

COUNCIL ON EDUCATIONAL POLICY

Meeting Minutes: May 5, 2020

3:30 PM, Zoom

Members present: Jennifer Tsai (ISE Advisor); Andrew Davidson (HCDE); Ting Cao (MSE); Brian Fabien (Associate Dean, Academic Affairs); Zelda Zabinsky (ISE); Valerie Daggett (BioE); Uri Shumlak (AA); Jim Ritcey (ECE); Mike Dodd (CEE); Ruth Anderson (CSE); Rene Overney (ChemE)

Members absent: Taylor Bellefeuille (COESAC); Sawyer Fuller (ME)

Guests: Mike Engh (COE); Charlotte Goddard (COE); Virginia Vacchiery (COE); Shanai Lechtenberg (COE); Elric Bills (COE)

Review of Minutes

- *April 21– APPROVED*

Course Proposals (see below)

- *See table below for new and modify course proposals*

Programs

- *DIV credit approval for CEE 498 from Grand Challenges Impact Lab – India Study Abroad Program ([Diversity requirement information](#))*
 - *Recommended for approval by course proposal subcommittee - APPROVED*
- *Aeronautics & Astronautics – Ph.D proposal for Data Science Option*
 - *Recommended for approval by course proposal subcommittee - APPROVED*

Old Business

- *[College syllabus template draft](#) – discussion of next steps for review and approval*
 - An updated syllabus template draft was presented. Suggestion that examples of good syllabi for different course types be included, such as labs, seminars, etc.
 - Concerns about language on Canvas being strongly recommended as a platform to use since not all faculty regularly use Canvas and have issues with it.
 - Discussion on next steps for this draft, including adding examples and more details before sending to departments for review.
- *Student technology requirement policy*
 - Elric Bills from CoE IT presented a document with laptop specification requirements for incoming DTC students. He developed the document in collaboration with IT staff from departments.
 - Question about language indicating that PCs are preferred to Macs. Some departments have many students and faculty using Macs and they may request softer language about this. Suggestion that we stress that Mac users will need to get license for Windows based software and be prepared to need to do some extra work to use all programs required.
 - Suggestion to list departments that require PC based software and to include IT staff contact information to answer technical questions from students

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- Discussion about next steps, including the need to share with incoming students soon to assist them with their laptop purchase process. CoE staff will draft an email explaining this new policy and send to CEP to pass to faculty to address any concerns.
- CEP voted in support of publishing the policy online and sharing with faculty for feedback.

New Business

- [CEP Priority Topics Feedback for 2020-2021](#)
 - In previous meetings topics for CEP to address were discussed. A survey on prioritizing these topics was sent to CEP Members and Advisers. Survey feedback will be used to plan CEP's goals for next year.
- *S/NS grading policy proposal update*
 - A proposal has been sent to the Faculty Senate for review. This proposal would be a change to the Scholastic Regulations' S/NS policy (initiated by the Provost's Office and moving from FCAS through the Senate) that would apply for Spring quarter 2020 and for future quarters deemed by the administration and faculty leadership to fall under extraordinary or extenuating circumstances.
 - The proposal would allow students to request the use of "S" graded class(es) towards University, College, and/or department course requirements with the approval of the Office of the University Registrar. It is important to note that IF this proposal is approved by the Senate, it would not be until after the May 17, 2020 S/NS election deadline for Spring 2020 quarter classes (at the end of the seventh week of the term). The plan, taking this timeline into account, is that students would be able to request, through the Office of the University Registrar amended Late Grading Option Change form, S/NS grading for a class or classes after the traditional seventh week deadline, and, in fact, even after a numerical grade posts after the end of the quarter* (this would be built into the waiver request). Students who have already elected S/NS grading or who do so before this proposal reaches the Senate floor do so with no implied guarantee that "S" graded classes will be able to be applied to any specific requirements. Once a degree is posted the academic record is closed for further changes; graduating students would need to be mindful of this timeline when considering a post-term S/NS election.
 - The purpose is to give students the option of getting an "S" grade this quarter due to the circumstances and have it count towards their degree requirements without a professor needing to request CR/NC grading for an entire course.
 - Other related policy changes are also being reviewed, including flexibility around course drops and applying policy changes retroactively to Winter Quarter 2020 courses.
 - More information was requested on whether a student who requests this is automatically approved, and how departments should administratively process requests for students applying an "S" grade toward degree requirements.

Adjourn

Spring Quarter meetings: May 19, June 2



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May 5, 2020 - College of Engineering Council on Educational Policy Meeting, Course Applications

Course	Type	Submit Date	Title	Notes	Subcomm. Status	CEP Status
EE 321	New	May 1 2020	Computer Fundamentals		Recommend for approval pending catalog description changes requested by CSE and that no credit cannot be awarded for both EE 321 and CSE 311	APPROVED