six in favor and nine opposed.

MOTION WAS MADE AND SECONDED to adopted the following as the final examination policy:

UMD policy requires that final examinations be administered for all UMD courses offered primarily for undergraduate credit, and that the examinations be held at the time and place prescribed in the final examination schedule. Exemption from this policy may be granted by the appropriate college dean. Requests for exemption should be initiated by the instructor of record for the course and forwarded through the department to the college dean for action, with an information copy to the registrar. Such requests are considered on a semester-to-semester basis.

Requests for permanent exemption for courses for which regular final examinations are appropriate, such as independent study or seminar courses, should be initiated by the department responsible and forwarded to the college dean for action, with an information copy to the registrar. Such requests, once granted, remain in effect until modified by action of the department responsible.

"Primarily" means 4xxx level courses or lower.

MOTION WAS MADE AND SECONDED TO AMEND the policy by deleting "offered primarily for undergraduate credit". Passed.

MOTION WAS MADE AND SECONDED TO AMEND the policy by deleting "and place" from the phrase "at the time and place prescribed". Failed.

Committee members discussed whether the policy is inconsistent with respect to take home exams. The motion failed. The existing final exam policy remains in effect.

A student asked how professors know about rules and processes for changing whether or not a course has a final. L. Rolfe noted that memos regarding the curriculum proposal process have been sent out several times.

Mid-term alerts

UMD has a policy stating "students should be provided with written evaluation of their performance in each course before the end of the sixth week of the semester". The Twin Cities University Senate just passed a mid-term alert policy stating "instructors in all 1xxx courses shall provide a mid-term alert for students who, on the basis of performance in e course through the sixth week of the semester, appear to be in danger of receiving a grade of D, F, or N."

There are three differences between the UMD and the Twin Cities policies: 1) UMD's policy says all students, not just those in 1xxx courses, have right to know how they are doing; 2) the Twin Cities policy includes notification to advisers so one person sees that student is struggling in many courses; and 3) the Twin Cities policy only notifies students in danger of failing are.

CLA has a first alert system that only alerts CLA students who are in danger of failing CLA courses. K. Johnson contacted the head of the web grading committee, of which J. Hamlin is a member. The mid-term alert system is on schedule for implementation for fall semester 2002.

That group is meeting tomorrow to discuss the types of information faculty will be able to enter. V. Magnuson will report to J. Hamlin that this group would lean toward adopting the mid-term alert system and will revisit the issue next year.

It was noted that UMD advisers often do not know for months that their advisees are on probation and that the Portfolio system helps with that problem.

Academic integrity

Committee members discussed how to proceed on this issue. They agreed to look at questions in the agenda and at others that will be sent by May 2. Feedback based on those questions will be gathered at the May 8 meeting. V. Magnuson said he would like, before this semester ends, to have the Twin Cities academic integrity officer come to Duluth to work with him, S, Hedman and the deans. He asked that this group give feedback on fundamental issues such as should students be charged, should there be a central place to report, etc.

Subcommittee reports

Academic integrity subcommittee: no report.

Academic support units advisory board: no report.

Admissions, retention, and graduation subcommittee: no report.

Information technology and the library subcommittee: no report.

Instructional Development Service advisory board: no report.

International education subcommittee: no report.

Liberal education subcommittee: student focus groups were held in advanced composition courses. Facilitator summaries have been received and are being reviewed. Three hundred of the 500 surveys have been returned. The subcommittee will have a report for EPC at the next meeting.

Technology task force: report above.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Mary Dragich

Recorder

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Last Revised on 5/19/2000 by FS