

Proposal to Restructure the Educational Policies Council

Background

In January and February 2019, the Educational Policies Council and the Faculty Senate, respectively, approved the ad hoc EPC Review Task Force to move forward on its initial recommendations in restructuring the EPC and to bring back a proposal with revised policy language for approval.

Members of the EPC Review Task Force met four times in spring 2019—on 25-Feb-19, 14-Mar-19, 10-Apr-19 and 3-May-19—to review and revise the affected policies. Attached is their final proposal outlining a restructure of the EPC, including its membership and procedures and the creation of an Executive EPC body (pages 2-6) and revisions to the Faculty Senate charter and bylaws (pages 7-10) and EPC administrative policy and description (pages 11-19).

Members of the EPC Task Force submitting this proposal:

- Jennifer Cunningham, Associate Professor, College of Arts and Sciences (*served on EPC as a Faculty Senate-appointed member for AY-2017, AY-2018*)
- Edward Dauterich, Professor, College of Arts and Sciences (*served on EPC as a Faculty Senate-appointed member for AY-2017, AY-2018*)
- Richard Mangrum, Professor, College of Aeronautics and Engineering (*served on EPC as a college curriculum committee-elected member for AY-2010, AY-2011, AY-2012, AY-2016, AY-2017, AY-2018*)
- Denise McEnroe-Petitte, Associate Professor, College of Applied and Technical Studies (*served on EPC as a college curriculum committee-elected member for AY-2017, AY-2018*)
- Therese Tillett, Associate Vice President for Curriculum Planning and Administration (*assisted EPC as secretary from 2005 to present*)
- Melissa Zullo, Associate Professor, College of Public Health (*served on EPC as a college curriculum committee-elected member for AY-2016, AY-2017, AY-2018*)

The Office of Curriculum Services assisted as consultants to the Task Force and organized the meetings and materials:

- Jennifer Kellogg, Assistant Director
- Aimee Bell, Academic Program Coordinator
- Christa Ord, Secretary

Timetable of Anticipated Actions

Review by provost and Faculty Senate Executive Committee.....April 2019
 Approval by Educational Policies Council.....May 2019
 Approval by Faculty Senate.....July 2019
 ImplementationFall 2019 Semester

Outline of Restructure of the Educational Policies Council

Revision to Educational Policies Council

1. Composition, duration
 - a. *See charts on pages 5-6 and EPC description on pages 13-19*
2. Appointment of members
 - a. Chair is either an elected member of Faculty Senate Executive Committee or a senator appointed by the Faculty Senate Executive Committee
 - b. Appointments/elections of members from their respective bodies should be decided no later than late July for the next academic year
 - c. Members may be removed if they do not attend three consecutive meetings
3. Function
 - a. *See Faculty Senate charter on page 7, Faculty Senate bylaws on pages 8-10, EPC administrative policy on pages 11-12 and EPC description on pages 13-19*
4. Voting
 - a. Chair does not have a vote unless to break a tie
 - b. Secretary does not have a vote
 - c. There is no voting by proxy or designee
 - d. Must have 16 members present (quorum) to vote on items
5. Procedures
 - a. Meetings will be informal (i.e., will not follow Robert's Rules of Order)
 - b. Will allow participation by video (e.g., WebEx, Zoom) for members on other campuses who are unable to travel, although participation in person will be stressed
6. Frequency
 - a. Required to meet at minimum three times each semester *current policy*
 - b. First meeting (typically August) will be set aside for training and updates
 - c. Expectation to meet monthly with exception of June, July, December *current practice*
7. Schedule
 - a. Will meet on Mondays (typically 3rd Monday of month) *current practice*
 - b. Will meet at 3:20 p.m. *current practice*
 - c. *See scheduling on page 2*
8. Location
 - a. A location on the Kent Campus, preferably in the Student Center, that is less formal than Governance Chambers (*taskforce recommends KSC room 318*)
9. Agenda
 - a. Keep current formatting for now (action, discussion, information, lesser)
 - b. Agenda will be sent to members on Wednesday before Monday meeting

Establishment of an Executive Educational Policies Council

1. Composition, duration
 - a. *See charts on pages 5-6 and EPC description on pages 14-19*
2. Appointment of members
 - a. Chair of the Exec EPC is chair of the EPC
 - b. Appointments/elections of members from their respective bodies should be decided no later than late July for the next academic year
 - c. College faculty members (2) are appointed by chair of Executive EPC
3. Function of Exec EPC
 - a. Finalize agenda
 - b. Approve items that are considered lesser/housekeeping and uncontroversial
 - c. Create a consent calendar when appropriate
 - d. Develop opportunities to educate members and drive discussion
 - e. Invite speakers to present (e.g., dean to talk about a college's strategic priorities)
 - f. Charge subcommittees to examine issues or initiatives and recommend action
4. Schedule
 - a. Will meet on either the Tuesday or Wednesday the week before Monday EPC meeting
 - b. *See scheduling below*

Scheduling

The following schedule should not conflict with Faculty Senate meetings since the Faculty Senate Executive Committee typically has met on Wednesdays, twice a month; and the full Faculty Senate typically meets on the second Monday of the month.

Action	Schedule	Current Practice?
Deadline for EPC submissions to Curriculum Services for review	2 weeks before agenda is published (last week of the month typically)	Yes
Provost or Graduate Studies Dean approves submissions	1 week before agenda is published	Yes
Exec EPC meets and approves agenda	Tuesday of the week the agenda is published (Monday of this week typically is Faculty Senate meeting)	No – new
EPC agenda published	Wednesday before EPC meeting (5 calendar days before meeting)	No – agenda is published on Monday typically (7 calendar days before meeting)
EPC meets to review and approve agenda items	3 rd Monday of the month (typically)	Yes

Structure of the Educational Policies Council

Current Structure	Proposed Structure
Two councils (UG/GR) that meet together, but with separate agendas	One council with one agenda
Co-chairs are the provost and chair of the Faculty Senate	Chair is appointed by the Faculty Senate Executive Committee
Large membership (55 voting)	Smaller membership (30 voting)
Voting members are nearly half (55/45%) faculty/administrators (20 college faculty, 10 senators, 25 deans/assoc deans,)	Voting members are primarily (83%) faculty (22 college faculty, 2 senators, 1 library faculty, 2 deans, 1 provost rep, 2 students)
Campus deans, A/A deans, department chairs and school directors are not members, but are notified of the agenda before the council meets	Campus deans, college deans*, A/A deans, department chairs and school directors are not members, but are notified of the agenda before the council meets (* 2 of the deans are members)
Dean and associate dean from University Libraries are voting members	Faculty member from University Libraries is a voting member
Students from the UG/GR government bodies are non-voting members	Students from the UG/GR government bodies are voting members
Based on UG/GR designation, members vote only on items on their agenda	Members vote on all items on the agenda
College deans present agenda items	Proposal developers present agenda items
	Exec committee is added with small membership (5) from the EPC
	Exec members are 80/20% faculty/administrators (2 college faculty, 2 faculty senators, 1 provost rep)
	EPC chair is Exec EPC chair
	Secretary to both EPC and EPC Exec is Office of Curriculum Services

CURRENT STRUCTURE	PROPOSED STRUCTURE
College/Division/Committee (recommendation) ↓ Provost/Graduate Studies Dean (approval) ↓ Campus Deans/AA Deans/Chairs/Directors (notification) ↓ Undergraduate EPC/Graduate EPC (approval) ↓ Faculty Senate (approval)	College/Division/Committee (recommendation) ↓ Provost/Graduate Studies Dean (approval) ↓ Executive EPC (approval) ↓ College Deans/Campus Deans/AA Deans/ Chairs/Directors (notification) ↓ EPC (approval) ↓ Faculty Senate (approval)
CURRENT MEMBERSHIP	PROPOSED MEMBERSHIP
LEADERSHIP Co-Chair: Provost Co-Chair: Faculty Senate chair <p style="text-align: right;">Total: 2</p> VOTING MEMBERS Undergraduate and Graduate EPC Deans - degree colleges 10 Dean - Graduate Studies 1 Dean - Honors College 1 Dean - University College 1 Dean - University Libraries 1 Assoc deans, graduate - degree colleges 10 Assoc dean - University Libraries 1 UG faculty members - degree colleges 10 GR faculty members - degree colleges 10 Faculty Senate members 10 <p style="text-align: right;">Total: 55</p> NON-VOTING MEMBERS Undergraduate student 1 Graduate student 1 <p style="text-align: right;">Total: 2</p> <p style="text-align: right;">Total Membership: 59</p>	LEADERSHIP Chair: Faculty Senate Exec Committee appointee Secretary: Curriculum Services <p style="text-align: right;">Total: 2</p> VOTING MEMBERS EPC Provost Office senior administrator 1 College deans 2 Faculty Senate members 2 Faculty members - degree colleges * 22 Faculty member - University Libraries 1 Undergraduate student 1 Graduate student 1 <p style="text-align: right;">Total: 30</p> Executive EPC (from EPC membership) Provost Office administrator 1 Faculty Senate members 2 Faculty members - degree colleges 2 <p style="text-align: right;">Subtotal: 5</p> <p style="text-align: right;">Total Membership: 32</p>

* From each college, if possible, one faculty member should have graduate faculty status, and one faculty member should be teaching undergraduate courses. In a situation where a college does not have the capacity to send two faculty members in a given year, the college is permitted to send only one faculty member.

Restructured Membership of the Educational Policies Council

COMPOSITION		APPOINTMENT	DURATION
Leadership			
Chair: Faculty Senate Exec Committee rep	1	Appointed by Faculty Senate chair-elect	Two years
Secretary: Curriculum Services (office of 4)	1	Standing	Continuing
Total: 2			
Educational Policies Council			
Provost Office senior administrator	1	Appointed by 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
Faculty members - degree colleges *	22	Appointed or elected by each CCC and/or graduate coordinator body	One year
Faculty member - University Libraries	1	Appointed by University Libraries dean	One year
Undergraduate student	1	Appointed by Undergrad Student Gov't	One year
Graduate student	1	Appointed by Graduate Student Senate	One year
Total: 30			
Executive EPC (from EPC membership)			
Provost Office senior administrator	1	<i>See EPC above</i>	Two years
Faculty Senate members	2	<i>See EPC above</i>	Two years
Faculty members - degree colleges	2	Appointed by Exec EPC chair	One year
Subtotal: 5			
Total Membership: 32			

** From each college if possible, one faculty member should have graduate faculty status, and one faculty member should be teaching undergraduate courses. In a situation where a college does not have the capacity to send two faculty members in a given year, the college is permitted to send only one faculty member.*

NOTE: Kent State has 11 degree-granting colleges, of which nine offer both undergraduate and degrees, one offers undergraduate degrees only currently, and one offers graduate degrees only currently:

- | | |
|--|---|
| 1. Aeronautics and Engineering | 7. Communication and Information |
| 2. Applied and Technical Studies (<i>undergraduate only</i>) | 8. Education, Health and Human Services |
| 3. Architecture and Environmental Design | 9. Nursing |
| 4. Arts, The | 10. Podiatric Medicine (<i>graduate only</i>) |
| 5. Arts and Sciences | 11. Public Health |
| 6. Business Administration | |

Revised Policies for the Educational Policies Council

[Added](#) [Removed](#) [Moved From](#) [Moved To](#)

3342-2-05 FACULTY SENATE CHARTER *(marked-up copy of revisions)*

(G) Councils, committees and commissions.

- (2) Councils of the faculty senate. The educational policies council shall be a body of the faculty senate. The educational policies council shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate body responsible for long-range academic planning for the university.
- ~~(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.~~

3342-2-05 FACULTY SENATE CHARTER *(clean copy of revisions)*

(G) Councils, committees and commissions.

- (2) Councils of the faculty senate. The educational policies council shall be a body of the faculty senate. The educational policies council shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate body responsible for long-range academic planning for the university.

3342-2-06 FACULTY SENATE BYLAWS (*marked-up copy of revisions*)

(G) Councils, committees and commissions.

(2) Educational policies council.

~~(a) Composition~~

~~(i) 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.~~

(a) (i) 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, inactivation discontinuance, or significant revisions alteration of academic programs; the establishment or discontinuance of bodies or agencies that 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, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

~~(ii) 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.~~

~~(iii) 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.~~

(b) (i) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation discontinuance, or significant revision major alteration of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation discontinuance or significant revision major alteration of an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

continued 3342-2-06 FACULTY SENATE BYLAWS (marked-up copy of revisions)

- (c) ~~(ii)~~ Business of the educational policies council ~~that~~ ~~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.
 - (d) ~~(iii)~~ All commissions appointed to consider academic planning for the university shall report to the educational policies council.
 - (e) ~~(iv)~~ The ~~co~~-chairs of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, ~~liberal education requirements~~, the diversity requirements, ~~and the~~ writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies undergraduate council.
- ~~(d) — Voting:~~
- ~~(i) — 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.~~
 - ~~(ii) — "Ex officio" members on the undergraduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of the 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(e)~~
 - ~~(iii) — "Ex officio" members on the graduate council shall have vote and shall be the senior vice president for 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(e) 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(e)~~
 - ~~(iv) — There is no voting by proxy.~~
 - ~~(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.~~

Note: Composition, voting and other procedural information have been moved to the EPC description.

3342-2-06 FACULTY SENATE BYLAWS *(clean copy of revisions)*

(G) Councils, committees and commissions.

(2) Educational policies council.

- (a) 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, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that 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, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.
- (b) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation or significant revision of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation or significant revision to an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.
- (c) Business of the educational policies council that 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.
- (d) All commissions appointed to consider academic planning for the university shall report to the educational policies council.
- (e) The chair of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, diversity requirements, writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies council.

3342-2-07 ADMINISTRATIVE POLICY AND PROCEDURES REGARDING THE EDUCATIONAL POLICIES COUNCIL *(marked-up copy of revisions)*

- (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 academic departments, majors, and colleges;
 - (6) At its discretion, review of all curricular changes and proposals originating with other 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 revised ~~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 once every five ~~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 the 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 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, [university college](#), graduate studies, ~~undergraduate studies~~ and university libraries shall function in a fashion parallel to the college curriculum committees.

DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) *(marked-up copy of revisions)*

CLASSIFICATION: Faculty Senate Council

REPORTS TO: Chair of Faculty Senate and Provost

CHARGE: ~~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 the semester meeting of the full educational policies council.~~

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, ~~inactivation-discontinuance~~, or significant ~~revisions~~ alteration of academic programs; the establishment or discontinuance of bodies or agencies ~~that~~ 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, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

~~The undergraduate council shall be concerned with the above issues that impact undergraduate education. The graduate council shall be concerned with the above issues that impact graduate education.~~

~~While the faculty senate may elect to review any or all EPC actions, it will normally review and take action only on those curricular action items that require further review by the Kent State University Board of Trustees and/or the Ohio Board of Regents.~~

~~Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.~~

An executive body of the council shall prepare the agenda for council meetings and shall transact routine business for the council between meetings. All commissions appointed to consider academic planning for the university shall report to the ~~educational policies~~ council.

While the faculty senate may elect to review any or all ~~council~~ EPC actions, it will normally review and take action only on those ~~curricular~~ action items that require further review by the Kent State University Board of Trustees and/or the Ohio Department of Higher Education. ~~Board of Regents.~~

Unless further review is requested by the faculty senate, the educational policies council shall have final approval of the following curricular actions:

1. ~~Lesser~~ Minor revision ~~to of~~ a major ~~program~~;
2. ~~Establishment, establishment,~~ revision or inactivation of a ~~certificate or minor~~ submajor;
3. ~~Establishment, establishment,~~ revision or inactivation of a major concentration, ~~option, emphasis or minor~~;
4. Establishment, revision or inactivation of other academic programs within a college, department or school not specified above
5. ~~4. Establishment, establishment,~~ revision or inactivation of a course ~~including changes in titles and course prerequisites~~;
6. ~~5. Establishment, establishment,~~ revision or inactivation of program-specific, admission, progression, or graduation requirements;
7. Establishment, revision or inactivation of an academic policy within a college, department or school

continued DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) (*marked-up copy of revisions*)

All recommendations of the educational policies council related to the following actions, ~~also~~ shall be submitted to the faculty senate for approval:

1. ~~Establishment~~ ~~establishment~~ of a ~~new~~ degree ~~program~~, ~~reactivation of a previous degree~~, ~~or~~ ~~revision of an existing~~ ~~a change in~~ degree ~~title~~ ~~designation~~; ~~or~~ ~~inactivation of an existing degree~~
2. ~~Establishment~~ ~~establishment~~ of a new major, ~~reactivation of a previous major~~, substantial revision of an existing major, ~~revision of an existing major title~~ or inactivation of an existing major ~~program~~;
3. ~~Establishment, revision or inactivation of a university-level non-degree program~~
4. ~~3. Revision to~~ ~~revision in~~ university-level admission, progression, or graduation requirements;
5. ~~4. Establishment, establishment,~~ revision or inactivation of ~~an academic~~ ~~a~~ university ~~policy~~, ~~or~~ administrative policy, operational policy, or procedure;
6. ~~5. Revision to~~ ~~changes in~~ the academic administrative organization of the university (as specified in the faculty senate charter);
7. ~~6. Long-~~ ~~long-~~ range planning and/or university strategic planning;

~~Proposals for the~~ ~~inactivation~~ ~~discontinuance~~ ~~or~~ ~~significant revision~~ ~~major alteration~~ ~~of an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.~~

~~The responsibility, authority and structure of the council shall be reviewed once every five years or at any time review may be considered appropriate by majority vote of the whole membership of the council.~~

COMPOSITION: ~~Membership on the council shall consist of two (2) members of faculty senate; two (2) faculty members from each degree-granting college, preferably one with graduate faculty status and one who teaches undergraduate courses; one (1) faculty member from the university libraries; two (2) college deans; one (1) senior administrator from the office of the provost; and two (2) students, of whom one is an undergraduate student and one is a graduate student. If a degree-granting college does not have the capacity to have two (2) faculty members on the council in a given year, the college is permitted to have one (1) faculty member on the council.~~

~~Membership on the executive council shall consist of the following members from the council: two (2) members of faculty senate; two (2) faculty members from degree-granting colleges, preferably one with graduate faculty status and one who teaches undergraduate courses; and one (1) senior administrator from the office of the provost.~~

~~The secretary of both the council and executive council shall be from the office of curriculum services without voting privileges.~~

~~A quorum shall be a simple majority of the council members. The presence of a quorum is required for the council to take binding action and to vote on substantive matters. There shall be no voting by proxy.~~

~~"Ex officio" members on the undergraduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of undergraduate studies; 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.~~

~~"Ex officio" members on the graduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her nominee 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~~

continued DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) (*marked-up copy of revisions*)

~~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.~~

~~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.~~

~~One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council. 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.~~

~~The chair-elect shall appoint additional regular 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.~~

~~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.~~

~~The educational policies council shall meet at least once during each term of the academic year. The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.~~

~~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.~~

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members of this council shall be full-time faculty with an interest in university curricular planning and development.

TERM: ~~Members~~ Those members appointed by the faculty senate chair-elect ~~Chair-elect of Faculty Senate~~ shall serve for two years, with new members beginning their term as of July 1. ~~The Chair of Faculty Senate shall be an ex officio member.~~ Members elected from each degree-granting college shall serve for one year. College curricular body representatives shall serve for one year. Members appointed by the provost or by the academic leadership group shall serve for two years. Members appointed by the university libraries dean or by the student government bodies shall serve for one year.

MEANS OF APPOINTMENT: ~~Faculty representatives will be both elected and appointed members. College representatives shall be elected annually by their respective curricular bodies. The faculty senators shall be appointed by the faculty senate chair-elect from~~ From the elected representatives on the faculty senate to serve on both the executive council and the council. ~~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. The chair-elect shall appoint additional regular 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.~~ The ~~Senate~~ chair-elect shall make every effort to provide continuity on the council by replacing approximately one-half of the appointed faculty members each year.

continued DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) (*marked-up copy of revisions*)

The faculty members from each degree-granting college shall be elected by their respective college curriculum body and/or college graduate coordinating body.

The library faculty member shall be appointed by the dean of university libraries upon consultation with the university libraries advisory committee.

The senior administrator from the office of the provost shall be appointed by the provost.

The deans shall be elected by the academic leadership group, chaired by the provost.

The undergraduate student shall be appointed by the undergraduate student government, and the graduate student shall be appointed by the graduate student senate.

ALTERNATES: Members of the council shall not have alternates. If members are unable to fulfill their duties for an extended period of time, their appointing/electing body must appoint/elect another member to serve on the council. When a member has been absent from three consecutive council meetings, the secretary of the council shall notify the executive council of this fact. After reviewing the circumstances and discussing them with the affected member, the executive council may recommend that the member be removed and request that the member's appointing/electing body appoint/elect another member to serve on the council. ~~Alternates will be appointed by the Faculty Senate Chair-elect to replace any appointed council member unable to attend a meeting. Such alternates will be invited to attend council meetings as observers; however, when officially replacing an absent member, they shall be entitled to the same rights, privileges, and vote as the member.~~

CALL: The council shall convene ~~convenes monthly~~ on a regularly scheduled basis as called by its chair ~~co-Chairs~~, at minimum three times during each semester of the academic year. Council meetings may be attended by any member of the faculty, administration or student body, and/or by other guests upon invitation of the council. Agendas, minutes and attachments for council of the meetings of the educational policies council and its two bodies shall be posted on the university website and sent in advance distributed to each other as well as to council members, of and the faculty senate, college deans, department chairs and school directors to afford them the opportunity to review and comment before the meeting. Minutes of each meeting shall be posted online in a timely manner.

CHAIR: The chair of both the executive council and the council shall be chaired by an elected member of the faculty senate who has been appointed by the faculty senate executive committee ~~co-Chaired by the Provost and the Chair, Faculty Senate.~~ The chair shall have a vote only when to break a tie vote on an item before the council.

DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) *(clean copy of revisions)*

CLASSIFICATION: Faculty Senate Council

REPORTS TO: Chair of Faculty Senate and Provost

CHARGE: 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, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that 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, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

An executive body of the council shall prepare the agenda for council meetings and shall transact routine business for the council between meetings. All commissions appointed to consider academic planning for the university shall report to the council.

While the faculty senate may elect to review any or all council actions, it will normally review and take action only on those action items that require further review by the Kent State University Board of Trustees and/or the Ohio Department of Higher Education.

Unless further review is requested by the faculty senate, the educational policies council shall have final approval of the following curricular actions:

1. Lesser revision of a major
2. Establishment, revision or inactivation of a certificate or minor
3. Establishment, revision or inactivation of a major concentration
4. Establishment, revision or inactivation of other academic programs within a college, department or school not specified above
5. Establishment, revision or inactivation of a course
6. Establishment, revision or inactivation of program-specific admission, progression or graduation requirements
7. Establishment, revision or inactivation of an academic policy in a college, department or school

All recommendations of the educational policies council related to the following actions shall be submitted to the faculty senate for approval:

1. Establishment of a new degree, reactivation of a previous degree, revision of an existing degree title or inactivation of an existing degree
2. Establishment of a new major, reactivation of a previous major, substantial revision of an existing major, revision of an existing major title or inactivation of an existing major
3. Establishment, revision or inactivation of a university-level academic program
4. Revision to university-level admission, progression or graduation requirements
5. Establishment, revision or inactivation of an academic university policy, administrative policy, operational policy or procedure
6. Revision to the academic administrative organization of the university (as specified in the faculty senate charter)
7. Long-range planning and/or university strategic planning

continued DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) (*clean copy of revisions*)

Proposals for the inactivation or significant revision of an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

The responsibility, authority and structure of the council shall be reviewed once every five years or at any time review may be considered appropriate by majority vote of the whole membership of the council.

COMPOSITION: Membership on the council shall consist of two (2) members of faculty senate; two (2) faculty members from each degree-granting college, preferably one with graduate faculty status and one who teaches undergraduate courses; one (1) faculty member from the university libraries; two (2) college deans; one (1) senior administrator from the office of the provost; and two (2) students, of whom one is an undergraduate student and one is a graduate student. If a degree-granting college does not have the capacity to have two (2) faculty members on the council in a given year, the college is permitted to have one (1) faculty member on the council.

Membership on the executive council shall consist of the following members from the council: two (2) members of faculty senate; two (2) faculty members from degree-granting colleges, preferably one with graduate faculty status and one who teaches undergraduate courses; and one (1) senior administrator from the office of the provost.

The secretary of both the council and executive council shall be from the office of curriculum services without voting privileges.

A quorum shall be a simple majority of the council members. The presence of a quorum is required for the council to take binding action and to vote on substantive matters. There shall be no voting by proxy.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members of this council shall be full-time faculty with an interest in university curricular planning and development.

TERM: Members appointed by the faculty senate chair-elect shall serve for two years, with new members beginning their term as of July 1. Members elected from each degree-granting college shall serve for one year. Members appointed by the provost or by the academic leadership group shall serve for two years. Members appointed by the university libraries dean or by the student government bodies shall serve for one year.

MEANS OF APPOINTMENT: The faculty senators shall be appointed by the faculty senate chair-elect from the elected representatives on the faculty senate to serve on both the executive council and the council. The chair-elect shall make every effort to provide continuity on the council by replacing approximately one-half of the appointed faculty members each year.

The faculty members from each degree-granting college shall be elected by their respective college curriculum body and/or college graduate coordinating body.

The library faculty member shall be appointed by the dean of university libraries upon consultation with the university libraries advisory committee.

The senior administrator from the office of the provost shall be appointed by the provost.

The deans shall be elected by the academic leadership group, chaired by the provost.

The undergraduate student shall be appointed by the undergraduate student government, and the graduate student shall be appointed by the graduate student senate.

continued DESCRIPTION: EDUCATIONAL POLICIES COUNCIL (EPC) *(clean copy of revisions)*

ALTERNATES: Members of the council shall not have alternates. If members are unable to fulfill their duties for an extended period of time, their appointing/electing body must appoint/elect another member to serve on the council. When a member has been absent from three consecutive council meetings, the secretary of the council shall notify the executive council of this fact. After reviewing the circumstances and discussing them with the affected member, the executive council may recommend that the member be removed and request that the member's appointing/electing body appoint/elect another member to serve on the council.

CALL: The council shall convene on a regularly scheduled basis as called by its chair, at minimum three times during each semester of the academic year. Council meetings may be attended by any member of the faculty, administration or student body, and/or by other guests upon invitation of the council. Agendas and attachments for council meetings shall be posted on the university website and sent in advance to council members, faculty senate, college deans, department chairs and school directors to afford them the opportunity to review and comment before the meeting. Minutes of each meeting shall be posted online in a timely manner.

CHAIR: The chair of both the executive council and the council shall be an elected member of the faculty senate who has been appointed by the faculty senate executive committee. The chair shall have a vote only when to break a tie vote on an item before the council.