

EPAG Minutes

November 16, 2017

3:00 - 4:30, Campus Center 214

Present: Darcy Burgund, Julia Chadaga, Saakshi Daswani, Erik Davis, Terri Fishel, James Heyman, Dan Hornbach, Joanna Inglot, Cynthia Kauffeld (Chair), Kaitlyn Lindaman, Ann Minnick, Jayne Niemi, Paul Overvoorde

1. Approval of meeting minutes for Nov. 9th, 2017 - minutes approved.
2. Chair communications
 - Message has been sent to Concentration Program Directors
 - MCSG will be contacting us in regards to the Dean's List
3. Task force report on course feedback forms (second discussion) - Discussion included suggestion to look at what our peers are using, especially if using an online form. It was also stated that it was important to identify the goal of course feedback forms and who would be seeing the results. Perhaps the goal has not changed from our current goal that is focused on getting feedback for the faculty member and for the department chair with the overall objective of gathering information to help improve teaching. It was agreed that the recommendation from EPAG to address the task force report would be the following process:
 - recommend that the Provost and Associate Dean first draft a charge for the working group, with clear language about purpose of the feedback forms, who would view the information, and the types of questions to be addressed (there was preference for keeping the number of questions small) before getting the group started.
 - recommend sharing the report with the faculty and get feedback from faculty (in a faculty meeting, or on Moodle, for example)
4. Concentration Reviews - reviewed the google document with our discussion notes, *Guide for Concentration Directors*, and several possible criteria were deliberated. For example, size of enrollment in concentrations was discussed, but in comparison with the number of majors in some courses, may not be a factor in determining the overall value of a concentration. Concern was raised, again, about administrative support, especially when one department currently supports three separate concentrations and the workload for supporting events falls on the department coordinator. After further discussion it was suggested that if concentrations are low cost and good for students, why should there be limitations? Another idea was that concentration directors be asked to provide a one page letter inviting them to evaluate themselves and then if EPAG needs more information, ask for more information from programs that indicate that they may be struggling. Discussion will continue at the next meeting.
5. FACT Grants - (student representatives were excused for this discussion) reviewed and ranked for Provost to review and make decisions.

Adjourned 4:28