Draft of the Charge to the Faculty Senate’s Task Force on the Educational Policies Committee, for consideration at the Faculty Senate on Oct. 7

**Membership of the Task Force**: one member from each College selected by Dr. Fultz, Chair of the EPC, and Dr. Ladner, ACF Representative. (We recommend that these members have past experience on/with EPC).

**To be convened** by Dr. Fultz, Chair of the EPC, and by Dr. Ladner, ACF Representative

**Duties**: to review the current description of the duties and procedures/processes of the EPC by drawing on the Committee’s and other faculty’s comments and concerns and thereby to

* formulate definite, clear guidelines for Departments and Programs submitting proposals, namely the design of the forms, information required on the form(s), approvals necessary before submission, deadlines for submitting proposal before the Subcommittee and Committee meetings
* determine out a consistent policy for implementation dates for those proposals approved by the EPC and sent on to the Office of Academic Affairs; to clarify that process in conjunction with Catalog publication/posting on the WVSU website
* formulate written procedures for the Committee’s operation, namely the role of the Subcommittee, attendance of Subcommittee and at Committee meetings, how/if/when Departments and Programs can revise proposals (e.g., If the Department meeting minutes or a signature is missing, must the proposer wait until the next month, or can one get missing material before the Committee meets as a whole?), whether the Department or Program proposing some change must/may/may not**?** have a representative present during Subcommittee and/or Committee meetings
* report its progress/results**?** to the Faculty Senate at the General Faculty meeting in January 2017/Senate meeting in February 2017**?**
* add the results of this approved Task Force’s report to the description of the EPC in the Faculty Constitution and By-laws and Faculty Handbook