

February 12<sup>th</sup>, 2019

Alumni Conference Room, LSC 14<sup>th</sup> Floor.

Zoom: <https://ucdenver.zoom.us/j/946469543>

(Zoomers, please endeavor to sign on a few minutes early while we have OIT support available)

## **Educational Policy and Planning Committee Meeting**

Members: Chair, Tod Duncan, CLAS; Vice Chair, Jimmy Kim, Engineering; Secretary, Rachel Stott, Library; Larry Cunningham, Business; Rebecca Hunt, CLAS; Cheryl Matius, SEHD; Ann Komara, College of Architecture and Planning.

1. Call to order
2. Approve minutes from November, 2018
3. Update from Rebecca on Grade Forgiveness policy
4. Operating Procedures review
5. Business to us from Faculty Assembly
  - a. Via Linda Bowman, Interim Vice Provost/Senior Vice Chancellor Student Access and Achievement: Establishing deadlines for declaring a major (# CH not time)
6. Other business

EPPC information including agendas and minutes is available on the UCD website at

[http://www.ucdenver.edu/faculty\\_staff/faculty/assembly/downtown/committees/Pages/Educational-planning-and-policy.aspx](http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/committees/Pages/Educational-planning-and-policy.aspx)

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Attending Members: Chair, Tod Duncan, CLAS; Vice Chair; Secretary, Rachel Stott, Library; Larry Cunningham, Business; Rebecca Hunt, CLAS; Cheryl Matius, SEHD; Ann Komara, College of Architecture and Planning; Jimmy Kim, Engineering

1. Call to order
2. Approve minutes from November, 2018
  - a. Rachel motioned to approve with discussed changes, Larry seconded
3. Update from Rebecca on Grade Forgiveness policy
  - a. A few questions are still being clarified but it's close to being finished
4. Operating Procedures review
  - a. Two documents about Academic Integrity on our committee website – do they fall under our purview? Now there is an official Academic Integrity/Ethics Committee being developed
    - i. Tod will meet with Jeff Franklin to find out where the committee is at in the development process, what role these documents play, and how EPPC will continue to be involved in the role of academic policy in the area of academic integrity
  - b. EPPC Committee: Organization, Goals, & Procedures
    - i. Does this document represent the current charge of EPPC?
    - ii. There may be overlap within this document with other faculty committees
    - iii. Differentiate between items that are policy, curriculum, etc. and then consult with the faculty committees who are working on these things
    - iv. Would be good to document what EPPC has done in the past, and we could also create a list of what documents are being revised by EPUS as a guide for things we could look at
    - v. Reframe language to not require 8 meetings an academic year? Could reframe to include email correspondence to count as meetings if there is no business?
    - vi. Tod will reach out to AVC of Academic Planning or the AVC for Faculty Affairs about regularly attending meetings
5. Business to us from Faculty Assembly
  - a. EPUS Report (Larry)

- i. About to finalize the uniform grading policy
    - ii. Has reviewed 8-10 Academic Policies recently
    - iii. CU Treasurer spoke about University housing assistance for faculty; the focus has been broadened from Boulder campus to include Springs and Denver campuses (can possibly be used as a faculty recruitment tool)
  - b. Via Linda Bowman, Interim Vice Provost/Senior Vice Chancellor Student Access and Achievement: Establishing deadlines for declaring a major (# CH not time)
    - i. Linda Bowman attended meeting
    - ii. SAA is looking at number of things that impact the student experience
    - iii. Student retention – undeclared students within the first year are at a greater risk at dropping out
      - 1. Students can move into meta majors (working with Academic Success Advisors)
      - 2. Currently, our campus doesn't require students to declare a major within a specific time frame/number of credit hours (45 hours being suggested)
      - 3. It wouldn't mean they couldn't change majors, but from moving from undeclared to an exploratory area, they would be in a better position to declare a major after a specific number of hours
      - 4. How would this limit apply to transfer students with more credit hours?
      - 5. How would this impact the load of the academic advisor?
      - 6. Will this align with other revamped advising efforts that are aimed at keeping a consistent student experience?
      - 7. Recommend that Linda also brings it up at next Faculty Assembly meeting
      - 8. Linda will share the best practices documentation she has collected with EPPC
6. Other business
- a. Committee Membership: Tod has contacted CLAS, Graduate School, School of Public Affairs
  - b. Welcome Ann Komara to our committee!

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## **Educational Policy and Planning Committee Meeting**

Members: Chair, Tod Duncan, CLAS; Vice Chair, Jimmy Kim, Engineering; Secretary, Rachel Stott, Library; Larry Cunningham, Business; Rebecca Hunt, CLAS; Cheryl Matius, SEHD; Ann Komara, College of Architecture and Planning; Inge Wefes, Graduate School; Wendy Bolyard, School of Public Affairs.

1. Call to order
2. Postpone approval minutes from February, 2019
3. Ethics policies update
4. Business to us from Faculty Assembly
  - a. Uniform Grading Policy
    - i. What are the recommendations of EPPC to Faculty Assembly regarding the changes to UGP?
5. Other business

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March 12<sup>th</sup>, 2019

Alumni Conference Room, LSC 14<sup>th</sup> Floor.

Zoom: <https://ucdenver.zoom.us/j/946469543>

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## **Educational Policy and Planning Committee Meeting**

Attending Members: Chair, Tod Duncan, CLAS; Vice Chair; Secretary, Rachel Stott, Library; Ann Komara, College of Architecture and Planning; Inge Wefes, Graduate School; Wendy Bolyard, School of Public Affairs; Larry Cunningham, Business

Absent: Cheryl Matius, SEHD; Rebecca Hunt, CLAS; Jimmy Kim, Engineering

1. Call to order
2. Postpone approval of minute from February 2019
3. Ethics policies update
  - a. The campus is working on a new Academic Integrity Committee
  - b. A central Ethics Committee is being established that will continue to oversee these ethics policies
  - c. Tod will ask that the policies that are on the EPPC website be removed
  - d. EPPC can send collective thoughts on about the new policy to Jeff Franklin and/or Provost Office
4. Business to us from Faculty Assembly
  - a. Uniform Grading Policy – EPPC Recommendations to Faculty Assembly
    - i. Should there any uniform polices across colleges about awarding an I grade?
    - ii. Faculty permission for late Add/Drop – what is the definition of “consulted” in regards to the faculty’s involvement? Recommend that the instructor at least get some form of written notification if student plans to complete a late drop
5. Other business

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May 14<sup>th</sup>, 2019

Alumni Conference Room, LSC 14<sup>th</sup> Floor.

Zoom: <https://ucdenver.zoom.us/j/946469543>

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## **Educational Policy and Planning Committee Meeting**

Members: Chair, Tod Duncan, CLAS; Vice Chair, Jimmy Kim, Engineering; Secretary, Rachel Stott, Library; Larry Cunningham, Business; Rebecca Hunt, CLAS; Cheryl Matius, SEHD; Ann Komara, College of Architecture and Planning; Inge Wefes, Graduate School; Wendy Bolyard, School of Public Affairs.

1. Call to order
2. Approval of minutes from February, 2019
3. Summary of years activity to Faculty Assembly
4. Next year's work
  - a. FCQs
  - b. APS on University wide (UCD DDC) ethics committee
  - c. Drop/Withdrawal policies
5. Elections
  - a. Chair – currently Tod Duncan, CLAS
  - b. Vice-chair – currently Jimmy Kim, Engineering
  - c. Secretary – currently Rachel Stott, Library
6. Other business

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## **EPPC**

**Tuesday, Sept. 10, 2019**

**LSC 14<sup>th</sup> Floor – Regents Conference Room**

**Members in Attendance:** Tod Duncan, Chair, CLAS; Rachel Stott, Secretary, Library; Rebecca Hunt, CLAS; Larry Cunningham prepared extensive materials and reports for review pursuant to request from Committee Chair.

**Not Present:** Jimmy Kim, Vice Chair, Engineering; Ann Komara, Architecture and Planning (sabbatical); Inge Wefes (available but unable to join from Zoom due to technical issues), Graduate School; Wendy Bolyard, SPA (teaching conflict); (no representatives: SEHD, CAP, CAM)

### **1. Call to Order**

**2. Approval of Minutes from May 2019** – will hold for October when we have a quorum

### **3. Upcoming**

1. FCQs
  - a. Is there anything we want to do/can do about omnibus questions or other issues?
  - b. What is the role of different committees?
2. Drop/Withdrawal Policies
  - a. Ways forward?
    - i. Get a sense of the policies administered at the college level
    - ii. Tod can email the Deans' offices to let them know we're just gathering information and looking for possible inequities
    - iii. Our members can go to their colleges and gather information
    - iv. Tod may also ask for policies at Faculty Assembly
  - b. Once we start gathering documents, we'll want to track things such as dates, deadlines, etc.
  - c. Do we need to consider Incomplete policies, as well?
    - i. Categories to examine: Drop, Withdrawal, Late Withdrawal, Retroactive Withdrawal, Incompletes
3. Uniform Grade Policy
  - a. May come back to us

**4. Election Update:** Jimmy Kim will continue to serve as Vice Chair

**5. Other business:** None

Meeting Adjourned: 11:35am

October 8<sup>th</sup>, 2019

Alumni Conference Room, LSC 14<sup>th</sup> Floor.

Zoom: <https://ucdenver.zoom.us/j/946469543>

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## **Educational Policy and Planning Committee Meeting**

In Attendance: Chair, Tod Duncan, CLAS; Secretary, Rachel Stott, Library; Rebecca Hunt, CLAS; Larry Cunningham, Business; (Inge Wefes attempted to Zoom in, but the system crashed so her joining was beyond her control.)

Absent: Vice Chair, Jimmy Kim, Engineering; Ann Komara, College of Architecture and Planning (sabbatical), Graduate School; Wendy Bolyard, School of Public Affairs; pending Matthew Shea, College of Architecture and Planning.

1. Call to order
2. Approval of minutes from May, 2019 and September, 2019
  - a. Rebecca moved to approve May, Tod seconded, minutes approved
  - b. Rebecca moved to approve September as amended, Larry seconded, minutes approved
3. English Language requirements – Campus Administrative Policy
  - a. Mark Heredia attended to discuss the APS – Official Measures of English Language Proficiency for Admission of International Students
    - i. Justification for APS review:
      1. Dynamic nature of testing
        - a. Remove specific test scores from policy, and rather publish them annually in the catalog and website (allows minimums to be fluid)
        - b. Question: will International Admissions be able to change the minimum scores for the various tests as they want?
      2. Exceptions to the minimums have been granted, and the procedure for that should be codified in the policy
        - a. Question: Does the IB/AP score have to be in the English discipline, or do the test scores from any AP/IB test count? (Acceptable test scores and documentation listed in the CU Denver catalog)
      3. Misc. clarifications
        - a. ESL Academy Completion would meet requirements for enrollment
        - b. Some citizenship-based exceptions
    - ii. EPPC will collect comments from members via email



- iii. Mark will create a comment matrix, so anything we send to him will be included
  
- 4. APS on International Travel
  - a. Tod will check to see if we will look at this or if it will be APC
  
- 5. Collection of withdrawal/drop policies from Colleges
  - a. Tod will be working on getting these from faculty assembly representatives for the different Colleges
  
- 6. Other business
  - a. EPPC Membership
    - i. Matthew Shea, College of Architecture and Planning will join EPPC in Spring 2020
    - ii. Still looking for representatives from CAM and SEHD
  - b. P&B Update from Larry (Personnel and Benefits)
    - i. Systematic Review of Benefits is occurring (being done by administration)
  - c. EPUS Update from Larry
    - i. Worked extensively on 11B (Faculty Evaluation and Merit Increases)
      - 1. Faculty raises tied to “institutional priorities” but what is the definition of “institutional priorities”? (no glossary included in 11B)

Adjourned at 12:03pm

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November 11<sup>th</sup>, 2019

Alumni Conference Room, LSC 14<sup>th</sup> Floor.

## **Educational Policy and Planning Committee Meeting**

Present: Chair, Tod Duncan, CLAS; Vice Chair, Jimmy Kim, Engineering; Secretary, Rachel Stott, Library; Rebecca Hunt, CLAS; Jarrod Hanson, SEHD; Inge Wefes, Graduate School; Dennis DeBay, SEHD; Wendy Bolyard, School of Public Affairs

Absent due other professional commitments: Larry Cunningham, Business; Ann Komara, College of Architecture and Planning (sabbatical)

1. Call to order
  - a. Introductions
2. Approval of minutes from October 2019
  - a. Rebecca moved to approve, Rachel seconded, minutes are approved
3. Policy review
  - a. Campus Administrative Policy: Creating new or Renaming Existing Academic Departments
    - i. Discussion
      1. Potential conflict between the name of the policy and the language that says “academic units and degree programs”
      2. Part C: “Approval of students” – how do you collect that? Possibly changed to “input from students” – suggestion to keep the language from C3.
      3. Should there be reference to the specific procedures for creating new and/or renaming existing Graduate departments? Potentially a blanket statement, or maybe just in C1, as Graduate is program-related
  - b. Campus Administrative Policy: Awarding Graduate Credit from Prior Learning Sources (New policy)
    - i. Discussion
      1. Insert language about affiliate programs getting guidance and approval from the Graduate Council
      2. Discussion needed around how B3 will be applied fairly (puts the load on the programs to come up with evaluation criteria and then apply it uniformly across all candidates/students)
      3. Is 25% of credits from UCD (in C) too low? Theses/dissertations credits also do not count

4. What is the review date for this Campus Administrative Policy? Can a specific time for review be written in (to be reviewed five years after implementation)?
  - a. What kind of assessment will happen to gauge how successful the programs have been in implementing this policy?
- c. Campus Guidelines: Approval Requirements for New Degree and New Certificate Programs (Guidelines)
  - i. Discussion
    1. Programs that are affiliated with the Graduate School should reach out for guidance and approval by the Graduate Council
    2. Wording in B1, B2, B3 is unclear, to what is “enroll” referring? How does it apply to students who are taking the courses for the degree but could also apply them for the certificate? (double-dipping?)
    3. Wording in error in line 99 re: “Proposals”
    4. Replace specific names with positions for contact information
    5. Define HLC on first use
    6. Is a reference in the Campus-Wide Curriculum Committee (CCOC) needed?
    7. Add a “pre-check” list for who needs to be consulted before starting, in addition to a checklist of everything that needs to be included in the Proposals (add to Duplication section?)
    8. In section 8B – what is meant by “when a new program fundamentally depends upon a department...”
    9. Should the Certificate Proposal form be in Appendix C, rather than just included as a link in the document?
    10. Line 294 – Change from Graduate Dean to Faculty Graduate Council
  - d. Campus Administrative Policy 7034 - Finals Week (deferred to December meeting)
  - e. Campus Administrative Policy 7023 - Four Year Graduation Requirement (deferred to December meeting)

4. Other business
  - a. Update on Regents’ civics curriculum initiative

Adjourned at 12:05pm

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Tuesday, December 10, 2019  
Regent's Conference Room, LSC 14<sup>th</sup> Floor  
Educational Policy and Planning Committee Meeting

Present: Chair, Tod Duncan, CLAS; Vice Chair, Jimmy Kim, Engineering; Secretary, Rachel Stott, Auraria Library; Larry Cunningham, Business; Rebecca Hunt, CLAS; Jarrod Hanson, SEHD; Dennis DeBay, SEHD; Inge Wefes, Graduate School;

Absent due other professional commitments: Ann Komara, College of Architecture and Planning (sabbatical); Wendy Bolyard, School of Public Affairs

1. Call to order
2. Approval
  - a. Rebecca moved to approve, Jarrod seconded, minutes are approved
3. Policy Review
  - a. Campus Administrative Policy: Four Year Graduation Guarantee, 7023
    - i. Part B: Policy Statement – is it enough to only reimburse for courses and fees? What about living expenses? If courses from other institutions cannot be made available, that may be grounds for additional reimbursement.
    - ii. Living expenses would be difficult to determine – what's fair? What's a standard living cost? Language may not be clear enough to establish eligibility. "Reasonable substitution" – need to make sure students are amenable to other options, like independent study or online courses to get the required credits if a course they need is no longer being offered.
      1. Feasible as defined by the program – decision-making should stay with the program or college
      2. Look at wording in eligibility requirement #6 as possible template
    - iii. Concern about Line 53 – "does not apply to scheduling conflicts for individual students"
    - iv. The language needs to eliminate personal scheduling conflicts, but should still include scheduling conflicts such as when two needed classes are offered at the same time slot, for example
    - v. Section F – include study abroad Winterim/Maymester periods
    - vi. Line 118 – Why is the minimum represented as a range? Clarification, otherwise, change to perhaps: C- or a minimum grade as required by programs
      1. Possible that minimum grade is not necessary, since they need to have an overall minimum of 2.0 to graduate/get degree
    - vii. Requirement #17 – if the student is required to keep all the documentation to use this policy, it should be required that they get a plan of study or some kind of checklist that lays out what they need from the start
  - b. Campus Administrative Policy: Final Exam Week, 7034
    - i. Wording suggestion: the word "Final" can only be used in front of "Exam Week" so that it is very clearly Final Exam or Final Exam Week. Takes care of ambiguity around referencing the final week of classes, etc.

- ii. Requirement #2 (line 43) – Why can't the final be changed when all parties agree (professor and students)? Power differentials? What if the students initiate the request?
  - iii. Is it a violation of the policy if Central Scheduling reschedules the final on the instructor's behalf?
  - iv. C1 – Scheduling – does CU Denver schedule the finals, or is that AHEC's responsibility?
  - v. C3 – Scheduling –does this really apply to faculty, if the finals are being centrally scheduled?
  - vi. B6 – students who haven't gone through the Office of Accessibility, but still inform instructors that they have a disability. The faculty member's responsibility to accommodate is different if the disability/accommodations aren't registered?
    - 1. Follow-up: Do the faculty need to go back to the office of accessibility and get their accommodations approved? They most likely just need to follow the accommodations on the paperwork. Does this wording need clarified?
  - vii. Line 90-94 – should the date required to schedule an alternate exam date be relative to when the exam schedule is published? If the exam schedule doesn't come out until week 14, 3 weeks prior may not be possible.
  - viii. E – Emergency Closures: is this policy executable? Can students be required to do course work after the semester ends?
4. Other business
- a. EPUS – working on 1022 (Tenure and Promotion) and 11.B (Faculty Salary)
  - b. UCDALI gathering policies that pertain to ICR faculty (or general, not tenure specific), and putting them on the UCDALI website; chair of UCDALI (Vivian Shyu) is on the Chancellor Search Committee
  - c. Spring meetings will start in February (continue on second Tuesday of the month)

Adjourned at 11:53am