

Educational Policies Committee  
REVISED Agenda  
Monday, October 18, 2021  
604 Cohodas  
3:00-5:00 p.m.

\*\* Unless someone is not feeling well or quarantined, meetings will be held in a F2F modality. \*\*

1. Approval of Minutes – October 4, 2018
2. Approval of Agenda
3. College Report - Library and Instructional Support Presentation (Leslie)
4. Business
  - a. Financial Considerations for New Substance Abuse Minor (proposal attached)
  - b. Consideration of Revised ADR Guidelines (revision attached)
    - Responses from Jason Nichols of IEO
  - c. College Reports\*
  - d. Good of the Order
  - e. Agenda for next meeting
    - i. College of Arts & Sciences (Rob)
    - ii. Graduate College (Lisa)

\*Reports should succinctly review each of the following (if applicable):

- \* Enrollment Trends (including double majors)
- \* New Programs Accepted (with enrollment benchmarks)
- \* SCH Trends and Retention Highlights
- \* Accepted Program Benchmark Trends
- \* Staffing Requests Update
- \* ERIP Results and Replacement Exigencies
- \* Anticipated Retirements
- \* Upcoming Curriculum Revisions with Resource Implications

To make her job a bit easier, please provide Michelle Inman with an outline of your remarks and/or slide deck before the meeting.

Educational Policies Committee  
Minutes  
Monday, October 18, 2021  
604 Cohodas  
3:00-5:00 p.m.

\*\* Unless someone is not feeling well or quarantined, meetings will be held in a F2F modality. \*\*

Present: J. Cantrill (chair), M. Inman (secretary), L. Warren, C. Johnson, W. Farkas, K. Johnson, G. Logan, J. Thompson, R. Winn, B. Canfield

5. Approval of Minutes – October 4, 2021
  - a. C. Johnson moved to approve. Seconded by G. Logan (B. Canfield abstention).
6. Approval of Agenda
  - a. C. Johnson motion to approve revise agenda. Seconded by G. Logan. Approved.
7. College Report: Library and Instructional Support Presentation (LIS) – Leslie Warren
  - a. LIS is made up of the Olson Library, Archives, Beaumier Center and Instructional Design & Technology/Center for Teaching & Learning (IDT/CTL)
  - b. Enrollment Trends (including double majors)
    - i. They really only teach a few credit hours. Their main job is to support the curriculums campus wide, as well as to inspire scholarship and creativity campus wide.
  - c. New Programs Accepted (with enrollment benchmarks) – N/A
  - d. SCH Trends and Retention Highlights – N/A
  - e. Accepted Program Benchmark Trends – N/A
  - f. Staffing Requests Update - Submitted 10/2021 but not yet approved:
    - i. Replace - Director of the Beaumier Center
    - ii. Enhance – Instructional Design & Technology Academic systems administrator
    - iii. Enhance/Replace – Archives & Beaumier Collections management assistant
    - iv. Enhance – IDT Digital media management

-C. Johnson asked if we have considered hiring a course designer to enhance our online courses? L. Warren commented that that is what this person would do only they would be called an “instructional designer.”

-W. Farkas commented that she would like to see the library be the central hub for all tutoring services. L. Warren advised that is her vision too. She sees having a hub at the front and center of the library for all of that.

-K. Johnson asked if our VR is being used a lot by different students and faculty? Commented that he sees a lot of students using it for gaming. He also asked if Kevin McDonough could come to one of his department’s staff meetings to discuss the VR lab?

- g. ERIP Results and Replacement Exigencies - In the library, they've had the following position reductions just over 20/21:
  - i. One AAUP faculty (Public Services Librarian) that was reduced from a 12 month to an 11-month position.
  - ii. Another AAUP member (Head of Public Services) that left because of the buyout.
  - iii. An AP member (Outreach & Circulation Specialist) that left due to the buyout (completely lost this position – won't be replaced).
  - iv. A TOP's member (Senior Library Assistant – Collections) that retired.
  - v. Another AP position (System Administrator) lost to the buyout.
- h. Anticipated Retirements:
  - i. Molly Fryer – Buyout
  - ii. Krista Clumpner – Retirement (search for a tenure-track librarian) –also with her retirement would like to restructure the admin staff so that her replacement doesn't have to supervise TOP's employees
- i. Upcoming Curriculum Revisions with Resource Implications - Since the library is more of a support function, curriculum revisions don't necessary apply. However, there are still possibilities for change and there are a lot of resource implications specifically to the library's collection budget.
  - i. Collection Budget:
    - OL: Went from \$1,005,000 in FY20 down to \$815,000 then down to only \$695,000 in FY22. A reduction of over 300,000.
    - --B. Canfield questioned who ordered these cuts and when? L. Warren commented that it basically came from F. Erikson back in S20, but that she could also say that she ordered them as a way to cut staff and acquisitions. B. Canfield proposed that we draft an order to reverse the cut based on the fact that the original request was made by an outgoing President during a period of extreme financial uncertainty and that now that NMU is in a better financial place that the EPC recommend the cuts be reversed. L. Warren commented that she is meeting with K. Schuiling and D. Kapla within the week to discuss the \$695K in proposed cuts. EPC requested that she update us on that discussion at the next meeting on 11/1/21 and we'll decide then if a request to reverse the order is needed.
    - OL: Areas they had to cut: \$121,460 from database cancellations (i.e., journal subscriptions), books – online and print; A/V physical and electronic, as well as, electronic serial cancellations.
    - OL: Cancellation considerations: use, cost and curriculum need
    - OL: Buying considerations: cost, projected use, integration with our technology and information systems, license use (single or multi-use) etc.
    - Archives: use 1-time reserve funds to increase Prof. Robyns from 10 month to 12-month position

- Archives: use grant funds to hire 2-year Digitization Specialist for UPLINK project
  - Archives: restructure ½ time TOP position
  - IDT/CTL – No budget changes for FY22
  - Beaumier: Funded by Dr. John Beaumier endowment and some general funding from the Alumni Welcome Center
  - Beaumier: Sonderegger Symposium if funded by Sonderegger family
  - Beaumier: Director’s salary is paid by Academic Affairs
- ii. “Departmental” Changes/Future Possibilities
- OL: No longer providing 24/7 study space
  - OL: Returning to hosting programs and exhibits (including student exhibits affiliated with student organizations) in OL
  - OL: Resuming full services in study rooms and VR space
  - OL: Would like to obtain copyright and open licensing support or faculty publications
  - OL: Offer Open Education Resources (OER) to help reduce textbook cost
  - OL: Implement a research data management system
  - OL: Create/Support digital scholarship
  - OL: Offer scholarly communication and digital publishing for Grad. Students
  - Archives: Expand online and in-person exhibits
  - Archives: Increase instruction and curriculum development
  - Archives: Increase digitization of manuscript collections
  - IDT/CTL: Digital Learning Environment review
  - IDT/CTL: Support or faculty teaching online
  - IDT/CTL: Instructional material and design development and support
  - IDT/CTL: Curriculum design support – help TDS map program/course outcomes
  - IDT/CTL: Improving accessibility with disability services
  - IDT/CTL: Adding in things we don’t have now like media creation support for faculty; scholarship of teaching and learning – funding support/grant money; additional faculty learning communities
  - Beaumier: Create NMU-UP website; The Sonderegger symposium and increase student engagement.
  - Beaumier: In the future we’d like to integrate the center with the curriculum; increase community connections and improve accessibility and preserve the physical collection of items.

## 8. Business

- a. Financial Considerations for New Substance Use Disorder minor (proposal attached)
  - i. No diversion of resources. They have sufficient funding to staff for now
  - ii. W. Farkas questioned if this minor will make it easier for them to find jobs or harder? J. Thompson commented that back in August she had notes that it would make it easier. Per J. Cantrill more of a CUP question.
  - iii. W. Farkas mentioned that there are several jobs in the community right now that could be related to this area where maybe students could partner up. Is this a possibility? J. Thompson doesn't feel it's an EPC issue.
  - iv. J. Cantrill – if there is demand and need for this program, it strikes me odd that you would make the department suck up the cost for it. C. Johnson commented that it needs to be folded into base budgeting and she supports it. However, she thinks that once it meets its target it should be rolled into its base budgets
  - v. J. Cantrill to draft a memo to Dale Kapla stating this is not on our purview. However, if it meets its enrollment targets down the road, we would recommend a staffing request be brought back to us for review and consideration.
- b. Consideration of Revised ADR Guidelines (revision attached)
  - i. J. Cantrill commented that if you do external accreditation, you can index where it is in the Qualtrics website of the ADR. C. Johnson and J. Cantrill asked and commented: What do we get out of references them though? Do they really intertwine and fit the mission for the ADR guidelines? Per J. Cantrill, we do not have the option to just not do academic or program reviews.
  - ii. W. Farkas – my understanding of J. Thompson's and J. Lubig's comments was that in a cover letter we would synthesize the information and have links in it for the outcomes we are providing. We don't want to reinvent the wheel. Per J. Cantrill he said he could see that being done but more in a Qualtrics form vs. a letter format as long as you are referencing the exact pages, paragraphs etc. regarding where the information is located. We also want that SWOT analysis which may not be what all accreditation reports require - Basically to follow the Qualtrics outline (serves as a checklist) and enter the data in there with specific references.
  - iii. For auxiliary services (tutoring, Radio X, Public TV etc.) you would want to note the data for those separately.
  - iv. C. Johnson sked if we could make the first cohort in 2022 a pilot run? All agreed that would be the case and adjust as warranted.
  - v. R. Winn meeting with Biology tomorrow to start discussing their comprehensive review (not something that's been done in 22+ years). He's less concerned about the departments that have to do accreditation than these departments that haven't done such a review in two+ decades.
  - vi. J. Cantrill: Do we move forward? C. Johnson said she feels we need to wait since so many are already gone for today's meeting. We will continue to work on our accreditation either way.

- vii. G. Logan has a problem with bringing in outside reviewers. Per J. Cantrill peer department reviewers are fine with him.
- c. Responses from Jason Nichols of IEO
  - i. J. Cantrill shared the graphic from Jason. What's the difference between department credit hours (DCH) and student credit hours (SCH)?
  - ii. Student Credit Hours
  - iii. Department Credit Hours: total load of credit hours
    - Courses reassigned
    - A faculty teaching in another department
- d. Good of the Order
- e. Agenda for next meeting
  - i. College of Arts & Sciences (R. Winn) – November 2, 2021
  - ii. L. Warren to provide update on her meeting with Kerri and Dale regarding the LIS adjusted allocations for FY22.

Adjourned at 4:57 PM

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