

Template of University Senate Committee Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Educational Assessment and Policy Committee

Academic Year: 2017-18

Committee Charge:

V.Section2.C.2.a. Membership. The Educational Assessment and Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.2.b. Scope. The Educational Assessment and Policy Committee shall review and recommend for or against policy relating to educational processes and academic assessment, which includes, but is not limited to, policies relating to general university degree requirements (e.g. Foreign Language requirement, Wellness requirement), and academic program assessment. In addition to its policy recommending function, this committee also provides advice, as appropriate, on procedural matters relating to the educational process and academic assessment.

Committee Calendar:

December 1, 2017 – 2:00-3:15

February 2, 2018 – 2:00-3:15 (cancelled, no business)

March 2, 2018 – 2:00-3:15 (cancelled, no business)

March 30, 2018 – 2:00-3:15

Executive Summary:

A narrative abstract of the main issues of committee deliberations throughout the year.

Committee Membership and Record of Attendance:

COMMITTEE NAME: EAPC

COMMITTEE OFFICERS: LYNDALL MUSCHELL (CHAIR), ANGEL ABNEY (VICE CHAIR), ANGELA CRISCOE (SECRETARY)

ACADEMIC YEAR: 2016-2017

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Meeting Dates	12-01-17	2-2-2018	3-2-2018	3-30-2018
Lyndall, Muschell (Chair)	P	*	*	P
Angel Abney (Vice Chair)	P	*	*	A
Angela Criscoe (Secretary)	P	*	*	P
Kay Anderson	P	*	*	P
Hauke Busch	P	*	*	P
Debbie Grier	R	*	*	P
Jack Karlis	R	*	*	P
Min Kim	P	*	*	P
Juan Ling	P	*	*	P
Mary Magoulick	P	*	*	A

Stephanie McClure	P	*	*	A
Linda Rocha	A	*	*	A
Cara Smith	P	*	*	P

***No proposals were submitted for committee consideration; therefore, the meeting was cancelled.**

Motions brought to the Senate floor:

Give the motion number, and motion statement as well as the committee vote and senate action on each motion that this committee brought to the Senate body for action. Short summary of committee work for each motion, if considered necessary to explain rationale, controversial matters or content that is not evident from the motion text.

[1718.EAPC.001.C]

[Certificate in Strength and Conditioning](#)

Motion Text:

To recommend the approval of a Certificate in Strength and Conditioning as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.EAPC.002.C]

[Masters of Arts in Art Therapy - Substantive Changes](#)

Motion Text:

To recommend approval of the substantive changes within the Masters of Arts in Art Therapy as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

Other Significant Deliberation (Non-Motions):

The following *information items* were reviewed by EAPC and reported to the University Senate:

Modification of Existing Programs:

Changes in the program of study of the existing Minor in PE have been made to target growth for the minor and to “feed” into the MAT in Kinesiology/PE.

Changes have been made to BSN Curriculum which align with Commission on Collegiate Nursing Education and the School of Nursing’s Educational Effectiveness Plan.

Other Significant Deliberation (Non-Motions or Information Items):

A discussion was entertained related to the implications for the bylaws review on the work of the committee.

Ad hoc committees and other groups:

None

Committee Reflections:

The committee members discussed the charge of the committee and the impact on the work that is appropriate to be routed to the committee. Initially, members were advised that policy related to assessment would be forthcoming from the Office of Institutional Research and Effectiveness. The need, however, which impacts the assessment of the core and GC Journeys relate to practices and procedures rather than policy. Policies on assessment link directly to the Board of Regents and accrediting bodies. New policy related to assessment is unlikely. Proposals which may need review will most likely fall under the purview of Academic Policy Committee (APC), the University Curriculum Committee (UCC), and/or the General Education Committee (GEC).

Committee Recommendations:

- The committee recommends that the charge of the committee be examined based on the needs of the university.
- The committee recommends considering the consolidation of the Educational Assessment Policy Committee and the Academic Policy Committee.

Recommend items for consideration at the governance retreat:

The committee member recommends consideration of the two recommendations listed above.

Appendix: Committee Operating Procedures

2017-2018 EAPC OPERATING PROCEDURES

1. The Educational Assessment Policy Committee (EAPC) is governed by the Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents
 - reviews motions and resolutions submitted for University Senate consideration
 - is responsible for the maintenance and dissemination of meeting minutes,
 - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
2. The EAPC members work cooperatively as a team for the good of the University, the University Senate, and the Committee. To realize this objective, members should
 - attend and participate in all scheduled meetings,
 - communicate respectfully, openly, and candidly with each other
3. The EAPC acts as an appeals committee for those objecting to decisions made by the Subcommittee on Core Curriculum (SoCC)
 - Those objecting to a decision by SoCC may submit a written appeal to EAPC. They must do so within ten business days after the SoCC decision. At least three faculty must sign the appeal.
4. Committee Officer Responsibilities
 - Chair (Presiding Officer)
 - Drafts, in consultation with the committee, the tentative agenda for committee meetings
 - Distributes each tentative agenda to the committee via email prior to the committee meeting
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Presides at committee meetings
 - Entering committee motions proposed for University Senate consideration into the online motion database
 - Advertising committee meeting times and meeting agenda to the university community
 - Present the EAPC report to University Senate at scheduled University Senate meetings
 - Others as defined/assigned by the committee
 - Vice-Chair (Presiding Officer Elect)
 - Assumes all duties and responsibilities of the chair in the absence of the chair
 - Others as defined/assigned by the committee
 - Secretary
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Drafts, in consultation with the committee, the minutes for committee meetings
 - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
 - Others as defined/assigned by the committee
5. Communication
 - Communicate via the EAPC@gcsu.edu email list to communicate approval or share constructive suggestions
 - Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings.
 - Deliberation on information items is deferred to email conversation unless a committee member recommends face to face.
 - Informational items must be reported to ECUS/SC chairs and US to be formally recorded in the minutes
 - Follow guidelines for submitting proposals to EAPC
6. Duration of Meetings
 - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration

7. Agenda

- Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
- The tentative agenda is distributed to the committee members, by the EAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of EAPC.
- Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting.

8. Deliberation and Parliamentary Authority

- Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the EAPC Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order EAPC may adopt.

9. Quorum & Voting

- A majority of the committee membership shall constitute a quorum.
- Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
- In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.

10. Minutes

- EAPC members review the initial draft of the minutes of EAPC meetings prior to distribution to the University Senate.
- The EAPC secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft.
- This draft of the minutes is circulated to the committee for review prior to posting.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted as soon as possible after the review process concludes.
- Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each EAPC meeting.
- Informational items shall be included in the minutes.

11. Amendment of these operating procedures

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.