



Educational Policies Council New Member Guidelines 2016-2017

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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.



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.



* 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 when 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 Undergraduate EPC and orange for members of 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:

- the university provost or the chair of the Faculty Senate
- a college dean or associate college dean with graduate oversight
- a member of your college's curriculum committee and elected to serve on the council
- 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 long as 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. **There is no voting by proxy.**

UNDERGRADUATE EPC MEMBERSHIP

Co-Chairs:

- Senior Vice President for 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)
- Appointed Faculty Senators (five members)
- Faculty members 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 for 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
 - College of Podiatric Medicine

- College of Public Health
- College of the Arts
- Dean or Director (or designee) from each independent school with graduate programs
 - School of Digital Sciences
- Dean of University Libraries (or designee)
- Appointed Faculty Senators with graduate faculty status (five members)
- Faculty members 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 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: (1) as a representative of your academic home and its interests, and (2) 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 (e.g., “Initial Inquiry” for undergraduate; “Program Development Plan” for graduate). This is a brief document outlining development of a new major or degree that needs initial 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 not 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	2015-16
Curricular Items	244	295	248	263	223	309
Course Changes	1,276	1,779	1,270	1,307	1,312	1,548

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.

Silence means consent.

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 calendar
- Academic structure changes (e.g., departments, centers)
- Educational Policies Council
- State-wide credit transfer (TAG, OTM, CTAG, AP)
- Curriculum-related reporting (internal and external)
- Assignment of Classification of Instructional Programs (CIP)

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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 Communication and Information
 - College of Education, Health and Human Services
 - College of Nursing
 - College of the Arts
 - 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 Podiatric Medicine
 - College of Public Health
 - Regional College
 - School of Digital Sciences

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 Charter: 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 (formerly Regents’ Advisory Council on Graduate Studies) – state-wide committee comprising graduate deans of Ohio universities and charged by the Ohio Department of Higher Education to assess, 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 (in the Governance Chambers, 3rd floor)

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

ODHE – Ohio Department of Higher Education (formerly Ohio Board of Regents) – 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

RACGS – Regents’ Advisory Council on Graduate Studies – former name of the Chancellor’s Council on Graduate Studies (CCGS)

UCTE – University Council on Teacher Education – considers curricular proposals relating to teacher education and licensure, providing advice on these matters to the Educational 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 2016

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

CURRICULUM CALENDAR SPRING 2017

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

1. January EPC is the final meeting to approve program and course changes for fall 2017. Program proposals include new and inactivated programs, any revisions to a program's course or grade requirements and any other revision that changes the criteria for students to be admitted to, progress in or graduate with a degree or certificate. Exceptions to this deadline are proposals to establish or inactivate a degree or major, or to offer a major fully online or in an accelerated delivery, all of which require more steps for approvals.
2. April EPC is the final meeting for university policy proposals for fall 2017 implementation for which Faculty Senate or Board of Trustees is final approver.
3. May EPC is the final meeting for university and college policy proposals for fall 2017 implementation for which EPC is final approver. May is also the final meeting for course proposals for spring 2018 implementation