Educational Policy Committee Meeting Minutes

Friday, 9/19/14, Noon-1:45pm

Members Present: Gabe James (Chair), Jill Savage, Jana Smith, Karen Crowell, Chris Jacobsen, Luz Miguel, Betty Saiki

Background: On Friday, 9/19/14, the Ed Policy Committee met to take care of the most recent charge given by the Academic Senate: *revision/re-consideration of the Fast Track application form/process*. The following suggestions for revision and questions raised by the EPC are listed below:

- There was discussion between EPC members as the whether or not the specific items that can be modified (as stated on the Fast Track application form) qualify as "major" or "minor" changes
- EPC meet for 1 hour and 45 minutes, and focus discussion on the "Fast Track Item(s) being modified" portion of the Fast Track application form. EPC discussed only CLO modifications, Course Objectives modifications, and Course Alpha, Number, and Title (ONLY for System Alignment" options on the first page of the application
- Chair of committee believes that the modification of CLOs via the Fast Track process constitutes a major change, especially if the CLOs differ from what is articulated in the COR, which is used as a guide for all faculty drafting syllabi for courses.
- Are the Course Learning Outcomes (CLOs) listed/stated in Course Outlines of Record (CORs)? And if they are explicitly stated in the COR, does an instructor need to follow the stated CLOs in the COR?
- EPC defines "CLO" as the following: *measurable skills that students gain from a course*
- EPC defines "Objectives" as the following: *the specific, measurable steps taken by the teacher to help students achieve course learning outcomes*
- Is HawCC the only campus within the UH system that has a Fast Track process? If so, perhaps EPC can use other models to create a system here at HawCC
- Can the CLOs be separate from the COR?
- If the CLOs are not explicitly stated in the CORs, can they be independently created by an instructor?
- Suggestion: the creation of a rubric for CLO development
- Suggestion: per the current Fast Track application form, it's believed that a change in prerequisites would be problematic, but not so for an addition of prerequisites for a given course

- EPC believes that the juxtaposition of" current" and "proposed" CLOs on the Fast Track application (page 2) is good for the reviewers to help maintain course integrity and quality
- Suggestion: regarding the option to modify course objectives (as stated on the application form on page 1), EPC believed that changes in objectives should be qualified more specifically
- Revision suggestion: on page 6 of the Fast Track application, EPC suggests that "Course Alpha/Number/Title" be printed at the top of the page, instead of using the "System Alignment" heading in bold. EPC suggested that there be two distinct spaces for HawCC course information and corresponding information from another campus within the system. Additionally, EPC felt that a space be made to discuss the rationale for proposed course/alpha/title changes
- Suggestion: the creation of an archive for CLO storage