MINUTES
Educational Planning Committee
November 18, 2004

Members Present: William Abbott, Gerry Campbell, Virginia Kelly, Jean Lange, Mark McGregor, Jerry Sergent, Kathleen Wheeler, Maggie Wills

I. Previous Minutes:
Gerry moved to accept the minutes from the 10/21 meeting as submitted. Maggie seconded. Minutes accepted.

II. Report on Registration Motion:
Bill stated that we had passed the registration motion and needed to decide upon whether to send it to the Academic Council. Gerry suggested that, given the feedback we received, we might want to consider making modifications to the motion.

Discussion ensued with the following issues being raised:
a. Bill asked whether we might simply want to poll students to gather data regarding what they want to take two semesters down the road
b. Kathleen suggested that Bob Russo might be able to provide us with information regarding which courses have been oversubscribed and which have been cancelled over time. This suggestion led to a new motion, as follows:

*The EPC requests a report from Bob Russo that includes a listing of which courses have been oversubscribed and which have been cancelled over the past 6 academic semesters.* Motion presented by Kathleen and seconded by Orin. Passed unanimously.

Members agreed that because the responses to date indicate that needs vary across departments, we may want to defer this discussion to the December meeting. In this way, we can elicit more responses and have Mike present for the discussion.

III. Other Ways to Improve Registration and Advising:

Major issues discussed included:

a. How to get students to register on-line on a more consistent and widespread basis. It was suggested that we may want to survey students to obtain data related to why students are not registering on-line.

b. Issues regarding the time of course offerings, as well as the frequency (especially related to US and World Diversity courses. Specific concerns included:
1. nursing needs more evening offerings because of clinical training needs
2. engineering also needs more evening offerings
3. the need to develop a more effective wait list system

Suggestions that were offered include:

a. obtaining more information from the Diversity committee regarding the scheduling of these courses
b. obtaining information from Bob Russo regarding this same issue.
c. Maggie suggested that a page be added to the course schedule that includes a listing of all of the US and World Diversity courses offered within that particular semester.

IV. Continued Review of Fairfield’s Balkanized Computer Services Structure

1. We discussed the idea of developing a liaison system between departments and SCT/CTS similar to what currently exists between the library and departments
2. Orin asked us to consider the committee’s role with regard to this issue and how it might differ from that of the Educational Technology Committee
3. The committee agreed that they are not currently hearing and/or experiencing a great deal of need in this area
4. Jean suggested that we may want to consider assisting in making the Banner system more user friendly for faculty

V. Academic Rigor

1. It was suggested that we invite Kurt Nasser to our December meeting to discuss his findings relative to the computer programs he has developed.
2. It was also suggested that we may want to look at the National Student Survey of Engagement (NSSE) results. These results may tie directly into the current campus-wide, long-range planning initiative. Currently there are three focus groups and three task forces working. We might be able to funnel this information to the appropriate work group.

VI. New Business

1. It was noted that we need to review the engineering proposal at the December meeting. Bill asked that we all take the time to read the proposal prior to the meeting
using the Journal of Record, initial review process as a guide (pages 12 – 14 of the September EPC agenda).

2. Orin asked that we consider whether the EPC might want to discuss issues of diversity among Fairfield faculty and staff.

Maggie moved to adjourn at 4:50, Orin seconded

Respectfully Submitted,
Virginia Kelly