# KENT STATE
## UNIVERSITY

# Member Guidelines
## of the
# Educational Policies Council

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Last Revised August 2022

## 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 became effective on 1 July 1967. Before that, it was called the University Council on Curriculum. The EPC, similar to its previous incarnation, was an independent group. In 1970, under terms of the revised Faculty Senate charger and bylaws, the EPC was placed under Senate jurisdiction.

The responsibilities, authority and procedures for the EPC, as listed in the Policy Register, is relatively unchanged since its passage in 1967, with minor changes. 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), the EPC is gateway between the academic colleges and the university-wide and/or external approving bodies.

| **EPC** | Faculty Senate | Board of Trustees | ODHE[1] | HLC[2] |
|---------|----------------|-------------------|---------|--------|

1. Ohio Department of Higher Education
2. Higher Learning Commission (Kent State's regional accreditor)

### When and Where Does the EPC Meet?

Typically, the EPC meets at 3:20 p.m. on the third Monday of each month, with the exceptions of June, July and December. Please note that sometimes there are exceptions to the third-Monday rule so always check the schedule on the Educational Policies Council website.

Council meetings are open to the university community to attend.

### How Do I Know What's on the Agenda?

Past and present agendas and meeting minutes are posted on the Educational Policies Council website. The council secretary will send the agenda in advance of the meeting via email to EPC members, faculty senate, college deans, campus deans, department chairs, school directors and associate and assistant college and campus deans.

Members can review curriculum proposals for programs, courses and policies in the Curriculum Information Management (CIM) software. If you have not used the CIM software before, you are encouraged to sign up for a (short) user training session.

# EPC COMPOSITION AND VOTING

Membership, appointment and duration of both the EPC Exec and the full EPC are listed in the tables below. Faculty members of the council must be full-time faculty who have an interest in university curricular planning and development. A list of EPC members for the academic year is posted on the Educational Policies Council website.

**Voting:** All members of the council have voting privileges with the exception of the council secretary. The EPC chair will vote only when to break a tie vote. A quorum shall be a simple majority of the council members. **There is no voting by proxy.**

**Absences:** Members do not have alternates. If you are unable to fulfill your duties for an extended period of time (i.e., more than three consecutive meetings), please alert the EPC secretary. If you have been absent from three consecutive council meetings without explanation, the EPC secretary will notify the Executive EPC, which may recommend that your appointing/electing body select another member to serve on the council.

## Educational Policies Council

| COMPOSITION | | MEANS OF APPOINTMENT | DURATION |
|---|---|---|---|
| **Chair:** Faculty Senate Exec Committee rep | 1 | Appointed by Faculty Senate chair-elect from the elected representatives on the Faculty Senate | Two years |
| **Secretary:** Office of Curriculum Services | 1 | Standing | Continuing |
| Provost Office senior administrator | 1 | Appointed by the provost | Two years |
| College deans | 2 | Appointed by Academic Leadership Group | Two years |
| Faculty Senate members | 2 | Appointed by Faculty Senate chair-elect | Two years |
| Two full-time faculty members from each of the 11 degree-granting college  *One should have graduate faculty status, and one should be teaching undergraduate courses. If a college does not have the capacity to have two faculty on the council in a given year, the college may have one faculty on the council.* | 22 | Appointed or elected by respective college curriculum body and/or college graduate coordinating body | One year |
| Faculty member from the University Libraries | 1 | Appointed by University Libraries dean upon consultation with the university libraries advisory committee | One year |
| Undergraduate student | 1 | Appointed by Undergrad Student Government | One year |
| Graduate student | 1 | Appointed by Graduate Student Senate | One year |
| **Total Membership:  32** | | | |

## Executive EPC (from EPC membership)

| COMPOSITION | | MEANS OF APPOINTMENT | DURATION |
|---|---|---|---|
| **Chair:** Faculty Senate Exec Committee rep | 1 | *See EPC above* | Two years |
| **Secretary:** Office of Curriculum Services | 1 | *See EPC above* | Continuing |
| Provost Office senior administrator | 1 | *See EPC above* | Two years |
| Faculty Senate members | 2 | *See EPC above* | Two years |
| Faculty members - degree colleges | 2 | Appointed by Exec EPC chair | One year |
| **Total:  5** | | | |

## CHARGE OF THE EDUCATIONAL POLICIES COUNCIL

The Educational Policies Council is charged with the following:

- Conceptual and structural aspects of long-range academic planning
- Overall curricular planning
- Arbitration of interdepartmental and intercollegial curricular disputes
- Conformity of collegial and departmental curricular programs and proposals to university-wide policies
- Establishment, inactivation or significant revisions of academic programs
- Establishment or discontinuance of bodies or agencies that are directly related to academic programs
- Standards for admission and graduation of students
- Library policies and facilities
- Matters referred by college curriculum committees, advisory councils or the Faculty Senate that are related to issues affecting undergraduate and graduate education.

The Executive EPC is charged with the following:

- Preparing the agenda for council meetings
- Transacting routine business for the council between meetings

## HOW TO PREPARE FOR AN EPC MEETING

1. 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.

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

3. Use the Review Checklist when reviewing any new program (new major, minor, certificate or even a new concentration). This checklist is for your personal use.

4. Talk to your 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.

5. Have a basic understanding of Kent State's curriculum and academic policies. Resources: Curriculum Guidelines, University Catalog and Policy Register.

6. Understand that you will be serving as a participating member of the Kent State community with the responsibility of contributing to the overall benefit of the students and the university.

7. Prepare questions or comments for presenters at the meeting. You may also submit them via an online question survey, which will then be either answered before or during the meeting.

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

## GUIDELINES FOR DETERMINING EPC AGENDA STATUS

### Action Items

Proposals listed under "Action Items" on the agenda are discussed and voted upon by EPC members. For some of these proposals, the EPC is the final approver; others required further approvals before implementation. EPC members can review the proposals in the Curriculum Information Management (CIM) system. 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/location – establishment, revision, inactivation

*Ohio Department of Higher Education and Higher Learning Commission are final approvers*

### Discussion Items

Proposals listed under "Discussion Items" on the agenda are considered notification to the EPC and may be discussed if requested by an EPC member. These items are not voted upon unless a motion to do so is made by an EPC member. EPC members can review the proposals in the Curriculum Information Management (CIM) system. Typical proposals listed under "Discussion Items" 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 five years, after which it will 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 Center) or non-Kent State location (e.g., local 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. EPC members can review the proposals in the [Curriculum Information Management (CIM)](#) system. 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

   *  *Designation of Kent Core status to a new or existing course will come to the EPC as an action item.*

# CURRENT EPC SUBCOMMITTEES AND COUNCILS

**Academic Calendar Advisory Committee (2021-Present)**
*Standing Committee*
   Co-chairs:
- Deborah Knapp, Associate Professor, Department of Management and Information Systems
- Therese Tillett, Associate Vice President, Office of Curriculum Services

   Charge:
- Maintain a list of operating guidelines to be considered in planning the academic calendar
- Recommend future academic calendars to the university president
- Ensure that Kent State's instructional time is compliant with state, federal and accrediting regulations
- Evaluate requests for changes to the current or future calendars

**Fiscal Impact Statement Review Committee (2021-Present)**
*Ad Hoc Committee*
   Co-chairs:
- Eric Mintz, Associate Dean, College of Arts and Sciences
- R. (Dirk) Remley, Professor, Department of English

   Charge:
- Review the [Fiscal Impact Statement](#) required by the Board of Trustees and the Ohio Department of Education for new degree programs

- Ascertain the needs of colleges and the Kent State Board of Trustees to be able to sufficiently determine the fiscal impact of a new program on current resources
- Recommend changes/additions to current statement

**Graduate Policy Council (2021-Present)**
*Standing Committee*
   Co-chairs:
- Brian Barber, Associate Professor, School of Lifespan Development and Educational Sciences
- Sean Broghammer, Vice President, Division of Enrollment Management
   Charge:
- Determine immediate and long-range goals for graduate academic policies that provide a supportive learning environment for graduate students while upholding the scholarship, academic rigor and intellectual integrity of a Kent State graduate education
- Review graduate education issues that have been raised by the faculty, students and administrators/admin/staff and determine if the issue warrants recommendation of a new or revised policy
- Review proposals submitted to the EPC to establish or revise graduate academic policies, ensuring that such proposals align with the mission of the university, do not create unintended obstacles for student success and comply with institutional, state and federal regulations.
- Consult with internal and external sources and stakeholders, including those who will be affected directly by the policies and those who will be responsible for implementing and enforcing the policies
- Set and maintain a timeline for review of current graduate academic policies and procedures

**Internationalization Advisory Committee (2021-Present)**
*Standing Committee*
   Co-chairs:
- Sarah Malcolm, Executive Director of Partnership and Marketing, Office of Global Education
- Marianne Martens, Associate Professor, School of Information
   Charge:
- Provide consultation on a comprehensive strategy in utilizing international partnerships to align with the university's priorities
- Develop guidance to colleges for international partnerships, strategies and goals
- Review strategic partnerships that require a review of curriculum, investment of university resources or commitment of faculty

**Transfer Credit Committee (2021-Present)**
*Standing Committee*
   Co-chairs:
- Ed Dauterich, Professor, Department English
- Joanna Liedel, Director of Academic Partnerships, Office of Curriculum Services
   Charge:
- Review university-wide transfer policies and procedures
- Review credit requests for alternative learning credentials and applicability to college programs and/or university requirements through consultation with and approval from faculty affected by this credentialing toward their programs
- Recommend new and revised policies on the transfer of credits and awarding of Kent State credit/courses for special examinations and alternative learning credentials with and approval from faculty who apply the credit hours to their programs

**Undergraduate Policy Council (2021-Present)**
*Standing Committee*
>  Co-chairs:
>  - Charity Miller, Director of University Advising, University College
>  - E. Sue Wamsley, Assistant Professor, Department of History
>  
>  Charge:
>  - Determine immediate and long-range goals for undergraduate academic policies that support the university's strategic priority of "Students First" while upholding the integrity, quality and standards of a Kent State undergraduate education
>  - Review undergraduate education issues that have been raised by the faculty, students, administrators and staff and determine if the issue warrants recommendation of a new or revised policy
>  - Review proposals submitted to the EPC to establish or revise undergraduate academic policies, ensuring that such proposals align with the mission of the university, do not create unintended obstacles for student success and comply with institutional, state and federal regulations.
>  - Consult with internal and external sources and stakeholders, including those who will be affected directly by the policies and those who will be responsible for implementing and enforcing the policies
>  - Set and maintain a timeline for review of current undergraduate academic policies and procedures

**University Requirements Curriculum Committee (1997-Present)**
*Standing Committee*
>  Co-chairs:
>  - Michael Fisch, Associate Professor, College of Aeronautics and Engineering
>  - Alison Smith, Dean, Honors College
>  
>  Charge:
>  - Periodically review and recommend changes in existing curricular requirements that apply to every undergraduate student, including the Kent Core, freshmen orientation and the diversity, writing-intensive and experiential learning requirements
>  - Review new courses and program proposals and make recommendations on them
>  - Initiate and monitor faculty development programs for instruction of these courses
>  - Assess student learning outcomes from university-wide required courses and programs

# SECRETARY FOR THE EPC

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.

**Therese Tillett**
**Associate Vice President**
2-8558 | ttillet1@kent.edu

*Contact for the following:*
- New degrees or majors
- Academic policies
- Academic calendar
- Academic structure changes (e.g., departments)
- Curricular Guidelines
- Curriculum-related reporting
- Assignment of Classification of Instructional Programs (CIP)

**Joanna Liedel**
**Director of Academic Partnerships**
2-0550 | jliedel@kent.edu

*Contact for the following:*
- Ohio Department of Higher Education transfer initiatives and pathways
- Initiatives related to curriculum, advising, orientation and retention, as they support Academic Affairs processes and strategies

**Jennifer Kellogg**
**Assistant Director for Curriculum Services**
2-1885 | jkellog7@kent.edu

*Contact for the following:*
- Curriculum Information Management (CIM) training
- University Catalog
- Find Your Program website
- Registration/prerequisite issues in Banner
- Curriculum liaison for the following colleges:
  o Communication and Information
  o Education, Health and Human Services
  o Honors
  o University

**Ashley Maher**
**Assistant Director for Academic Partnerships**
2-7341 | amaher5@kent.edu

*Contact for the following:*
- Degree pathways with domestic institutions and Ohio Guaranteed Transfer Pathways (OGTPs)
- State Transfer Initiative Compliance
  o Ohio Transfer 36 (OT36)
  o Transfer Assurance Guide (TAG)
  o Career-Technical Assurance Guide (CTAG)
  o Industry-Recognized Credential Assurance Guide (ITAG)

**Kristi Kamis**
**Academic Program Coordinator**
2-8559 | kkamis@kent.edu

*Contact for the following:*
- University Catalog
- Find Your Program website
- Registration/prerequisite issues in Banner
- Curriculum liaison for the following colleges:
  o Aeronautics and Engineering
  o Architecture and Environmental Design
  o Arts and Sciences
  o Nursing
  o Public Health
  o The Arts

**Christa Ord**
**Operations and Special Projects Coordinator**
2-1628 | cord@kent.edu

*Contact for the following:*
- University Catalog promos
- Find Your Program website
- EPC scheduling, membership and minutes
- University catalog faculty and administrator updates
- Curriculum liaison for the following colleges:
  o Applied and Technical Studies
  o Business and Entrepreneurship
  o Podiatric Medicine
- Office management