KENT STATE
UNIVERSITY

Educational Policies Council
New Member Guidelines
2015-2016

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Educational Policies Council New Member Guidelines

BASIC FACTS OF THE EDUCATIONAL POLICIES COUNCIL

WHAT IS THE EDUCATIONAL POLICIES COUNCIL?

The Educational Policies Council (EPC) is a committee of the Faculty Senate charged with the long-range academic planning and overall curriculum and academic policy guidelines for Kent State University. The EPC was established on 1 July 1967, a successor to the University Council on Curriculum.

In the grand scheme of institutional academic matters, the EPC is the final approving or notifying body for the majority of curriculum proposals presented.

Faculty ⟩ Dept/School ⟩ College ⟩ Provost ⟩ **EPC**

For more substantial items (e.g., new degree program or university policy), the EPC is gateway between the academic colleges and the university-wide and/or external approving bodies.

EPC ⟩ Faculty Senate ⟩ Board of Trustees ⟩ OHDE* ⟩ HLC**

* Ohio Department of Higher Education
**Higher Learning Commission (regional accreditor)

WHEN AND WHERE DOES THE EPC MEET?

The EPC meets in the Governance Chambers (second floor of the Kent Student Center on the Kent Campus) typically on the third Monday of each month, with the exceptions of June, July and December. Please note that there are exceptions to the third-Monday rule. The schedule of meetings is posted online at www.kent.edu/provost/curriculum/epc-meeting-schedule-agendas.

The meeting starts at 3:20 p.m., and ends the agenda is covered, and the chair adjourns.

The meeting is open seating. Before selecting a seat, you should pick up a placecard with your name on it (yellow for members of the Undergraduate EPC and orange for Graduate EPC).

HOW DID I BECOME A MEMBER, AND HOW LONG DO I HAVE TO SERVE?

You are a member because you are one of the following:

 a. the university provost or the chair of the Faculty Senate
 b. a college dean or associate college dean with graduate oversight
 c. a member of your college's curriculum committee and elected to serve on the council
 d. a member of the Faculty Senate, the Undergraduate Student Senate or the Graduate Student Senate and appointed by that body to serve on the council

If you were appointed by the Faculty Senate, your term on EPC is two academic years, beginning in July. If you were elected by your college curriculum committee, your term is one academic year. For other appointments, your term is as forever long you remain in your position.

A list of members is posted online at www.kent.edu/provost/curriculum/epc-members.

HOW DO I KNOW WHAT'S ON THE AGENDA?

The agenda and all supporting materials are posted online one week before the scheduled meeting and sent via e-mail to EPC members, as well as to department chairs, school directors and associate and assistant deans of Kent State's colleges and campuses.

EPC COMPOSITION AND VOTING

The EPC comprises two membership bodies, one responsible for undergraduate education and the other responsible for graduate education. The two bodies come together for every meeting, unless there is no agenda for one, to remain aware of curricular actions and issues at both levels.

Only voting members of the Undergraduate EPC can vote on items listed on the Undergraduate EPC agenda; and only voting members of the Graduate EPC can vote on items listed on the Graduate EPC agenda. However, all members have the opportunity to engage in discussion pertaining to both graduate and undergraduate agenda items.

UNDERGRADUATE EPC MEMBERSHIP

Co-Chairs:
- Senior Vice President of Academic Affairs and Provost
- Chair of the Faculty Senate

Members with voting privileges:
- Dean (or designee) from each academic college with undergraduate programs:
    - College of Applied Engineering, Sustainability and Technology
    - College of Architecture and Environmental Design
    - College of Arts and Sciences
    - College of Business Administration
    - College of Communication and Information
    - College of Education, Health and Human Services
    - College of Nursing
    - College of Public Health
    - College of the Arts
    - Regional College
    - University College
- Dean of the Honors College
- Dean or Director (or designee) from each independent school with undergraduate programs
    - School of Digital Sciences
- Dean of University Libraries (or designee)
- Five Faculty Senate-appointed members
- Faculty member elected from each curriculum committee of the colleges listed above

Member without voting privileges:
- One undergraduate student appointed by the Undergraduate Student Senate

GRADUATE EPC MEMBERSHIP

Co-Chairs:
- Senior Vice President of Academic Affairs and Provost
- Chair of the Faculty Senate

Members with voting privileges:
- Dean of Graduate Studies
- Associate Dean for graduate affairs (or designee) from each academic college with graduate programs:
    - College of Applied Engineering, Sustainability and Technology
    - College of Architecture and Environmental Design
    - College of Arts and Sciences
    - College of Business Administration
    - College of Communication and Information
    - College of Education, Health and Human Services
    - College of Nursing

- o College of Podiatric Medicine
  - o College of Public Health
  - o College of the Arts
- ▪ Dean or Director (or designee) from each independent school with graduate programs
  - o School of Digital Sciences
- ▪ Dean of University Libraries (or designee)
- ▪ Five Faculty Senate-appointed members with graduate faculty status
- ▪ Faculty member with graduate faculty status elected from each graduate coordinating body of the colleges listed above

Member without voting privileges:
- ▪ One graduate student appointed by the Graduate Student Senate

The Faculty Senate chair-elect shall appoint additional regular faculty to EPC membership on with due regard for representation by curricular units of the university as needed so that the faculty membership equals the administrative membership.

RESPONSIBILITIES OF THE EDUCATIONAL POLICIES COUNCIL

The Educational Policies Council is responsible for the following:

- ▪ Long-range academic planning, both conceptually and structurally, which should reflect the academic mission and goals of the university

- ▪ Overall curricular planning and policy guidelines for the university

- ▪ Approval of new, substantially revised or eliminated degree programs

- ▪ Approval of new, eliminated or revised academic policies and operational procedures and regulations

- ▪ Approval of the standards for admission and graduation of students

- ▪ Approval of new, revised or eliminated administrative academic units (e.g., department)

- ▪ Review of articulation, consortia and contractual agreements that have curricular implications.

- ▪ Monitoring of curricular changes generated by a specific academic unit of the university as they affect other courses, programs and academic units

- ▪ Sensitivity to proliferation and duplication of courses and programs

- ▪ Arbitration of interdepartmental and intercollegial curricular disputes or misunderstandings;

- ▪ Review of all curricular changes and proposals originating with academic units to assure effective adherence to university-wide policies

HOW TO PREPARE FOR AN EPC MEETING

Review materials prior to the meeting. Contact the Office of Curriculum Services before the meeting if you cannot access the agenda or supporting documents or have any questions about a proposal.

Be mindful that any proposal coming before EPC should align with the mission and goals of Kent State, support student success and enhance and contribute to the reputation and integrity of a Kent State education.

Talk to your Kent State colleagues and supporting staff about proposed initiatives coming before EPC to understand different perspectives, experiences and opinions that may better inform your decision. For example, if there is a proposed policy that affects students' overall requirements for graduation, you may want to consult with professional and faculty advisors prior to the meeting.

Come willing to participate in thoughtful discussion that is based on informed knowledge.

Understand that you will be serving a dual role as an EPC member: one as a representative of your academic home and its interests, and the second as a participating member of the Kent State community with the responsibility of contributing to the overall benefit of the students and the university.

GUIDELINES FOR DETERMINING EPC AGENDA STATUS

ACTION ITEMS

Proposals listed under "Action Items" on the agenda will be discussed and voted upon by EPC members. For some of these proposals, the EPC is the final approver; others required further approvals before implementation. Supporting documents for each action item are sent to EPC members to review before the meeting. Typical proposals listed under "Action Item" include the following:

- Minor – establishment
- Certificate – establishment   } *EPC is final approver*

- Unique program (i.e., affects students from more than one academic unit; e.g., Military Studies, Washington Program) – establishment, revision, inactivation
- University academic requirement (e.g., Kent Core) – establishment, revision, inactivation
  } *Faculty Senate is final approver*

- University academic administrative policy (e.g., dismissal) – establishment, revision, inactivation
- University academic operational procedures or regulations (e.g., withdrawal from the university) – establishment, revision, inactivation
- Academic unit (e.g., college, school) – establishment, revision, inactivation
- Center or institute with curricular implications – establishment, revision, inactivation
  } *Board of Trustees is final approver*

- Major or degree – establishment, name revision, inactivation
- Campus – establishment, revision, inactivation
  } *Ohio Department of Higher Education and the Higher Learning Commission are final approvers*

INFORMATION ITEMS

Proposals listed under "Information Items" on the agenda are considered notification to the EPC and may be discussed if so requested by an EPC member. These items are not voted upon unless a motion to do so is made by an EPC member. Supporting documents for each information item are sent to EPC members to review before the meeting. Typical proposals listed under "Information Item" include the following:

- Preliminary proposal for a new major or degree. This is a brief document outlining development of a new major or degree that needs preliminary approval from the Ohio Department of Higher Education before submission of the full proposal.

- Temporary suspension of admissions into an academic program. Faculty may suspend admission into their program for maximum three years, after which it must be determined to either revise/reopen or inactivate.

- Offering (more than 50 percent) of an existing program at a Regional Campus, Kent State location (e.g., Twinsburg) or non-Kent State location (e.g., high school).

- Fully online delivery or hybrid online delivery (i.e, more than 50 percent) of an existing degree program; this may online only or online in addition to on-ground.
- Five-year review of certificate programs.
- Notifications from the Ohio Department of Higher Education, the Higher Learning Commission and/or the U.S. Department of Education regarding new and revised regulations, policies or procedures affecting the university.

LESSER ACTION ITEMS

Proposals listed under "Lesser Action Items" on the agenda are not discussed or voted upon unless a motion is made by an EPC member to do so; they considered approved once the meeting is adjourned. These proposals are curricular changes delegated to each college to approve. Supporting documents for each lesser action item are <u>not</u> sent to EPC members to review before the meeting; however, an EPC member can ask Curriculum Services to send the materials before the meeting. Typical proposals listed under "Information Item" include the following:

- Major – revision (including new, revised, inactivated concentrations)
- Minor – revision, inactivation
- Certificate – revision, inactivation
- Articulation or consortia agreement with curricular implications – establishment, revision, inactivation
- Course – establishment, revision, inactivation
- Course designated a university requirement (e.g., Kent Core*, diversity, writing-intensive, experiential learning, orientation) – establishment, revision, inactivation
- Academic policy or requirement within a unit – establishment, revision, inactivation

* Due to a moratorium on increasing the number of Kent Core courses, designation of Kent Core status to a new or existing course will come to the EPC as an action item to be voted upon.

NUMBER OF ITEMS THAT HAVE APPEARED ON AN EPC AGENDA IN THE PAST

	2010-11	2011-12	2012-13	2013-14	2014-15
Curricular Items	244	295	248	263	223
Course Changes	1,276	1,779	1,270	1,307	1,312

PARLIAMENTARY PROCEDURES FOR THE EPC MEETINGS

EPC meetings follow Robert's Rules of Order, which provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of all business is controlled by the general will of the whole membership—the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate—to act according to its considered judgment after a full and fair "working through" of the issues involved.

Robert's Rules allow for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be discussed thoroughly before taking action. The assembly rules; it has the final say on everything. **<u>Silence means consent.</u>**

Procedures

▪ Before the motion is stated by the chair, members may suggest modification of the motion; the mover can modify as s/he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

▪ The member moving the item is entitled to preference to the floor.

▪ No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.

▪ Remarks must be courteous in language and deportment—avoid all personalities, never allude to others by name or to motives.

▪ The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

SECRETARY FOR THE EPC – CURRICULUM SERVICES

The Office of Curriculum Services serves as secretary to the Educational Policies Council, reviewing all proposals for inclusion on the agenda, scheduling meetings and maintaining membership and the EPC membership listserv.

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▪ New degrees or majors
▪ Academic policies
▪ Academic structure changes (e.g., departments, centers)
▪ Educational Policies Council
▪ State-wide credit transfer (TAG, OTM, CTAG, AP)
▪ Curriculum-related reporting (internal and external)

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▪ *University Catalog* (including roadmaps)
▪ *Explore Majors and Degrees* website
▪ Course catalog
▪ Registration/prerequisite issues in Banner
▪ General curriculum questions
▪ Review of academic programs and courses for the following:
  □ College of Applied Engineering, Sustainability and Technology
  □ College of Business Administration
  □ College of Education, Health and Human Services
  □ College of Nursing
  □ College of Public Health
  □ College of the Arts
  □ School of Digital Sciences
  □ University College

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▪ *University Catalog* (including roadmaps)
▪ *Explore Majors and Degrees* website
▪ Course catalog
▪ Registration/prerequisite issues in Banner
▪ General curriculum questions
▪ Review of academic programs and courses for the following:
  □ College of Architecture and Environmental Design
  □ College of Arts and Sciences
  □ College of Communication and Information
  □ College of Podiatric Medicine
  □ Regional College

LINKS TO RESOURCES

Approval Flowchart for Course Changes: provostdata.kent.edu/roadmapweb/06/approval-flowchart-courses.pdf

Approval Flowchart for Program and Policy Changes: provostdata.kent.edu/roadmapweb/06/approval-flowchart-program-policy.pdf

Approval Flowchart for Academic Administrative Structures: provostdata.kent.edu/roadmapweb/06/approval-flowchart-structure.pdf

Curriculum Services: www.kent.edu/provost/curriculum

> Curricular Bulletin (archives of curricular actions): www.kent.edu/provost/curriculum/archives
>
> Curriculum Guidelines: www.kent.edu/provost/curriculum/guidelines
>
> Curriculum Deadlines: www.kent.edu/provost/curriculum/curriculum-deadlines
>
> Curricular Forms: www.kent.edu/provost/curriculum/curricular-forms
>
> List of Academic Programs: provostdata.kent.edu/roadmapweb/05/academic-programs-1979-2015.xls

Educational Policies Council: www.kent.edu/provost/curriculum/educational-policies-council

> Administrative Policy and Procedures Regarding the Educational Policies Council: www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-educational-policies-council
>
> Agendas and Schedule: www.kent.edu/provost/curriculum/epc-meeting-schedule-agendas
>
> EPC Members: www.kent.edu/provost/curriculum/epc-members

Faculty Senate: www.kent.edu/provost/faculty-senate

> Faculty Senate Charger: www.kent.edu/policyreg/faculty-senate-charter
>
> Faculty Senate Bylaws: www.kent.edu/policyreg/faculty-senate-bylaws

Higher Learning Commission: www.hlcommission.org

Kent State Policy Register: www.kent.edu/policyreg

Kent State Board of Trustees: www.kent.edu/bot

Kent State University Catalog: www.kent.edu/catalog

Ohio Department of Higher Education: www.ohiohighered.org

> Guidelines and Procedures for Academic Program Review: www.ohiohighered.org/sites/ohiohighered.org/files/Academic-Program-Review-Guidelines_FINAL_042915.pdf
>
> Guidelines and Procedures for Review and Approval of Graduate Degree Programs: www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/documents/RACGS_Guidelines_113012.pdf

Provost: www.kent.edu/provost

GLOSSARY OF ACRONYMS AND INITIALS

BDS – Basic Data Sheet – former name of proposals for courses that listed the basic information about the course, including number, title, credit hours, description, prerequisites, etc.

CCC – College Curriculum Committee – generally the name of the college-level curriculum body, which may be separated into undergraduate and graduate committees or be one committee overseeing both levels

CCGS – Chancellor's Council on Graduate Studies – state-wide committee comprised of graduate deans of Ohio universities and charged by the Ohio Department of Higher Education to assess and recommend and report new graduate degree programs to the chancellor

CCP – Certification of Curriculum Proposal – top page for any program or policy proposal that provides a very brief summary of the proposal and contains approval signatures from the administrators for the affected department/chair, campus, college; final signature is the provost (or designee)

CCU – Course Catalog Update – electronic workflow (available in FlashLine) to submit a proposal to establish, revise or inactivate a course

EPC – Educational Policies Council – committee of the Faculty Senate charged with long-range academic planning and overall curriculum and academic policy guidelines for the university

FAC – Faculty Advisory Committee – representative of faculty within a department/school that provides opinion and counsel to the chair/director on matters involving departmental/school programs, courses, policies and procedures

GPS – Graduation Planning System – Kent State's degree audit, which is the official list of all degree requirements merged with a student's academic record to provide a real-time assessment of student progress toward graduation

GSAAC – Graduate Studies Administrative Advisory Council – primary academic advisory body to the dean of graduate studies on matters involving graduate programs, policies and procedures

HLC – Higher Learning Commission – one of six regional institutional accreditors in the United States, which accredits degree-granting, post-secondary educational institutions in 19 states, including Ohio; the gatekeeper for federal financial aid

KSC – Kent Student Center – location on the Kent Campus where Educational Policies Council and Faculty Senate meetings are held

OBR – Ohio Board of Regents – former name of the Ohio Department of Higher Education (ODHE)

ODHE – Ohio Department of Higher Education – a cabinet-level agency for the governor that oversees higher education for the state, including authorizing and approving new degree programs, managing state-funded financial aid programs and developing and advocating policies to maximize higher education's contributions to the state and its citizens

UCTE – University Council on Teacher Education – considers curricular proposals relating to teacher education and licensure, providing advice on these matters to the Education Policies Council

URCC – University Requirements Curriculum Committee – subcommittee of the Educational Policies Council charged with assessment, evaluation and approval of university-wide curricular requirements for undergraduate students (e.g., Kent Core)

CURRICULUM CALENDAR FALL 2015

	August	September	October	November	December
Monday	3 submissions due for Aug EPC			2	
Tuesday	4	1		3	1
Wednesday	5	2		4	2
Thursday	6	3	1	5	3
Friday	7	4	2	6	4
Monday	10	7 KSU closed	5	9 Senate meeting	7 Senate meeting
Tuesday	11	8	6	10	8 Board meeting
Wednesday	12	9	7	KSU closed 11	9
Thursday	13	10 Board meeting	8	12	10
Friday	14	11 URCC meeting	9 URCC meeting	13 URCC meeting	11 URCC meeting
Monday	17	14 Senate meeting	12 Senate meeting	16 EPC meeting[1]	14 exam week
Tuesday	18	15	13	17	15
Wednesday	19	16	14	18	16
Thursday	20	17	15	19	17
Friday	21	18	16	20	18
Monday	24 **EPC meeting**	21 **EPC meeting**	19 **EPC meeting**	23	21
Tuesday	25	22	20	24	22
Wednesday	26	23	21	25	23
Thursday	27	24	22	26 KSU closed	24 KSU closed
Friday	28	25	23	27 KSU closed	25 KSU closed
Monday	31 fall term starts submissions due for Sept EPC	28 submissions due for Oct EPC	26 submissions due for Nov EPC	30	28 KSU closed
Tuesday		29	27		29 KSU closed
Wednesday		30	28		30 KSU closed
Thursday			29		31 KSU closed
Friday			30		

1. November EPC meeting is the final meeting to approve program and course changes for fall 2016.

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CURRICULUM CALENDAR SPRING 2016

	January	February	March	April	May
Monday		1			2 2016 roadmaps published **2**
Tuesday		2	1		3
Wednesday		3	2		4
Thursday		4	3		5
Friday	1 KSU closed	5	4	1	6
Monday	4 submissions due for Jan EPC	8 Senate meeting	7 Senate meeting	4	9 exam week Senate meeting
Tuesday	5	9	8	5	10
Wednesday	6	10	9 Board meeting	6	11
Thursday	7	11	10	7	12
Friday	8 URCC meeting UG catalog 1st proofs due	12 URCC meeting UG catalog 2nd proofs due	11 URCC meeting	8 URCC meeting	13 URCC meeting
Monday	11	15 **EPC meeting**	14 **EPC meeting**	11 Senate meeting	16 **EPC meeting 4**
Tuesday	12	16	15	12	17
Wednesday	13	17	16	13	18
Thursday	14	18	17	14	19
Friday	15 GR 1st catalog proofs due	19 GR 2nd catalog proofs due	18	15	20
Monday	18 KSU closed	22 submissions due for Mar EPC	21 recess week	18 **EPC meeting 3**	23
Tuesday	19 spring term starts	23	22	19	24
Wednesday	20	24	23	20	25
Thursday	21	25	24	21	26
Friday	22	26	25	22	27
Monday	25 **EPC meeting** submissions due for Feb EPC	29	28 submissions due for Apr EPC	25 submissions due for May EPC	30 KSU closed
Tuesday	26		29	26	31
Wednesday	27		30	27	
Thursday	28		31	28	
Friday	29			29	

2. University Catalog published 1 June 2016

3. April's EPC meeting is the final meeting to approve policy changes for fall 2016 that must also receive Board of Trustees and/or Faculty Senate approval.

4. May's EPC meeting is the final meeting to approve policy and other catalog changes for fall 2016 that do not need to receive Board of Trustees and/or Faculty Senate approval.