

EDUCATIONAL POLICIES COMMITTEE: (amended 10/2006)

It shall be the function of this committee to periodically review the curriculum of the University regarding program and course change requests and to validate that submitted proposals are consistent with the University's academic policies and procedures. The Committee's recommendations shall be submitted to the Faculty Senate for its approval at its next monthly meeting. This committee shall elect four members from its body, for one year terms, to a group that shall be called "the subcommittee." This subcommittee is to recommend approval or disapproval of routine changes in the curriculum and the catalog. All recommendations of the subcommittee shall be presented, discussed, and voted on by members of the Educational Policies Committee at each monthly meeting. The Committee will elect a Chair and Vice Chair. The Vice Chair will serve as the Chair of the subcommittee. The Educational Policies Committee shall set forth procedures for conducting subcommittee elections. All actions of the subcommittee are subject to review by the Educational Policies Committee. The Educational Policies Committee shall consist of one (1) faculty member from each College, elected by that College, and one (1) ex officio member from the library faculty, six (6) faculty elected at large, and two (2) students to be appointed under procedures specified by the Student Government Association. ~~The Provost/Vice President for Academic Affairs, the Registrar, and the Chair of the General Education Committee shall serve as nonvoting, *ex-officio* members of this committee.~~ (amended 10/05/07) Elections and appointments to the committee shall be completed before the ~~end~~ beginning of the ~~spring-fall~~ semester.

Educational Policies Committee General Guidelines

The Educational Policies Committee (EPC) is a committee made of faculty and students whose purpose is to review curriculum modifications across the WVSU campus. This committee meets on a monthly basis (September, October, November, February, March, and April) on a date that is selected by the incoming committee each year.

EPC is to review the proposals and make their recommendation to the next monthly faculty senate meeting after the EPC meeting has concluded. The primary purpose of EPC is to help facilitate the communication of curriculum changes through different academic programs. Additional focuses of the committee include university assessment and confirming any new course syllabi meet university standards in assessment, program learning outcomes, and other details in the faculty handbook. These issues can be debated within the committee meetings.

Other materials required on the proposal includes fiscal effects for the university, such as resources needed (classrooms, computers, etc...), staffing, and scheduling. These questions are present to provide information so that everyone in the proposal process, especially in administration understands all the requirements needed for the curriculum or class modifications. Since EPC does not have access or control the physical or fiscal areas of the university, the committee cannot effectively evaluate these areas of the proposal and these areas are left to the administrators to determine the viability of the courses in these areas. The content of new courses, courses selected for a program, and course numbers shall be evaluated by the experts in the field namely the submitting departments and College Dean.

Every month departments can submit proposals to the EPC chair. Each proposal must be submitted in full one week before the posted EPC meeting. This proposal is to include the completed forms, departmental meeting minutes indicating departmental approval, and the departmental chair and dean signatures. If this proposal affects General Education or the Honors Program meeting minutes and signatures from the chairs of those programs must be included to show approval. Any proposal that is not submitted on time and in complete form will not be approved by the committee. Proposals that affect other department's curriculum must be submitted by the March meeting to give adequate time for the affected department to alter their curriculum to maintain external accreditation and the quality of their program before the next catalog is published. Completed proposals must include the original signed proposal, an electronic copy, and 4 copies of the proposals for the subcommittee.

At the first meeting of the Fall semester the committee shall complete the elections for the Chair, Vice-Chair, Recorder, and subcommittee. The responsibilities of each party include:

1. Chair
 - a. Facilitate the monthly meetings
 - b. Collect all submissions one week before the meeting and distribute the electronic submissions to all committee members. Provide the paper submissions to the subcommittee members 5 days before the monthly full committee meeting.

- c. Invite all department chairs from departments submitting proposals to the monthly EPC meetings.
- d. Present the recommendations to Faculty Senate and answer questions on the recommendations.
- e. Consult academic schedule on the university website to share submission deadlines with the University faculty at the beginning of the Fall semester.
- f. Maintain an electronic copy of all proposals that pass through the committee to compare it to the edited University catalog before it is published for the following academic year.

2. Vice-Chair

- a. Act as the Chair in the event that the Chair must miss a meeting
- b. Chair the Subcommittee
- c. Confirm with the Registrar that any new course proposals have received unique catalog course number.
- d. Consult with committee Chair about proposals to determine whether any need special attention and discussion at a face-to-face meeting of the subcommittee, rather than simple review at the full committee meeting.

3. Recorder

- a. Take minutes of the meeting and share those minutes with the full committee and department chairs from submitting departments for approval within 48 hours of the conclusion of that meeting.

4. Subcommittee

- a. Convene when needed and called by the subcommittee chair to review each proposal before the monthly meeting to examine it for necessary signatures, technical completion of the proposal
- b. Review each proposal before the monthly meeting to examine it for necessary signatures, technical completion of the proposal, and
- c. Attend all EPC meetings to vote on the proposal

The monthly meetings are to be open to the public. The department chair from each submitting department should be invited to answer any questions EPC has on the proposal and take part in the discussion. A simple majority of the full committee is required for quorum and the meeting to have a recommending vote for faculty senate. These meetings are to be facilitated by the Chair and in the Chair's absence the Vice Chair. All minutes of the meeting will be recorded and submitted to the Senate to be posted on the website. These minutes should include the proposal request, EPC recommendation, and any comments on the proposal. The minutes should also include meeting attendance, date of meeting, and any discussion of relevant material. These minutes are to be shared with faculty senate by the Chair or elected representative.