

UNIVERSITY OF PITTSBURGH
Senate Educational Policies Committee
September 14, 2010
Meeting Minutes

Present: Amy Aggelou, Andy Blair, John Close, Judy Erlen (Co-chair), Bonnie Falcione, Bev Gaddy, Kathleen Kelly (Co-chair), Tom Platt, Jay Rajgopal, Charlene Trovato, Jessica Yokley
Cynthia Golden (Guest)

Call to order: The meeting was called to order at 12:30 pm in Room 826 Cathedral of Learning by co-chair Judy Erlen.

Introductions: Members were introduced and committee roster distributed

Approval of minutes: Minutes from the February meeting will be sent to all members and 'approved' via email.

Mission of SEPC & Attendance Expectations:

The formal SEPC mission was read- for more information about the Educational Policies Committee please visit:

<http://www.pitt.edu/univsenate/committees/educational/mission.html>

The attendance expectations were outlined as per the University Senate bylaws; see below:

Article IV. Committees of the Senate

Section 5. Monitoring of Attendance: When an elected member of a Standing Committee has been absent from three consecutive meetings of that Committee without due notice to the Committee Chair, the Secretary of the Standing Committee shall report this fact to the voting members of the Committee. The Committee may then declare that person's position on the Committee to be vacant. (See Article V. Section 7. (c)(5) for procedures to fill vacancies.)

Establishing meeting times: Meeting times will be determined based on the feedback from the members.

New Business:

1. Cynthia Golden (Director, CIDDE) reviewed the following items:

A. Implementation of the 'syllabus statement' on classroom recording

- a. The SEPC statement is listed as one of the optional statements to include in the syllabus template (in the content area) of Courseweb.
- b. The statement and explanatory text is listed under the "Worth Reading" announcements section under the MyCourses tab in Courseweb, which shows up on the right-hand side of the screen.
- c. It appears in the Teaching section on the CIDDE web site under the Course Syllabus link. <http://www.cidde.pitt.edu/teaching-support/teaching/course-syllabi>

- d. It is mentioned in the workshops as appropriate, and in the one-one interactions with faculty.
 - e. Link to the May 13 University Times article: <http://www.utimes.pitt.edu/?p=12347>
- B. CIDDE has a new website-it is a work in progress but should be easier to navigate
- C. Discussion of Pitt *Online*
- a. 19 students in 2009-10; this year there are 77 students enrolled
 - i. ~40% are alumni
 - ii. ~25% are outside of the typical catchment area for Pitt students
 - b. 3 new programs added this year (Fall, 2010)
 - i. Nursing- Post Master's Doctor of Nursing Practice
 - ii. Education- M.Ed. in Elementary Education
 - iii. Gerontology certificate
 - c. Program utilizing social media such as Twitter and Facebook; they have also partnered with the Alumni Association
- D. Joanne Nicoll retiring on September 30th but will come back on a part-time basis beginning in November
- 2.** Faculty Assembly update- major activity at Faculty Assembly meeting were reports by the PBC and Benefits & Welfare (for details, visit the Senate website)
- 3.** Expanded Senate Executive Committee update- Senate committees met to discuss upcoming business for the AY. Activities that pertain to the SEPC will be forthcoming.
- 4.** Vice Provost update:
(Andy Blair)
- A. Three new Vice-Provost positions were filled
 - B. Liaison to SEPC still to be determined.
 - C. Middle States update- The University is planning for the 2012 Middle States accreditation review and site visit. The University will be using a Selected Topics approach to the Self-Study and will focus on 2 areas primarily: 1) Assessment of Institutional Effectiveness and 2) Assessment of the Student Experience & Student Learning; the remaining Middle States standards will be addressed in a compliance review of documents pertaining to the remaining standards.
- 5.** Add/Drop deadline: The SEPC was asked to explore the issues related to the extended period for Adding or Dropping a course. There was brief discussion re: this being problematic especially with Adding courses. The committee was asked to informally poll their constituents and this will be on the agenda for the October meeting.

Adjournment: The meeting was adjourned at 1:30 pm.

Submitted by,

Kathleen Kelly