Education Committee Meeting Minutes
March 5, 2019

Attendance: Chris Gill, Sophie Godley, Megan Healey, Mike LaValley, Nikki Longe, Chris Louis, Taylor Mahoney, Junenette Peters, Meera Ruparelia, Lisa Sullivan, Amanda Velez

1. Excellence in Teaching Awards
   a. Announcement went out
   b. Committee will inform their departments to submit nominations

2. Program Management
   a. Proposal to change title of certificate
   b. Committee feedback
      i. Starting with a verb seems a little off
      ii. Will go back to Lisa Toby’s group to gather more data on what employers want to see
      iii. Work on clarifying the description so it’s more clear for students
      iv. The title hasn’t been seen by Admissions

3. Faculty Senate
   a. Committee thinks the timing proposed for the course cancellation policy wouldn’t work
      i. A finalized schedule isn’t built out 18 months in advance
      ii. A timeline like 6 months is likely more feasible
   b. Committee will work with FS to come up with a policy that actually works
   c. Goal: develop a policy for how we decide when courses should not be offered

4. Fall 2020 schedule
   a. The schedule is visible to faculty and students
   b. All the courses listed are the ones the school intends to offer
   c. Cancelling due to low enrollment
      i. Enrollment numbers are reviewed about 2 months before the semester begins
      ii. Any courses with enrollment less than 10 are sent to the chairs
         1. Prompts department chair to write other groups about getting interested students to register
      iii. Several small classes are still run
         1. Some are PhD (which is expected) but others are MPH and may not necessarily need to run when enrollment is low
      iv. If a course is listed and it gets cancelled due to low enrollment, the faculty is not penalized (first time only)

5. Course evaluation pilot – confirm participation
   a. Still waiting for a few confirmations from the 10 courses that were identified
   b. There were more volunteers so the committee is fine with having a larger pilot

6. Reschedule 3/19 meeting to 3/26
   a. Meeting would be 9:30-11am
   b. Teaching awards will be discussed during this meeting