Education Committee Minutes
November 1, 2018

Attendance: Sara Boyd, Eugene DeClercq, Carol Dolan, Ella Epshteyn, Anne Fidler, Sophie Godley, Michael LaValley, Jessica Leibler, Nikki Longe, Lois McCloskey, Cassie Ryan, Lisa Sullivan, Amanda Velez

1. Degree Modification: Sex, Sexuality, and Gender
   a. Proposal reviewed and approved
   b. Recommendation to discuss differentiating which certificates can be completed as a part-time/full-time student to at next certificate directors meeting

2. Phase 2 Proposal: Using mobile technologies to improve health outcomes
   a. Committee discussed Ella’s review of course content and approved the change to 4 credits.
   b. Recommendation to develop official hybrid course policy that includes guidance on course content and credit hours.
      i. Ella will draft for Committee review

3. Instructional Support Policy
   a. Reviewed and discussed current instructional support policy
   b. Recommendations included:
      i. Remove grader category and expand teaching assistant position flexibility to include .75 TAs
      ii. Update enrollment categories to less than 20, 20-40, 40-60, greater than 60
      iii. Add language to indicate that someone teaching a course for the first time, new to the school, or who needs additional technology help may be granted instructional support even if the class is outside the guidelines
   c. Current guidelines will be updated and recirculated for review

4. Coverage Exception Proposals
   a. The Dean’s Task Force recommended that the Education Committee develop criteria and a process for reviewing and approving proposals for teaching coverage exceptions.
   b. Committee discussed circumstances that would justify an increase in coverage: developing/teaching a new course for the first time, major redesign of an existing course, co-teaching (both faculty members are fully engaged in all aspects of the course for the entire duration of the course), practice-based courses (different levels so this is not always guaranteed)
   c. Instructors will need to submit a one page proposal that indicates why the additional coverage is necessary and how the proposed change would result in a better learning experience for the students
i. A disclaimer should be added that depending on number of applications we receive, we may need to limit, not a “lifetime guarantee”

ii. Next step: a draft document will be created and circulated to the group

5. Grading Policy
   a. Committee discussion: should each attempt at repeating a course count towards a student’s overall GPA?
   b. Committee favored a remediation policy.
      i. Replace the grade from the first attempt and potentially get some sort of tuition reduction for the second attempt at the course.
   c. Nikki will draft a document to lay this out and keep us consistent with the other schools.