

EPAG Minutes

October 17, 2019

Campus Center 3:00 - 4:30

Present: Louisa Bradtmiller, Eric Carter (Chair), Terri Fishel, James Heyman, Samara Kurien, Natalie Luo, Mark Mazullo, Ann Minnick, Karine Moe, Ernesto Ortiz-Diaz, Paul Overvoorde, Timothy Traffie

1. Introduction of new student rep - Samara Kurien
2. Approval of [Minutes of October 10, 2019](#) - minutes approved.
3. Report back from FAC Meeting (Eric) - nothing to report at this time.
4. Old business
 - a. Finalized [End-of-Course Survey Policy](#). Reviewed a document submitted for review to EPAG related to data best practices and Eric's response to the faculty who submitted the document. Eric will take policy and convert to PDF and send to Duchess for distribution before the faculty meeting. No motion at the next meeting, just presenting. Motion after November meeting, and vote at December meeting. Motion is to change the language in the Faculty Handbook - replace the term "course evaluation" or "student evaluation" with the term "end-of-course survey" (or "ECS".)
 - b. Discussion on faculty absences from class. It is expected that faculty have a commitment to teach, and missing an occasional class is not unexpected. It was agreed that Department Chairs should be notified when a faculty member is going to be absent in order to monitor if there are an excessive number of absences within a single semester.
 - c. [Mobilize Mac Project Proposal](#) - still working on this.

Adjourned as EPAG at 4:01 for Allocations and excused student reps.

Submitted by Terri Fishel, Library Director

Next week

5. New Business
 - a. Exploratory discussion of College calendar and course schedule issues
 - i. Proposed change to College calendar related to MEA Weekend (Eric, from Patrick Schmidt)
 - ii. More flexible course schedules.
 - iii. Change of final exam schedule (Saturday/Sunday finals)