

Proposed EPC Subcommittees

1. Undergraduate Policy Council
 2. Graduate Policy Council
 3. Academic Calendar Advisory Committee
 4. Transfer Credit Committee
 5. Fiscal Impact Statement Review Committee
 6. Internationalization Advisory Committee
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1. UNDERGRADUATE POLICY COUNCIL

- a. **New or Existing:** Replaces the EPC Ad Hoc Committee for Academic Policies
- b. **Type:** Standing
- c. **Charge:**
 - i. 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
 - ii. Review undergraduate 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
 - iii. 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.
 - iv. 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
 - v. Set and maintain a timeline for review of current undergraduate academic policies and procedures
- d. **Minimum expectations:** Meet once a month each semester; report to EPC twice a semester
- e. **Chair:** Full-time faculty member from membership
- f. **Membership:**
 - i. One full-time faculty member from each undergraduate-degree-granting college who teaches in, advises for and/or coordinates undergraduate programs
 - ii. Representative(s) from each undergraduate-focused office/division/body:
 - (a) Advising
 - (b) Curriculum Services
 - (c) Enrollment Management
 - (d) Institutional Research
 - (e) Registrar
 - (f) Student Affairs
 - (g) Student Financial Aid
 - (h) Undergraduate Deans Council
 - (i) University College
 - iii. Undergraduate students, including a member of Undergraduate Student Government and a student studying at a regional campus

2. GRADUATE POLICY COUNCIL

- a. **New or Existing:** Replaces the EPC Ad Hoc Committee for Academic Policies
- b. **Type:** Standing
- c. **Charge:**
 - i. 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
 - ii. 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
 - iii. 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.
 - iv. 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
 - v. Set and maintain a timeline for review of current graduate academic policies and procedures
- d. **Minimum expectations:** Meet once a month each semester; report to EPC twice a semester
- e. **Chair:** Full-time faculty member from membership
- f. **Membership:**
 - i. One full-time faculty member from each graduate-degree-granting college who teaches in, advises for and/or coordinates graduate programs
 - ii. Dean of Graduate Studies
 - iii. Representative(s) from each graduate-focused office/division/body:
 - (a) Curriculum Services
 - (b) Enrollment Management
 - (c) Global Education
 - (d) Graduate Admissions
 - (e) Graduate Dean's Advising Council
 - (f) Institutional Research
 - (g) Registrar
 - (h) Student Affairs
 - (i) Student Financial Aid
 - iv. Graduate students, including a member of the Graduate Student Senate

3. ACADEMIC CALENDAR ADVISORY COMMITTEE

- a. **New or Existing:** Replaces an ad hoc committee run by Office of Curriculum Services
- b. **Type:** Standing
- c. **Charge:**
 - i. Maintain a list of operating guidelines to be considered in planning the academic calendar
 - ii. Recommend future academic calendars to the university president
 - iii. Ensure that Kent State's instructional time is compliant with state, federal and accrediting regulations
 - iv. Evaluate requests for changes to the current or future calendars
- d. **Minimum expectations:** Meet once an academic year; report to EPC once an academic year
- e. **Co-chairs:** Full-time faculty member from membership and an administrator from Provost's Office
- f. **Membership:**
 - i. Full-time faculty members, including representatives from AAUP and Faculty Senate
 - ii. Associate Provost
 - iii. Representative(s) from each office/division/body:
 - (a) Admissions
 - (b) Curriculum Services
 - (c) Facilities, Planning and Operations
 - (d) Human Resources
 - (e) Registrar
 - (f) Student Affairs
 - iv. Representatives from Undergraduate Student Government and Graduate Student Senate

4. TRANSFER CREDIT COMMITTEE

- a. **New or Existing:** New
- b. **Type:** Standing
- c. **Charge:**
 - i. Review university-wide transfer policies and procedures
 - ii. Review credit requests for alternative learning credentials and applicability to college programs and/or university requirements
 - iii. Recommend new and revised policies on the transfer of credits and awarding of Kent State credit/courses for special examinations and alternative learning credentials
- d. **Minimum expectations:** Meet three times each semester; report to EPC once a semester
- e. **Chair:** Full-time faculty member from membership
- f. **Membership:**
 - i. Full-time faculty members who have an interest/have assisted in reviewing transfer coursework or in developing transfer pathways
 - ii. Department chair(s)
 - iii. Advising dean(s)
 - iv. Representative(s) from each office:
 - (a) Adult and Veteran Services
 - (b) Credit Transfer/Admissions
 - (c) Enrollment Management
 - (d) Global Education
 - v. Representatives from Undergraduate Student Government and transfer students

5. FISCAL IMPACT STATEMENT REVIEW COMMITTEE

- a. **New or Existing:** New
- b. **Type:** Ad Hoc
- c. **Charge:**
 - i. Review the [Fiscal Impact Statement](#) required by the Board of Trustees and the Ohio Department of Education for new degree programs
 - ii. 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
 - iii. Recommend changes/additions to current statement to
- d. **Minimum expectations:** Meet once a month; deliver recommendation to EPC in May 2021
- e. **Co-chairs:** Full-time faculty member and RCM/budget administrator from membership
- f. **Membership:**
 - i. Full-time faculty members who have an interest in budget/have assisted in developing new programs that required the fiscal impact statement
 - ii. Department chair(s)
 - iii. College RCM business managers
 - iv. Representative(s) from each office/division:
 - (a) Academic Budget and Resource Management
 - (b) Enrollment Management
 - (c) Finance and Administration

6. INTERNATIONALIZATION ADVISORY COMMITTEE

- a. **New or Existing:** New
- b. **Type:** Standing
- c. **Charge:**
 - i. Provide consultation on a comprehensive strategy in utilizing international partnerships to align with the university's priorities
 - ii. Develop guidance to colleges for international partnerships, strategies and goals
 - iii. Review strategic partnerships that require a review of curriculum, investment of university resources or commitment of faculty
- d. **Minimum expectations:** Meet three times each semester; report to EPC once a semester
- e. **Co-chairs:** Full-time faculty member and Global Education representative from membership
- f. **Membership:**
 - i. One full-time faculty member from each degree-granting college who has an interest/has assisted in developing international partnerships
 - ii. College administrator(s): dean, associate/assistant dean, chair/director
 - iii. Representative(s) from each office:
 - (a) Continuing and Distance Education
 - (b) Curriculum Services
 - (c) Enrollment Management
 - (d) Global Education