College of Arts and Sciences  
Educational Policy Committee  

Minutes (draft)  
Oct 25, 2012  
Gasson 105

Attending:  
C-K Cheung, Tim Duket, Kathy Dunn, Clare Dunsford, Rudy Hon, Luke Jorgensen, Michael Martin, Tom McGuinness, Michael Moore, Bill Petri, David Quigley, Franziska Seraphim, David Vanderhoof

Dean Quigley called the meeting to order at 4:05pm.

I. The minutes of the Sept 20 meeting were approved unanimously.

II. Course renumbering.
Dean Quigley started the discussion by stating that we will continue working on the course renumbering until the spring semester. It may take eighteen months to two years to implement the new numbering to the new online system. The new course number will consist of four-letter code followed by a four-digit number. The questions for the Academic Affair subcommittee to discuss included:

• How the four-letters code is used to introduce the name of the course?
• How the course number reflects individual program of the same department?
• How much freedom will be given to the department with their own four-letter codes and how the standard should be set?

Rudy Hon commented that this could trigger a lot of changes in the EES dept and they needed a guideline on how to indicate different programs from the course number.

Bill Petri pointed out that the Academic office suggested all four letters to be used for the information of a course, for example FREN for French, but we can consider using RLFN to indicate Romance Language dept also. Franziska Seraphim noted that the last two letters may not be recognizable enough to indicate the subject.

Michael Moore suggested that the first two letters are for department code that can tell the students where to go for registration/administration help. The remaining two letters can be used by the department in any way they want. He was more worried about the number code as departments will approach this differently. Can a 2000 level course be more advanced than a 4000 level course?

Dean Quigley replied that 1000 level would be core courses. There will be difference between 6000 level courses and lower level courses, but it will be difficult to dictate the levels between 2000 to 4000. The
numbering will distinguish between core and non-core courses, and also between undergrad and graduate courses.

**III. Departmental Honor.**

Dean Quigley instructed the departmental honor subcommittee to collect data on each department's honor program through new survey and talking to the departments. The subcommittee will then look for model and area of improvement. Find out the base level for recognition. This information can support our argument to the provost office to establish a standard for departmental honor across the college.

Clare Dunsford added that this semester we will concentrate on compiling data to make sure that we get all the information correctly.

Meeting was adjourned at 4:39 pm.

Submitted by
C-K Cheung