

**Committee on Educational Policy
October 10, 2018**

In attendance: Faculty: Catherine Sanderson, chair; Lawrence Douglas; Tekla Harms; Tariq Jaffer; Edward Melillo. Students: Hunter Lampson '21; Julia Ralph '21. Catherine Epstein, Dean, *ex officio*. Recorder: Nancy Ratner, Director of Academic Projects.

Catherine Sanderson, chair of the Committee on Educational Policy (CEP), called the meeting to order at 8:45 a.m. in the Mullins Room. The committee approved the minutes of October 3, 2018.

Update from the chair on 150 minute classes

Catherine S. raised the issue of 150-minute classes. She pointed out that federal guidelines require a full two and one-half hours of class time. Currently, the morning slots allocated for seminars taught once a week can only accommodate 140 minutes, given that students need ten minutes to get to their next class. The problem can be addressed if faculty who teach 150-minute classes in the morning begin their classes at 8:50 a.m. and end at 11:20 a.m. This will allow students time to get to their 11:30 a.m. classes. Afternoon classes, she noted, can generally still end at 3:30 p.m. or 5:00 p.m., since there are very few classes that begin at those times. She thought faculty teaching 150-minute classes should be made aware of these options.

Update on a policy on recording classes

In another update, Catherine S. reported that the college already had a nearly identical policy on recording classes, making the committee's recommended policy unnecessary. However, the policy recommended by the committee at its recent meeting would add one additional caveat, preventing students from distributing a recorded class without the instructor's permission. Tekla thought that addition was an important piece of the policy and needed to be included. Catherine E. said she would return to the college's lawyer to discuss the process for updating the policy.

Course proposals

The committee then turned to the course proposals, reviewing them for inconsistencies, confusing language, excessive jargon, and enrollment limits. The committee noted the various limits that faculty have cited for courses that use the Archives and asked what the official limit imposed by the Archives is. The committee asked that all courses working in the Archives abide by the 18-20 limit that the Library imposes.

The meeting adjourned at 10:00 a.m.