CEPP meeting minutes

Present: Michael Orr, Marta Brunner, Riley Filister, Bina Gogenini, Pat Hilleren, Steve Ives

The meeting commenced at 1:10pm.

The minutes were approved from our last meeting with only a minor housekeeping modification.

The examination of the CEPP operating code was struck form the agenda and tabled for a later meeting due to more pressing items. The order was also revised to bring the issue of creating/eliminating minors to the forefront. Discussion of potential changes to the academic calendar was tabled for the following week when Cerri Banks will be in attendance. Discussion moved towards the creation and elimination of minors at Skidmore. This is in response to a faculty member who voiced concerns over the creation or elimination of minors, with broad regards to oversight, approval process, resource concerns, and ensuring quality. This issue is more germane to interdepartmental or interdisciplinary minors or programs, without direct department oversight and/or resources. The bigger question was posed, what is the role or primary purpose of minors at Skidmore (e.g. pre-professional, supplementary, etc.)? In terms of oversight, Dean Orr provided information that such ID programs/minors have an oversight structure that is analogous to traditional departments. The question at hand was whether this issue was one we can tackle in this academic year, or would require further consultation and study to fully address the questions regarding the creation/elimination of minors being posed. It was suggested that we may be able to help clarify some of the questions related to procedural issues. Given the current language in the faculty handbook regarding creation/elimination of minors, CEPP will need to collaborate with CC on modifying and clarifying language to the faculty handbook, and ultimately FEC. Some of the larger questions will likely need to layover. Marta agreed to reach out to the chair of curriculum committee to discuss the potential for revising/clarifying language around the process for creating or eliminating minors.

We moved on to the ongoing review of our qSET or student evaluations of teaching. The itinerary for Dr. Clark has been finalized, who is helping us provide external expertise to the specific issue of all college student evaluation forms. Steve agreed to follow up with Joe Stankovich from the Institutional Research office regarding his internal analysis. A draft of potential questions to survey teaching faculty and staff regarding the qSET was provided to the committee. Prior to sharing with the committee, and to refine the survey, it was first shared with three select independent members of the College community who have expertise in survey design/research. Members of the committee discussed the survey, some feedback was provided, and it was agreed to survey would be shared electronically for opportunity for further feedback/comment. Ultimately, the survey will be administered through qualtrics software and attention will be needed to be paid as to how the survey will be distributed electronically to be inclusive and capture input of those who teach, but are not necessarily faculty.

We did not have time to discuss certificate programs, but it was suggested that given the potential similarity to minors, this issue may come up during ongoing efforts on the issue to minors, but may be tabled for next academic year.

The meeting adjourned at 2:02 pm.

Respectfully submitted by,

Steve Ives