

EPCC Minutes  
October 23, 2007

**In Attendance:** Dean Griffith, John Bolen, Mark Juffernbruch, Deb Czarneski, John Pauley, Justin Nostrala, Kedron Bardwell, Mark Gammon, Murphy Waggoner, Virginia Croskery

October 9th Minutes: Approved unanimously.

**Item 1: Religion Proposal (Thailand)**

John Pauley moved for approval. Seconded by Kedron.

Mark asked for any additional discussion. No additional discussion was had on the Thailand proposal. The proposal was approved by the committee.

Mark suggested putting the Thailand documents on the 28-day waiting list, posting the proposal on-line and then having faculty vote on it after everyone has had time to review it. The committee agreed.

**Item 2: EPCC Proposal Policies -**

Discussion revolved around document sent out via e-mail by Mark Juffernbruch: "EPCC Proposal Policies."

It was determined that not all EPCC policies that need attention have been addressed in the Juffernbruch document. These include, *Changes to Major and Minor*; and *Proposals for New Programs*.

Regarding the issue of proposals for new courses, Murphy questioned the wording, "*support or lack of support*" found in the second paragraph of each section on the EPCC Proposal Policies document. She asked if this means that one individual listed to review the document cannot hold up a proposal.

Mark stated that the notion would be that a proposal could go to the faculty without EPCC's approval.

Committee members created new wording to replace "*Each reviewer shall indicate their support or lack of support on the proposal along with any relevant comments.*" The new

wording is: "Each reviewer shall sign the document indicating they have reviewed the document and include any relevant comments."

It was also suggested that the last line in each section be altered: Change "After" to "If" and change "considered" to "approved."

*"After the EPCC has considered the proposal it will be submitted to the full faculty for the 28-day waiting period and a subsequent vote by the full faculty"* would be changed to read:

"If EPCC has approved the proposal it will..."

(Discussion continued about the role of EPCC. Dean Griffith posed the question: What has the faculty charged this committee to do?)

It was suggested that a thought comments section be added to all signatures on the EPCC forms. This would allow any person signing the document an opportunity to provide comments.

It was ultimately decided that individual can still take a proposal to the floor at a faculty meeting without EPCC's approval.

Murphy asked when these EPCC policy proposals would be submitted to the faculty?

Mark suggested they could be revised sent to EPCC committee members, via e-mail, over the weekend. The committee would review them, notify Mark with any comments and then Mark would present them at the next Faculty Meeting. The committee agreed with this.

Mark will make necessary changes to the proposals, send out copy to EPCC members, look for comments and then hopefully put out to the faculty and ask to place on 28 day waiting list at next Faculty Meeting, November 6.

### **Item 3: Proposal forms distributed by Bolen**

Steve Rose asks what is meant by "change" on the Course Change Deletion Proposal Form?

Dean Griffith suggested this refers to items such as when the content/catalogue description changes and when the credit hours are changed. Griffith stated a general list of items that should require a proposal to EPCC. These include any changes to course description, impact on department teaching load, editorial changes.

EPCC discussed the issue of how faculty approved proposals get recorded. This led to the discussion of how a change to the catalogue submitted by a department chair is validated. How do we ensure that a proposed catalogue change has proper documentation: faculty-approved proposal?

It was stated that department chairs need to be responsible for ensuring that changes to be made in the catalogue have faculty approval. It was also expressed that perhaps there needs to be inspection when changes to the catalogue occur.

The forms will be raised again at the next EPCC meeting.

#### **Item 4: Dividing authority over Academic Policies found in the handbook**

Mark Juffernbruch explained to the committee that the intent is to remove the "New Courses" section (found on page 23 of the *Draft EPCC Acad. Policies*-document, submitted earlier). This "New Courses" section would be replaced with information found in the *EPCC Proposal Policies*-document (discussed above).

There are two motions being proposed:

1. first motion to separate the items as proposed in two documents submitted earlier (*Draft EPCC Acad Policies (2).doc* and *Draft Admin Acad Policies (2).doc*).
2. second motion to amend the *EPCC Acad Policies*-document: information found in the *EPCC Proposal Policies* document would replace the section, "New Courses" on page 23 of the *Draft EPCC Acad. Policies* document.

Everyone at EPCC is to review the two documents and submit any changes to Mark. He hopes to present this at the next faculty meeting.

Meeting ended at about 1:50.

The next scheduled EPCC meeting is Tuesday, November 13.