

## EPC Meeting Minutes

**Attendees :**

**Committee Members:** Micheal Fultz – Chemistry Dept., Anthony Moncrief – Chemistry Dept (present during EPC forms and Biology vote only), TJ Park – History Dept., Dawn Arbaugh – Education (student rep.), Kent Shaw – English Dept (present all votes in order from Art onward), Kerri Steele – Criminal Justice Dept., Abainesh Mitiku – Business Administration, Kumara Jayasuriya – Provost

**Guests:** Katherine Harper – Biology Department, Deborah Williams – Business Department


## EPC forms:

The committee discussed revisions to the current EPC forms, specifically whether the revisions that affect other departments should include the language that other departments were informed or approved the changes. The committee agreed that informed is the appropriate word choice. Next the committee discussed if there should form should include a stipulation that if a revision affects other departments, there must be a length of time between approval and implementation to allow departments affected to make necessary changes to their own curriculum. The committee decided that if a curriculum or course revision affects another department, it must be submitted to the EPC by November to allow for change the following August, thus allowing an affected department one full semester to make changes as needed. The committee also discussed adding a section to the forms specifically for Honor's sections that would specify whether the Honor's section would be taught in conjunction with a regular section or whether it would be a stand-alone section. Finally, the committee agreed that the new EPC forms will take effect in August of 2016. All of the above revisions to the EPC form passed with unanimous approval from all 6 voting members present.

Dept.	Request	EPC Action		Comments
Biology	Add new course to catalog	Approved unanimously with 6 members		Dr. Harper was present at the meeting and explained the purpose Biology 363 Crop Evolution and Biodiversity. She reviewed the application with the committee including the minimal fiscal effects of adding another Biology Elective.
Dept.	Program	Request	EPC Action	Comments
Art	Honor's Program	Approve new course of Art 101H for Honor's Program	Approved with additional summary of fiscal effects by unanimous vote. Art Department commented this would be a standalone course offered side by side to a traditional Art 101 and would count toward the teaching load of a faculty member.	The committee discussed that the General Education committee has voted to allow the Chair of the committee to sign off on any Honor's courses that do not change the course description or objectives. The EPC recommends that the General Education committee re-vote on this each year as committee members change. The committee also expressed concerns as to the fiscal effects of adding Art101H specific to how it will be staffed, whether it will be a stand-alone course or will run in conjunction with a regular section of Art 101.
Dept.	Program	Request	EPC Action	Comments
English	Honor's program	Approve new course of English 102H	Approved with additional summary of fiscal effects due by Wednesday March 3. Passed by unanimous vote.	The committee echoed concerns as to the fiscal effects of adding English 102H specific to how it will be staffed, whether it will be a stand-alone course or will run in conjunction with a regular section of English 101.

Dept.	Request	EPC Action	Comments
English	Add new course to catalog.	Approved with correction to summary of fiscal effects by vote of 4 in favor and 2 abstaining from vote.	The committee expressed concern that there were no fiscal effects noted. As discussed earlier, there will likely be fiscal effects with staffing as this course does not replace an existing course and no English courses are being dropped meaning an existing faculty teaching this course will impact other English courses in some way. This should be explained in fiscal effects.
Dept.	Request	EPC Action	Comments
Business and Economics	Add new course to catalog.	Approved unanimously with 6 voting members.	Prof. Williams was present at the meeting and explained the purpose Economics 351 Economics of Energy Exploration. She reviewed the application with the committee including the minimal fiscal effects of adding the course.
Dept.	Request	EPC Action	Comments
Business and Economics	Change pre-requisites for BA313.	Approved with 5 members voting in favor and 1 abstention.	Prof. Williams was present at the meeting and explained the purpose changing the pre-requisites from BA 216 and 209 to BA 209 and the allowance of 216 as a concurrent class with BA 313 with instructor approval.
Dept.	Request	EPC Action	Comments
Business and Economics	Add new course to catalog.	Approved with 5 members voting in favor and 1 abstention.	Prof. Williams was present at the meeting and explained the purpose BA 317 Real Estate. She reviewed the application with the committee including the fiscal effects of adding and staffing the course with existing faculty and adjuncts as needed.
Dept.	Request	EPC Action	Comments
Business and Economics	Add new course to catalog.	Approved with 5 members voting in favor and 1 abstention.	Prof. Williams was present at the meeting and explained the purpose BA 319 Risk Management. She reviewed the application with the committee including the fiscal effects of adding and staffing the course with existing faculty and adjuncts as needed.
Dept.	Request	EPC Action	Comments
Business and Economics	Approve change in requirements.	Approved with 5 members voting in favor and 1 abstention.	Prof. Williams was present at the meeting and explained the update to the course requirements for the Finance Concentration including the reasons for proposal and fiscal effects.
Dept.	Request	EPC Action	Comments
Business and Economics	Approve new certificate.	Approved with 5 members voting in favor and 1 abstention.	Prof. Williams was present at the meeting and explained the new Certificate for Asset Management including the reasons for the proposal and the fiscal effects.

Submitted By,


Micheal Fultz  
Chair of EPC