



Educational Policies Council Member Guidelines

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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. Similar to its previous incarnation, the EPC was an independent group chaired by the provost. In 1970, under terms of the revised Faculty Senate charge and bylaws, the EPC went under Senate jurisdiction, co-chaired by the provost and Faculty Senate chair.

The goal with the reorganization to create the EPC was to delegate much of the responsibility for curricular changes to departmental and college curriculum bodies, thereby freeing the EPC to focus on long-range academic planning and overall curricular planning and policy guidelines for the university that reflect Kent State's mission and goals as defined by the president and trustees.

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), the EPC is gateway between the academic colleges and the university-wide and/or external approving bodies.



1. Ohio Department of Higher Education
2. Higher Learning Commission (regional accreditor)

WHEN AND WHERE DOES THE EPC MEET?

Typically, the EPC meets 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. Location is the Governance Chambers on the second floor of the Kent Student Center on the Kent Campus. 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:

- a. Provost or chair of the Faculty Senate
- b. College dean or associate college dean with graduate oversight
- c. Member of your college's curriculum committee and elected to serve on the council
- d. Member of the Faculty Senate and appointed to serve on the council
- e. Member of the Undergraduate Student Senate or the Graduate Student Senate and appointed 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.

Agendas are posted online at www.kent.edu/provost/curriculum/epc-meeting-schedule-agendas.

EPC COMPOSITION AND VOTING

The EPC comprises two membership bodies, one responsible for undergraduate education and one 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 may vote on items listed on the Undergraduate EPC agenda; and only voting members of the Graduate EPC may 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:

- Provost
- Chair of the Faculty Senate

Members with voting privileges:

- Dean (or designee) from each college with undergraduate programs:
- Dean of the honors college
- Dean of the university college
- 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 Government

GRADUATE EPC MEMBERSHIP

Co-Chairs:

- Executive 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 college with graduate programs
- 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

1. Review materials prior to the meeting. Contact the Office of Curriculum Services (see page 8) 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 mission and goals of Kent State, support student success and enhance and contribute to the reputation and integrity of a Kent State education.
3. 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.
4. Have a basic understanding of Kent State's curriculum and academic policies. Resources: Curriculum Guidelines (www.kent.edu/provost/curriculum/curriculum-guidelines); University Catalog (catalog.kent.edu); Policy Registrar (www.kent.edu/policyreg).
5. Understand that you will be serving a dual role as an EPC member:
 - a. as a representative of your academic home and its interests, and
 - b. as a participating member of the Kent State community with the responsibility of contributing to the overall benefit of the students and the university.
6. **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 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

Academic Year:	2010	2011	2012	2013	2014	2015	2016	2017	2018
Agenda Items:	244	295	248	263	223	309	265	176	247
Course Changes:	1,276	1,779	1,270	1,307	1,312	1,548	808	1,717	1,838

SUBCOMMITTEES OF THE EDUCATIONAL POLICIES COUNCIL

EPC AD HOC COMMITTEE FOR ACADEMIC POLICIES

The EPC Ad Hoc Committee for Academic Policies is an as-needed committee charged with reviewing Kent State’s academic policies against published research and Kent State data to better understand what needs to be accomplished to support student progress toward graduation.

The committee comprises faculty nominated by Faculty Senate, administrators and staff recommended to the Provost’s Office and students from different campuses. The committee is chaired by the senior associate provost for academic affairs.

UNIVERSITY REQUIREMENTS CURRICULUM COMMITTEE

The University Requirements Curriculum Committee (URCC) oversees university-wide curricular requirements that apply to every undergraduate student. These include the Kent Core (general education requirement), freshmen orientation (UC 10097 Destination Kent State: First Year Experience) and the diversity, writing-intensive, experiential learning and Ohio Transfer Module requirements. The URCC was established in 1999 with the merger of the Liberal Education Requirements Curriculum Committee, the ad hoc Subcommittee on Diversity in the Curriculum and the EPC Subcommittee on Writing.

The URCC is composed of 20 voting members representing faculty and administrators from Kent State’s colleges and independent school(s). Faculty members are nominated by the Committee on Committees of the Faculty Senate and broadly represent the colleges and independent school. A student representative serves as *ex officio*.

The co-chairs of the committee will be a faculty committee member and either the dean of the University College or the dean of the Honors College.

The URCC is responsible for periodic review and recommendation of changes in these requirements as well as review and recommendation of action on new course and program proposals. Kent Core, diversity, writing-intensive and experiential learning course proposals are first approved by department/school and college curriculum committees then forwarded to the URCC. Following review and approval by the URCC, proposals are forwarded to the EPC.

THE UNIVERSITY COUNCIL ON TEACHER EDUCATION

The University Council on Teacher Education (UCTE), which reports to the provost and senior vice president of academic affairs, considers curricular proposals relating to teacher education and licensure, providing advice on these matters to the EPC. It concerns itself especially with those areas of teacher education that involve more than one college or school, and those that are of broad interest to the university community. Before beginning preparation of such proposals, departments should consult the administrative or faculty co-chair of UCTE. The council was established in 1969.

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
- Curriculum-related reporting (internal and external)
- Assignment of Classification of Instructional Programs (CIP)

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- *University Catalog* (including roadmaps)
- *Explore Programs and Degrees* website
- CourseLeaf CIM training
- Course catalog
- Registration/prerequisite issues in Banner
- General curriculum questions
- Review of academic programs and courses for the following:
 - College of Aeronautics and Engineering
 - College of Business Administration
 - College of Communication and Information
 - College of Education, Health and Human Services
 - College of Nursing
 - College of the Arts
 - Honors College
 - University College

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- *University Catalog* (including roadmaps)
- *Explore Programs and Degrees* website
- CourseLeaf CIM training
- 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 Applied and Technical Studies
 - College of Arts and Sciences
 - College of Podiatric Medicine
 - College of Public Health

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- General questions and support
- EPC membership
- EPC listserv
- EPC meeting minutes

POLICY REGISTER

3342-2-07 ADMINISTRATIVE POLICY AND PROCEDURES REGARDING THE EDUCATIONAL POLICIES COUNCIL

- A. **Educational policies council.** For complete information on this council, see rules 3342-2-05 and 3342-2-06 of the Administrative Code and this register.
- B. **Responsibility and authority.** The responsibilities and authority of the educational policies council shall be as follows:
1. Long-range academic planning, both conceptually and structurally, for the university. It is understood, of course, that this long-range planning shall reflect the mission and goals of the university as these are defined by the board and the president jointly. A close, coordinated interrelationship is to be presumed between the educational policies council and agencies established by the board and/or the president;
 2. Overall curricular planning and policy guidelines for the university;
 3. Sensitivity to proliferation and duplication of courses and programs;
 4. Arbitration of interdepartmental and intercollegial curricular disputes or misunderstandings;
 5. Monitoring of curricular changes generated by a specific academic unit of the university as they affect other academic departments, majors and colleges;
 6. At its discretion, review of all curricular changes and proposals originating with academic units to assure effective adherence to university-wide policies;
 7. Action on matters referred to it by college curriculum committees specified in preceding paragraphs; and
 8. Approval of new or altered academic programs, policies, operational procedures and regulations and administrative structures (e.g., academic department, college).
- C. **Periodic review of the educational policies council.** The responsibility, authority and structure of the educational policies council shall be reviewed each two years or at any time review may be considered appropriate by majority vote of the whole membership of the educational policies council.
- D. **Procedures of the educational policies council.** All curricular changes whether initiated and determined by department, college or other curricular body shall be reported to and published in agenda of the educational policies council. This publication will give notice to all academic units of proposed curricular changes thereby affording them the opportunity to comment upon the proposals. All curricular bodies and academic units must be mindful of certain time limitations such as deadlines for catalog copy when proposing or commenting upon curricular changes. After a prescribed period of time succeeding the publication of curricular proposals, they will become effective as outlined in the balance of this statement; if any curricular proposal is questioned by any other curricular body or academic unit within the time allowed after publication, the issue will be resolved as outlined in the balance of this statement and upon resolution becomes effective.
1. Curricular matters determined and proposed solely by academic departments shall be as follows:
 - a. Changes in course descriptions not involving substantial changes in course content;
 - b. Changes in course titles not involving substantial changes in course content;
 - c. Changes in course prerequisites not affecting any other academic unit;
 - d. Inactivation of courses not affecting any other academic unit; and
 - e. Changes in course numbers not affecting level.

2. Curricular changes initiated by academic departments but forwarded to parent college curriculum committees for approval shall be as follows:
 - a. Changes in course credit hours;
 - b. Changes in course numbers affecting the level of courses;
 - c. Inactivation of courses affecting other academic programs or general curricular requirements within the parent college;
 - d. New or additional courses;
 - e. Substantial changes in course content affecting description and title, constituting essentially new courses; and
 - f. Changes in or establishment of major, minor and certificate admission, course and graduation requirements consistent with university-wide policies.
3. Curricular changes initiated by academic departments but forwarded to parent college for approval and to other affected academic units for acknowledgement shall be as follows:
 - a. Inactivation of courses specified in degree programs or general curricular requirements of colleges other than the parent college;
 - b. Substantial changes in content affecting title and description of courses required in academic programs or other curricular requirements of colleges other than the parent college;
 - c. Changes in prerequisite of courses required in academic programs or other curricular requirements of colleges other than the parent college;
 - d. Changes in course numbers affecting level of courses required in academic programs or other curricular requirements of colleges other than the parent college; and
 - e. Establishment of new or additional courses designed for academic programs or other curricular requirements of colleges other than the parent college.
4. Curricular matters initiated and determined by college curriculum bodies shall be as follows:
 - a. Policies for major, minor and certificate programs; proposed departures from university-wide policies shall be approved by the educational policies council; and
 - b. General curricular policies and requirements for the college; proposed departures from university-wide policies shall be approved by the educational policies council.
5. Independent schools, honors college, graduate studies, undergraduate studies and university libraries shall function in a fashion parallel to the college curriculum committees.

Effective: March 1, 2015

Prior Effective Dates: 11/4/1977, 10/5/1979, 4/30/1982, 5/28/1997, 9/8/1997, 12/1/2013

3342-2-05 FACULTY SENATE CHARTER (EXCERPT)

G. Councils, committees and commissions.

2. Councils of the faculty senate. The educational policies council shall be a body of the faculty senate.
 - a. The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other for graduate education called the graduate council.
 - b. Issues jointly affecting undergraduate and graduate education will be discussed by the full educational policies council.

- c. The educational policies council and its bodies shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate bodies responsible for long-range academic planning for the university.
- d. The educational policies council and its bodies shall be co-chaired by the provost and the chair of faculty senate.

Effective: November 1, 2016

Prior Effective Dates: 11/4/1977, 8/31/1979, 1/25/1980, 7/11/1980, 5/18/1984, 2/19/1990, 9/23/1991, 5/5/1995, 3/7/2000, 12/29/2001, 5/20/2009, 10/2/2014, 3/1/2015

3342-2-06 FACULTY SENATE BYLAWS (EXCERPT)

G. Councils, committees and commissions.

1. Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph G(1) of rule 3342-2-05 of the Administrative Code.
2. Educational policies council.
 - a. Composition.
 - (1) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other responsible for graduate education called the graduate council. Issues jointly affecting undergraduate and graduate education will be discussed at a meeting of the full educational policies council.
 - b. Function.
 - (1) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate.
 - (2) The undergraduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact undergraduate education.
 - (3) The graduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact graduate education.

- c. Division of labor.
 - (1) All recommendations of the educational policies council related to long-range academic planning or to the establishment, discontinuance, or major alteration of programs or bodies shall be submitted to the faculty senate for approval. Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.
 - (2) Business of the educational policies council, which normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.
 - (3) All commissions appointed to consider academic planning for the university shall report to the educational policies council.
 - (4) The co-chairs of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the liberal education requirements, the diversity requirements and the writing intensive requirements. This subcommittee shall report to the undergraduate council.
- d. Voting.
 - (1) “Ex officio” members shall have vote and shall consist of those who are “ex-officio” members of the undergraduate council and/or the graduate council.
 - (2) “Ex officio” members on the undergraduate council shall have vote and shall be the senior vice president of academic affairs and provost; the dean of university college; the dean or his/her designee from each of the academic colleges; the dean of the honors college; the dean or director or his/her designee in each independent school; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee.
 - (3) “Ex officio” members on the graduate council shall have vote and shall be the senior vice president of academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her designee in each of the academic colleges or independent schools with graduate programs; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee. In any degree-granting unit without an associate dean for graduate affairs, that position on the graduate council shall be filled by the administrator or faculty member with administrative responsibility for graduate affairs in that unit or his/her designee.
 - (4) There is no voting by proxy.
- e. From the elected representatives on the faculty senate, the chair-elect shall appoint ten senators to membership on the educational policies council with due regard for representation by curricular units of the university. Five senators will be appointed to the undergraduate council and five senators with full graduate faculty status within their respective units will be appointed to the graduate council.
- f. One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council.
- g. To ensure representation from among the university’s graduate coordinators, one member of each college graduate coordinating body shall be elected by these bodies to membership on the graduate council. The faculty member must be a full member of the graduate faculty within their respective academic unit.
- h. The chair-elect shall appoint additional tenure-track faculty to membership on the educational policies council with due regard for representation by curricular units of the university as needed so that the faculty membership equals the “ex officio” membership.

- i. One undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate shall serve as observers to the educational policies council with rights of participation but without a vote. The undergraduate student shall also be a member of the undergraduate council and the graduate student shall also be a member of the graduate council.
- j. The educational policies council shall meet at least once during each term of the academic year.
- k. The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.
- l. Agendas, minutes and attachments of the meetings of the educational policies council and its two bodies shall be distributed to each other as well as to members of the faculty senate.

Effective: November 1, 2016

Prior Effective Dates: 11/4/1977, 10/5/1979, 7/11/1980, 3/11/1982, 4/30/1982, 3/5/1984, 5/18/1984, 2/19, 1990, 9/23/1991, 2/24/1992, 01/02/2002, 5/20/2009, 6/20/2012, 1/7/2013, 10/3/2013, 10/2/2014, 3/1/2015