



TO: Educational Policies Council
 FROM: Office of Curriculum Services
 SUBJECT: Issues with submission deadlines to EPC
 DATE: 10 May 2021

Problem Statement:

On average, 63 percent of all curriculum changes for the year (courses, programs, policies) are presented at the January EPC meeting (see table 1). However, with current deadlines, our turnaround time for appropriate review of the proposals by the Office of Curriculum Services, Office of the Provost and the Exec EPC is the same as every other month – 10 business days.

Table 1: Number and percentage of proposals at each EPC meeting over a five-year period.

Academic Year	August	September	October	November	January	February	March	April	May	Total
2016-17 Proposals	8 3%	9 3%	5 2%	62 24%	134 51%	10 4%	6 2%	15 6%	13 5%	262
Courses	56 5%	10 1%	57 5%	412 35%	529 45%	52 4%	5 0%	20 2%	37 3%	1,178
2017-18 Proposals	—	—	23 10%	54 23%	135 57%	9 4%	7 3%	9 4%	—	237
Courses	—	—	143 12%	287 23%	786 64%	3 0%	4 0%	0 0%	—	1,223
2018-19 Proposals	20 9%	—	—	38 16%	153 66%	—	9 4%	3 1%	9 4%	232
Courses	183 18%	—	—	186 18%	631 62%	—	16 2%	0 0%	7 1%	1,023
2019-20 Proposals	18 7%	1 0%	12 4%	33 12%	162 60%	—	7 3%	17 6%	18 7%	268
Courses	97 8%	0 0%	79 6%	110 9%	949 76%	—	15 1%	1 0%	0 0%	1,251
2020-21 Proposals	—	10 3%	8 3%	16 5%	210 71%	4 1%	—	37 13%	11 4%	296
Courses	—	115 9%	123 9%	67 5%	1,013 75%	23 2%	—	2 0%	0 0%	1,343
Average Proposals	15 6%	7 2%	12 5%	41 16%	159 61%	8 3%	7 3%	11 4%	13 5%	
Average Courses	112 10%	42 3%	101 8%	212 18%	782 64%	26 2%	10 1%	5 1%	11 1%	
Average Total	38 5%	15 2%	45 5%	127 17%	470 63%	10 2%	7 2%	10 3%	12 2%	

“—” indicates no meeting that month

Why is this a problem?

- **College Curriculum Committees:** The last meeting before the January EPC meeting is the largest with too many important items for an appropriate review, especially at a busy time at semester’s end and so near to the holiday break.
- **EPC and Faculty Senate:** The January EPC agenda (thereby, February Faculty Senate agenda) is too large with too many important items for an appropriate review.

- **Office of the Provost:** Majority of curricular items from the colleges are submitted at deadline for the January EPC meeting, giving the provost, graduate studies dean and curriculum services only 10 business days to review and approve before an EPC agenda is created and distributed (only five days for Exec EPC for the same review).
- **Admissions Office:** (1) New degree programs are approved too late to effectively market and recruit Kent State’s programs for the next academic year. (2) Majority of program changes that involve updating admission applications occur after students have applied and been admitted; thereby requiring staff to manually update students records after admission.
- **Registrar Office:** Majority of course changes for fall are approved at the January EPC, which is three months after the schedule build begins and only weeks before the schedule is finalized.

Why is the problem occurring?

- **Current culture** of starting/submitting proposals in the fall semester. Program areas submit curricular proposals at the last deadline.
- **Lack of communication and knowledge** sharing to ensure that faculty developers know the curriculum policies, procedures, process and deadlines.
- **Not enough time** for review and problem resolution. Substantial proposals are submitted at deadline with no prior review at the Provost Office level, which results in issues that need to be resolved before being forwarded to the EPC.
- **Not enough support** for faculty developers. There is a delay of full proposals for new degree programs being completed and submitted, which may result in an incomplete proposal rushed through to make the EPC January deadline.

Table 2: Current EPC deadlines.

** Submission deadline is 10 business days before the EPC agenda is published.*

Proposal Type	Last EPC for Next AY*	Rationale for Deadline
Admission Criteria	May EPC	▪ Admission window opens July for next academic year
Courses	January EPC	▪ February – Fall Schedule of Classes finalized and published ▪ Early March – Fall registration begins
Programs	January EPC	▪ See courses above – most program proposals include courses ▪ Allows time for catalog update/review before May publication
New Degree Programs	January EPC is advised	▪ February – Faculty Senate approval ▪ March – Board of Trustees approval ▪ May-July – Ohio Department of Higher Education approval <i>If Higher Learning Commission approval is required, fall semester implementation may become unrealistic</i>
Academic Policies	April EPC	▪ May – Faculty Senate approval ▪ May – University Catalog published

Recommendations to resolve the problem:

1. **An earlier deadline for the January EPC meeting.** Deadline for January moves from the first business day after holiday break to early December.
2. **Two EPC meetings in January, example below:**

	S	M	T	W	R	F	S
December 2021				1	2	3	4
	5	6	7	8	9	E-DL	11
	12	FS	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
	S	M	T	W	R	F	S
January 2022							1
	2	E-DL	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	EPC	25	26	27	28	29
	30	EPC					

Legend

- FS Faculty Senate meeting (anticipated)
- EPC EPC meeting (anticipated)
- Holiday or class break
- Fall classes end
- E-DL New EPC deadline for January meeting
- Final exams
- ~~E-DL~~ Eliminated typical EPC deadline for January meeting
- EPC New EPC meeting
- Spring classes begin

Other options that Curriculum Services considered and rejected

1. **November deadline for courses and programs**
 - a. Advantage: More time for approving bodies to review/approve proposals before semester's end
 - b. Disadvantage: The problem – a too-large agenda – just moves to a different month
2. **Meeting in December**
 - a. Advantage: Allows an extra meeting for proposals received in December
 - b. Disadvantage: Anticipate majority of proposals still will be submitted for last deadline
3. **Different deadlines for colleges**
 - a. Advantage: Will spread the number of proposals among the different deadlines
 - b. Disadvantage: Some colleges may submit a large number of proposals in one year, while another college may submit very few or none
 - c. Disadvantage: Will cause confusion about deadlines, especially if the college deadlines alternate each year
 - d. Disadvantage: Some colleges will feel stymied with an earlier deadline and will request exceptions
4. **Different deadlines for different types of proposals**
 - a. Advantage: Deadlines for substantial proposals can be earlier to give reviewers more time
 - b. Disadvantage: There is not a clear understanding of what is a "substantial" proposal; and sometimes what seems like a routine revision turns into a substantial revision (e.g., revising a program to the extent that it is a new program)