

*Tuesday September 13, 2021*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; ; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Tod Duncan, CLAS; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business; David Liban, College of Arts and Media.

1. Call to order
2. Approval of minutes from May, 2021
3. Introductions/Welcome of new members
4. Discussion/Report out of Summer Progress
  - a. <https://olucdenver.sharepoint.com/:f:/s/EPPC/ErPS9rXwFCJGup1O8RWKi90B MK9Mm8QLggbf1VpqCfF84w?e=vy8ksU>
5. Identification of policy issues to take up in the 2021-22 academic year
6. Other business/announcements
7. Adjournment

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)

*Tuesday October 12, 2021*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; ; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Tod Duncan, CLAS; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business; David Liban, College of Arts and Media.

1. Call to order
2. [Approval of minutes from September, 2021](#)(thanks Wendy)
3. Creation of new Syllabus Template ([October Syllabus Folder](#))

Campus Syllabus Policy 1031

Previous Template

Notes from Summer Work

Email from Chris Puckett re syllabus as contact (thank you Tod for researching)

Example Syllabi

Notes / Draft of New Template

4. [Committee Annotation/Review of APS 1009 – Multiple Means of Teaching Evaluation](#)
5. Other business/announcement
6. Adjournment

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*Tuesday November 9, 2021*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business

1. Call to order
2. Approval of Minutes from October (thanks Wendy)
3. [Committee Annotation/Review of APS 1009 – Multiple Means of Teaching Evaluation](#)
4. Creation of new Syllabus Template November
  - Campus Syllabus Policy 1031
  - Notes from Summer Work
- 4.5. Other business/announcement
6. Adjournment

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*Tuesday February 10, 2022*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business

1. Call to order
2. Approval of Minutes from November (thanks Wendy)
3. United Campus Workers Colorado – Collective Bargaining Bill Discussion (Wendy)
4. Discussion: Late Withdrawal Petitions (Kim Regier). The form [https://www.ucdenver.edu/docs/librariesprovider234/student-resources/latewithdrawalpetition\\_fillable.pdf](https://www.ucdenver.edu/docs/librariesprovider234/student-resources/latewithdrawalpetition_fillable.pdf)
5. (If Time) Syllabus Discussion – Where would we like to go from here?
6. Other business/announcement
7. Adjournment

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**Tuesday February 8, 2022**

**Educational Policy and Planning Committee Meeting**

**MINUTES**

**In attendance:** Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS; Christopher Merkner, CLAS; Inge Wefes, Graduate School.

Guest: Kim Regier, biology

**Absent:** Chair, Dennis DeBay, SEHD; Jing Zhang; Business.

**1. Call to order** – Rachel called the meeting to order at 11:02 a.m.

**2. Approval of Minutes from November** - Bryan moved to approve. Christopher second. Minutes approved.

**3. Discussion: Late Withdrawal Petitions** (Kim Regier, biology)

The form:

[https://www.ucdenver.edu/docs/librariesprovider234/student-resources/latewithdrawalpetition\\_fillable.pdf](https://www.ucdenver.edu/docs/librariesprovider234/student-resources/latewithdrawalpetition_fillable.pdf)

Kim joined the meeting and is concerned about the inconsistencies in the late withdrawal process that is inequitable. The requirement for documentation and extenuating circumstances is no longer enforced, and/or not consistently enforced. In the same course, one student could be approved, and another denied. She would like to see the policy enforced consistently across the university. It is unclear why instructors need to sign the form since they do not make the decision. Now that students can drop through Week 10, even if there were an academic dishonesty issue early in the semester, the student can still drop. The question arises: Why do these late deadlines exist? If the reason is to reduce failure, then perhaps all Fs should be turned into Ws.

Inge – in a past meeting (approximately three years ago), Registrar's office cited competitiveness with other institutions as a reason for the late withdrawal policy. Also, instructor signature may be a way for the student to communicate with the faculty member and discuss options other than withdrawal. If this is a Registrar's office form, their staff may need to be part of the conversation.

Where does the committee go with this? Talk with Registrar, Monique Snowden. Is there a policy or is it just the form? Look at the retroactive withdraw process (or policy). Consider if this process/policy should be included in the syllabus.

Christopher – is this a conversation for the student and advisor, then if needed, the advisor could reach out to the professor? Inge disagrees and thinks the professor should be the first point of contact. In CAP, the advisor signs off for the college, so the advisor and instructor have to see the form.

**Action item:** Investigate if there is a policy. Connect with the Registrar's office and Dr. Snowden to continue the conversation.

#### **4. United Campus Workers Colorado – Collective Bargaining Bill Discussion (Wendy)**

Wendy shared information about CU's union, UCWC which is under the umbrella of Communications Workers of America (CWA) Local 7799. UCWC is a wall-to-wall union (with the exception of classified staff and CU Police). UCWC is working on a collective bargaining bill. For more information:

<https://www.cwa7799.org/cb22>

<https://www.ucwcolorado.org/>

#### **5. Syllabus Discussion – Where would we like to go from here?**

Bryan – continue discussing the template, language, and room for creativity and flexibility, and how do we ensure that the changes are made by instructors. There needs to be follow-up, and a systematic set of boxes that should be checked.

Matt – in the summer we talked about a repository, boilerplate, with a single link to campus policies and resources – and this link could be placed in a personal syllabus that would address faculty-specific course content.

**Action item:** Lindsey Hamilton has mentioned resources and examples. We might bring back Lindsey for a status update and also consider talking with students. Confirm the timeline for the policy moving forward and the role of EPPC.

**6. Other business/announcement** – no other business.

**7. Adjournment** - Meeting adjourned at 11:50 a.m.

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*Tuesday March, 2022*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business

1. Call to order
2. Approval of Minutes from February (thanks Wendy)
3. Meeting with Chris Puckett To ask Questions
4. Next steps on Syllabus Policy
5. Bryan Wee – Double/Triple Course ‘dipping’
6. Elections / Other business/announcement
7. Adjournment

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)

Tuesday March 8, 2022

Educational Policy and Planning Committee Meeting

MINUTES

**In attendance:** Chair, Dennis DeBay, SEHD; Secretary, Wendy Bolyard, School of Public Affairs; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS.

**Absent:** Vice Chair, Rachel Stott, Library; Christopher Merkner, CLAS; Jing Zhang; Business.

Guest: Chris Puckett, managing associate university counsel

1. **Call to order** – Dennis called the meeting to order at 11:03 a.m.
2. **Approval of Minutes from February** – Bryan moved to approve. Matt second. Minutes approved.
3. **Course Double Dipping** – Bryan Wee introduced an issue regarding double dipping courses, or triple counting courses, for graduation. Information Bryan received:

Effective for Spring 2022 graduates, *the college will no longer enforce a restriction on how many times a course can apply to different graduation requirements*, with the following exceptions:

- The course cannot fulfill two CLAS Graduation requirements.
- The course cannot fulfill CLAS Graduation requirements, if it is already fulfilling CU Denver Core Curriculum.

In the past, a single course could only fulfill up to two requirements, with the following exceptions:

- The course cannot fulfill more than two requirement/elective areas in a student's degree.
- The course cannot fulfill two CLAS Graduation requirements.
- The course cannot fulfill CLAS Graduation requirements, if it is already fulfilling CU Denver Core Curriculum.

Clarity is needed on whether this is university or unit specific. What budget and accreditation issues might this present? Should there be consistency across the campus? Inge will ask and share her findings regarding policies.



#### **4. Meeting with Chris Puckett re: syllabus policy – *Is the syllabus legally binding?***

CP: Yes and no. A student may use a syllabus to sue the institution or to say the institution owes them something. The student has to meet expectations and demonstrate performance to get their credential(s). CU Denver was sued for a program handbook which had to do with program progression. If in the syllabus you have explicit gate checks, you will be held strictly to that. If you put in the syllabus, this is the plan and it may be changed with notice, that helps. Although that language helps, faculty should not change the grading matrix in the middle of the semester. There is language that can be included to protect faculty and students when reasonable changes are made. This language makes expectations clear but allows for reasonable changes. In person activities at a specific time and location can be complicated when there is no flexibility. Religious holidays are complicated as well. CU Denver is not doing a good job communicating about religious holidays.

Inge – ask the Registrar to put holidays in academic calendar.

Bryan – if the syllabus is legally binding, and not, how do we enforce consistency?

CP: Syllabus are the realm of the faculty – full stop. From an administration standpoint, the Dean (or Provost) could require a template. There has been more consistency since COVID. If there is a template, Chris Puckett can put in categories the kinds of things that are legally binding, and those that are up for interpretation, and others that go either way. Dates and deadlines will be held to. When changes are made (especially grading) and they are not advantageous changes to students, and the changes can negatively impact students, those are difficult to defend, unless the change is mandated by accreditation or something outside of the faculty member's control. The grading rubric is probably most firm.

Inge – minimum requirements like grading scale, schedule, assessments... .

CP: There is a level of assessment even with ungrading. An assessment rubric is fine rather than a grading rubric.

CP: Create a menu – this is what you have to have; this is what is recommended; there could be an addendum with “fine print” that everyone gets. Unfortunately, from a legal standpoint, if you include fine print, you're better off. From a learning standpoint, what is best for students, that is another conversation.

CP: Copying another person's syllabus can be plagiarism. Slice and dice to get good content for faculty to use. Can Dean force something? Yes; can you change things, yes.

Send CP text and he will review for the “must have” and “should have” categories.

**5. Next steps on Syllabus Policy** – repository, ways to use them, where to house resources?

Provide fine print in left navigation on Canvas or in Canvas Commons. Dennis will send out materials and we will meet with Lindsey next month. We can then decide how to move forward as CETL and EPPC may not have the bandwidth (or it may not be in their purview) to move this initiative forward.

**6. Discussion: Late Withdrawal Petitions** – no discussion on this topic.

**7. Other business/announcements**

Dennis: Elections will be held next meeting. Contact Dennis if you are interested in running for Chair, Vice Chair, or Secretary.

At the next meeting, EPPC will review the academic integrity policy.

**8. Adjournment** – meeting was adjourned at 11:55am.

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*Tuesday April 12, 2022*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business

1. Call to order

2. Approval of Minutes from February (thanks Wendy)

3. The updated Academic Integrity Policy (7050) was implemented in the 2022-2021 school year, and CLAS has identified some gaps in the policy that need to be addressed. Given that the task force that worked on the revised policy is no longer functioning, it seems that EPPC is the right place to get faculty input on this matter that relates to academics. (15 minutes)

4. Official Measures of English Language Proficiency for Admission of International Students (7006) (15 minutes)

5. Next steps on [Syllabus](#) Policy (with Lindsey Hamilton) (20 minutes)

[Comments from Chris Puckett](#)

6. Other business/announcement

7. Adjournment

**Next time:**

Academic Integrity

Late Withdrawal Petitions

Elections

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)

**Tuesday April 12, 2022**

**Educational Policy and Planning Committee Meeting**

**MINUTES**

**In attendance:** Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Christopher Merkner, CLAS; Matthew Shea, College of Architecture and Planning; Inge Wefes, Graduate School; Bryan Wee, CLAS.

**Absent:** Jing Zhang; Business.

Guest: David Steward, Director, Student Conduct & Community Standards; Lindsey Hamilton, Director, CETL.

**1. Call to order** – Dennis called the meeting to order at 11:02 a.m.

**2. Approval of Minutes from March** – Bryan moved to approve. Matt second. Minutes approved.

**3. Academic Integrity Policy (7050)**

David Steward presented two fundamental concerns: Should a student be able to withdraw from a class when accused of academic misconduct? Should all cases create a reportable educational record?

If an F is assigned, a student could be administratively removed from the course. This could be addressed in the policy. Otherwise, the goal is to prevent a student from taking a W and not being subjected to potential sanctions for violating the academic integrity policy.

How is the educational record applied to international student? Not all entities do background or academic history checks, so this sanction only applies to those that do. Sanctions may include a F for the assignment or course, probation or suspension, or a learning opportunity about academic integrity.

EPPC will discuss further at the May meeting and suggest language for the policy.

**4. Syllabus Policy**

Conversation with Lindsey Hamilton. CETL could host a repository with examples. If Provost's office hosts, they might provide templates or address legalities. Who can approve examples? (LH: Not CETL.) What should faculty have to include – such as, "subject to change"? Provost may support a summer job with extra pay where syllabi are reviewed by units/departments. CETL could host a facilitated workshop for what to look for in syllabi. Theoretically, all syllabi should be approved. SEHD has a five-year review where curriculum committee approves syllabi. Combine syllabi approval with program review.

**Questions:** policy, template, repository, central resource, encourage activity for student reading, approval, faculty fellow... how to move this work forward?

Make recommendations to faculty assembly. Dennis will meet with Beth Myers. Who should actually draft the policy? What is the role of EPPC? Can a faculty fellow be provided to CETL to support this work?

**5. CAP 7009 – English Language Proficiency for Admission**

Are non-degree students held to the same standards? Can departments that require additional tests beyond minimum university requirements pay for those tests? Questions about requiring one-year in U.S. for visa holders.

**6. Other business/announcements**

Elections will be held at May meeting. Contact Dennis if you are interested in running for Chair, Vice Chair, or Secretary.

**7. Adjournment** – meeting was adjourned at 11:59a.m.

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*May 10, 2022*

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

Members: Chair, Dennis DeBay, SEHD; Vice Chair, Rachel Stott, Library; Secretary, Wendy Bolyard, School of Public Affairs; Inge Wefes, Graduate School; Matthew Shea, College of Architecture and Planning; Bryan Wee, CLAS; Christopher Merkner, CLAS; Jing Zhang; Business

1. Call to order
2. Approval of Minutes from April (thanks Wendy)
3. The updated Academic Integrity Policy (7050) was implemented in the 2022-2021 school year, and CLAS has identified some gaps in the policy that need to be addressed. Given that the task force that worked on the revised policy is no longer functioning, it seems that EPPC is the right place to get faculty input on this matter that relates to academics.
4. Discussion: The EPPC Executive for 2022/23
  - A) Vote (if necessary) for Chair
  - B) Other role vacancies
  - C) Fall Membership
5. Next steps for EPPC 2022/23: [Syllabus](#) Policy, Late Withdrawal
6. Other business/announcement
7. Adjournment