

UNIVERSITY OF PITTSBURGH
Senate Educational Policies Committee
December 10, 2010
Meeting Minutes

Present: Amy Aggelou, John Close, Judy Erlen, Bonnie Falcione, Bev Gaddy, Kathy Kelly, Jay Rajgopal, Carol Neuner, Alberta Sbragia

Excused: Debbie Miller, Tom Platt, Charlene Trovato, Jess Yokley

Call to Order: The meeting was called to order at 12:05 PM. The minutes from the SEPC meeting on November 8, 2010 were approved.

New Business:

1. **Vice Provost updates:** No report
2. **Faculty involvement in improving student retention:**
K. Kelly and J. Erlen reported on their meeting with the chairs of the Senate Committees on Student Affairs and Admissions & Student Aid. Ideas that were discussed included plans to hold focus groups with faculty who teach freshman and with students. At Pitt Greensburg retention efforts include: a survey of fulltime faculty to identify those at high risk; a call center if students miss classes or are getting less than a grade of "C" in a course; and remedial courses. Additional follow-up will need to occur.
3. **Computer Usage Committee:**
An SEPC committee member reported that in regard to materials that a faculty produces for courses, faculty needs to know that the faculty holds the copyright on their original notes that they use for teaching. Faculty is advised to put a © on any documents.
4. **Meeting times for Spring term:**
The committee decided on the 3rd Friday of each month (January through May) with meetings beginning at 1:15 pm.
5. **Next meeting:**
The next meeting will be held Friday, January 21, 2011 at 1:15 pm in Room 826 Cathedral of Learning.
6. **Adjournment:** The meeting was adjourned at 1 pm.

Submitted by,
Kathy Kelly and Judy Erlen (co-chairs)