CEPP Meeting Minutes

April 26th, 2019

Pat Hilleren, Scribe

Attendance: Riley Filister, Marta Brunner, Steve Ives, Peter Von Allmen, Cerri Banks, Michael Orr, and Pat Hilleren

Meeting began at 1:10 pm.

1. Minutes from last meeting approved.
2. Parker Diggory from Religious Life (RL) is visiting CEPP today. Marta summarized for Parker our recent discussions on the academic calendar as it relates to religious holidays and asked for her insight. RL is supportive of CEPP taking this up.

Development of a new policy. RL wants to assist in its framing and development.

Once developed, it’s important that it be officially housed/maintained within some program and suggested it could be linked thru Parker’s office/staff.

What ‘holidays’ make it on the ‘list’? RL already maintains a robust list of major holidays; Michael has experience developing language supportive of less well known or widely observed dates and CEPP may want to extend this to a non-religious day of personal reflection.

Discussed the timing of notifications to students and faculty- want to establish regular dates by which faculty should be notified in order to assist their syllabi preparation. Recommend a couple of notifications to faculty- one in Spring and again in late summer in advance of the new academic year. A look at various institutions reveals that a wide range of obligations/expectations in terms of accommodating a missed class for faculty and students have been established. For example, some institutions suggest reasonable accommodation/notification in a reasonable amount of time versus other institutions that have very specific forms and due dates.

Timeline for policy development? Cerri and Parker will work together to initiate the development of a first draft of the policy. Can we push this for a presentation on the faculty floor early in the Fall semester, perhaps even the first faculty meeting – which is usually the most widely attended faculty meeting of the academic year?

1. qSET Report to the Faculty. Steve gave a brief summary of the report he intends to present to the faculty meeting this afternoon.
2. Housekeeping.
3. Steve will Chair next year (yeah). Flying Solo.
4. Scheduling for Fall semester- try to coordinate meeting time for next year. Marta will take the lead on finding a time.
5. Identify priorities for Fall 2019 CEPP agenda
	1. Scheduling Study Day-need to prioritize. May even want to try accelerating AY calendar approval since two years in advance is not actually that much lead time.
	2. We’ll spend the last CEPP meeting of the year (5/3/19) lining up priorities for Fall semester.