

Educational Policy and Curriculum Committee (EPCC) Handbook

I. Definition and Description

- A. EPCC is described in the Constitution of EOU: <https://www.eou.edu/govern/>
 - 1. EPCC is a University Committee under the purview of Faculty Senate (IV.1.E).
 - 2. Full description: V.2 Educational Policy and Curriculum Committee:
 - a) Section C Duties and Responsibilities:
 - (1) To review educational programs and course offerings, develop and review curricular policy, and to recommend the implementation of these programs and policies to the Faculty Senate.
 - (2) To initiate study proposals in order to improve the educational development and programs at Eastern Oregon University.
 - 3. EPCC is obligated to maintain minutes (VI).
- B. Representative body: Upon acceptance of a decision to gather feedback from a college, program, or faculty, the EPCC chair will set a reasonable deadline for the return of the report. Except for extraordinary conditions requiring a shorter or longer period to gather feedback, the expectation is that the required report is due at the next regularly scheduled EPCC meeting.

II. Additional Duties

- A. The Library Challenged Materials Procedure names EPCC as consultant if a patron appeals the library's decision:
<https://library.eou.edu/index.php/challenged-materials-procedure/>
- B. CTLA recommendations GEC rubrics will be reviewed at EPCC.

III. Curricular Action Items

- A. EPCC reviews all of the following:
 - 1. Course changes including name, credits, and catalog language that alters the substance of the course
 - 2. Changes to degrees, majors, minors, concentrations, and certificates
 - 3. New degrees, majors, minors, concentrations, certificates, and courses
 - 4. Suspension, rescinding suspension, and deletion of degrees, majors, minors, concentrations, certificates, and courses
- B. EPCC does not review:
 - 1. Course outcome content or outcomes outside the course approval process
 - 2. Non-General Education course prerequisites
 - 3. Catalog-description changes that do not alter the substance of the course

IV. Calendar:

- A. EPCC meets monthly on the third Tuesday from 3:15 to 5 PM.

- B. The following deadlines apply for all curricular action items:
1. All paperwork must be submitted to the Provost's Office 10 calendar days prior to the scheduled EPCC meeting.
 2. For December Faculty Senate approval: November 1
 3. Inclusion in the catalog for Fall: January 1
 4. For March Faculty Senate approval: February 1
 5. For June Faculty Senate approval: May 1

V. Curricular Process

- A. Definitions: For clarity in the purposes of this document,
- a. *Program* is consistent with department, indicating a group of faculty with disciplinary expertise who operate as an institutional unit within a particular college. (Program is not curriculum. Programs are not approved through the curricular process; their curricula are.)
 - b. *Curriculum* includes degrees, majors, minors, concentrations, certificates, courses, and any other unit of credit-bearing educational content.
 - c. *Degree* is the title conferred upon completion of curricular requirements.
 - d. *Majors, minors, concentrations, and certificates* are units of credit-bearing educational content. For required credit minimums, see Academic Policies & Procedures in the catalog: <https://www.eou.edu/catalog/>
- B. New majors, minors, concentrations, certificates: Programs designing new majors, minors, concentrations, and/or certificates should keep the following in mind:
1. Quality and competitiveness: Programs should compare proposed curriculum with similar curricula within EOU and at comparator institutions, both as a reminder regarding needed content and to imagine ways in which EOU's degree might be unique. Seeking feedback from colleagues at other institutions may be helpful.
 2. Course numbering: Programs should use course numbers consistent with the following. The Registrar can also assist with course numbering.
 - a. 1.10.30 Course Numbering: <https://www.eou.edu/policy/>.
 - b. Institutional course numbering practices: practicum (X09) and selected topics (X10)
 - c. State-level course numbering practices in the discipline, if any, to enhance ease of institutional transfer
 3. Disciplinary credit maximum: Students can count a maximum of credits in a single discipline toward graduation, so majors should not exceed that maximum. See Institutional Graduation Requirements: Baccalaureate Degree Requirements in the catalog: <https://www.eou.edu/catalog/>
 4. Double-dipping policy (there is none): Academic Policies & Procedures in the catalog: <https://www.eou.edu/catalog/>

5. Baccalaureate Degree Requirements in the catalog:
<https://www.eou.edu/catalog/>
 - a. General Education: The opportunity for majors/minors to get General Education credit within the major may speed graduation. See also the GEC criteria: <https://www.eou.edu/epcc/forms/>
 - b. Math Competency: The opportunity for majors/minors to get Math Competency credit within the major may speed graduation.
 - c. University Writing Requirement: Majors must identify UWR courses as indicated among required courses so that majors can meet the UWR within the major. Although majors can require UWR courses from other disciplines, it is typical practice for the two upper-division courses to be specific to the discipline(s) of the major. Minors should include at least one UWR specific to the discipline(s) of the minor so that minors have access to disciplinary writing practices. See also the UWR website: <https://www.eou.edu/engwrite/university-writing-requirement/>
 - d. Capstone: Majors must identify a course or courses that constitute capstone work.
 - e. Diversity Requirement: TBD. See also DPD information: <https://www.eou.edu/epcc/forms/>
6. Related programs: Programs must consult with other programs affected by a proposed major, minor, or concentration, such as inclusion of the other program's courses in degree requirements and/or competition for students with similar interests.
7. Library resources: Programs must consult with Library faculty regarding resource implications of the proposed major, minor, or concentration.

C. Approval process:

1. Changes must be accompanied by the appropriate EPCC forms:
<https://www.eou.edu/epcc/forms/>
 - a. Exception: Deletion of courses not taught in five years requires programs only to enter a list of those courses (no forms) into the approval process.
2. Typical process:
 - a. Most curricular proposals begin with program faculty as disciplinary experts.
 - b. Most proposals move from program to college to Dean to EPCC to Faculty Senate.
3. Changes to degrees, majors, minors, concentrations, certificates, and courses and deletions of minors housed in larger programs, concentrations, and courses use the typical process identified in VI.B.2.
4. Deletions of degrees, majors, stand-alone minors, and certificates

- a. Approval follows the process in VI.B.2 plus approval by the Provost, the appropriate state governing board, and the Northwest Commission on Colleges and Universities.
 - b. Administration-initiated deletions may occur, in consultation with program faculty, as a consequence of institutional conditions requiring program reductions.
 - i. The Dean or Provost will present decisions to EPCC.
 - ii. EPCC oversees the integrity of the educational policies and curricular processes underlying the actions.
 - iii. All teach-out arrangements are initiated by the Provost and managed by the Dean or the Dean's designee, through appropriate communications with and accommodations for declared students.
5. New degrees, majors, minors, concentrations, and certificates use the typical process in VI.B.2 plus approval by the Provost and the appropriate state governing board.
6. Suspension of degrees, majors, minors, concentrations, and certificates
- a. Program-initiated suspensions follow the typical approval process in VI.B.2 plus approval by the Provost.
 - b. Administration-initiated suspensions may occur, in consultation with program faculty, and begin with a letter from the Dean to EPCC. The letter and any comments move up the approval process to the Provost. The letter should address:
 - i. Rationale
 - ii. Redistribution of resources
 - iii. Timeline with decision-making thresholds
 - iv. A list of all affected components of the deletion (e.g. courses, concentrations, certificates, etc.)
 - v. A list of all website, catalog, checksheet, and marketing changes
 - vi. Identification of substitutions for suspended requirements
 - c. Documents rescinding suspension should indicate whether the reinstated curriculum is unchanged. Any curricular changes must go through the typical approval process.
7. Paperwork revision: EPCC can conditionally approve paperwork that requires minor housekeeping changes. The corrections will be submitted to the Chair and EPCC admin support within 72 hours of committee approval. If not received within 72 hours, the paperwork will be held until the next EPCC meeting.
8. Faculty Senate agenda:
- a. The following items require broader discussion and should be included on the Action Agenda:
 - i. Changes in core requirements for a major or minor
 - ii. Major additions or deletions

- iii. Major changes, including new minors and concentrations
- iv. Policy issues
- b. The following items are to be voted on without discussion in a Consent Agenda. Senators may ask to remove any item from the Consent Agenda and have it added to the end of the Action Agenda.
 - i. General Education requests
 - ii. University Writing Requirement requests
 - iii. DPD requests
 - iv. Course deletions
 - v. Course additions
 - vi. Course name change
 - vii. Course credit change
 - viii. Course number changes
 - ix. Changes in catalog language

VI. Policies Overseen

- A. Approved through the Policy Coordinating Committee
<https://www.eou.edu/policy/>
 - 1. 1.10.30 Course Numbering
 - 2. 1.15.15 Agency Sponsored Learning (ASL)
 - 3. 1.15.20 Assessment of Prior Experiential Learning (APEL)
- B. Available under Academic Policies & Procedures in the catalog:
<https://www.eou.edu/catalog/>
 - 1. Credit Requirements
 - 2. Double-Dipping
 - 3. Practicum Courses
- C. Available only in the EPCC handbook (see Appendix A)
 - 1. Selected Topics Courses (X10)
 - 2. Selected Topics and University Requirements

Appendix A: EPCC Policy Language

Policy on Selected Topics Courses (X10)

approved at 3/2/05 Assembly

Housekeeping changes approved by EPCC 10/16/2021

A Selected Topics course is, by definition, an experimental course to be offered a limited number of times. In general, a Selected Topics course may be offered for up to 2 years, after which the program faculty must fill out an EPCC New Course Request form to add the course to the permanent curriculum. The request must then be approved by the College, EPCC and Faculty Senate.

A Selected Topics course with a specific discipline prefix (e.g., MATH, PHIL) does not need formal approval and is usually determined by the program faculty within program considerations.

A Selected Topics course with a prefix that is not specific to one discipline (i.e., HUM, SSCI, SCI) must have the Dean's approval prior to listing the course in the schedule or offering the course. The Dean will then have the course reviewed by the appropriate program faculty.

Policy on Selected Topics and University Requirements

Approved at 3/9/06 Assembly

Revision approved by EPCC 10/16/21

Selected Topics courses cannot be used to meet university graduation requirements, such as General Education, Math Competency, University Writing Requirement, or Difference, Power, and Discrimination. All courses that seek to satisfy those university graduation requirements should be approved by EPCC and the Assembly and become part of the permanent curriculum.

Any exceptions to this policy must have both EPCC and the College Dean's approval and will be allowed only once.