



**PROPOSAL COVER PAGE**

Originating Academic Unit.. (Type in box to right).....

Date Proposal Submitted (denote if proposal is revised, type in word Revised).....

Academic Term Proposed Change(s) Take Effect (Type in box to right).....


**Procedure:** On the hard copy acquire signatures of appropriate dean(s) and chair(s) prior to submission to the Office of the Provost. Send electronic copy to EPC care of the Secretary of the Faculty Committees in the Provost’s Office, Carol Bautista at [bautisca@plu.edu](mailto:bautisca@plu.edu). Note: Submission of proposal to EPC deadlines are Nov 1 for the following fall/J Term and April 1 for the following spring/summer.

**TYPE(S) OF PROPOSAL (Check appropriate type)**

**TYPE ONE: NON-SUBSTANTIVE PROGRAMMATIC CHANGES:**

**Process:** Must submit the EPC the Proposal Cover Page, with an official letter signed by appropriate chair(s) and dean(s). In letter, show the current catalog version and describe the specific changes (course information: title, course number, credit hours, catalog description, and effective date). EPC receives the information and posts to the “For Information Only” section of the 30-Day Clock Notice of Curriculum Changes. (Note: to change the course number, title, and description of one course is a Type 4 proposal.)

- Change course number
- Change catalog description (no change in substance of course)
- Prerequisite change within the academic unit only.
- Change course title
- Delete course without a GenEd or a course not required by a major/minor/concentration
- Catalog correction (editorial)

**TYPE TWO: NON-GENERAL EDUCATION (GenEd) PROGRAM ELEMENT EXPERIMENTAL COURSE**

**Process:** Must submit the EPC Proposal Cover Page, with an official letter signed by appropriate chair(s) and dean(s). Describe the rationale for course, faculty/staff consequences and the course information: title, course number, credit hours, catalog description, and effective date. EPC receives non-GenEd experimental courses and posts to the “For Information Only” section of the 30-Day Clock Notice of Curriculum Changes.

**TYPE THREE: GENERAL EDUCATION (GenEd) PROGRAM ELEMENT EXPERIMENTAL COURSE**

**Process:** Must complete the EPC Proposal Cover Page, plus Sections I, II, III(b) and III(c) of the proposal form. Obtain signatures of the appropriate chair(s), and dean(s). prior to submission to the provost. EPC approves type three changes and posts information to “Curriculum Changes” section of the 30-Day Clock Notice of Curriculum Changes for faculty response. Experimental courses may only be offered twice then **MUST** be resubmitted as a permanent course. Provide information on term(s), and enrollment regarding past offerings. Experimental courses are not printed in catalog.

- GenEd Program Element Requested: \_\_\_\_\_
- Credit Hours Requested: \_\_\_\_\_

**TYPE FOUR: SUBSTANTIVE PROGRAMMATIC CHANGES**

**Process:** Must complete the EPC Proposal Cover Page, plus all questions under Sections I, II, III of the EPC Proposal Form. Obtain signatures of the appropriate chair(s), dean(s) prior to submission the provost. Check all following boxes that apply. EPC approves type four changes and posts information to “Curriculum Changes” section of the 30-Day Clock Notice of Curriculum Changes for faculty response. All substantive changes to pre-existing courses require approval by EPC and a change of course number.

- Modify existing course
- Add Permanent GenEd Course
- Revise Curriculum
- Change in Minor Requirement
- Course Credit Hours change
- Add GenEd Element
- Add a permanent course
- Prerequisite change involving another unit’s course
- Delete a GenEd course
- Change in Major Requirement
- Other \_\_\_\_\_

**TYPE FIVE #5 –NEW DEGREES, MAJORS, and PROGRAMS**

**Note:** EPC APPROVAL required, placement on the 30-Day Clock Notice of Curriculum Changes. Requires approval of Faculty Assembly and then Board of Regents. **Process:** Submit EPC Proposal Cover Page and Sections I, II, III of EPC Proposal Form and the Institutional Impact Evaluation Form. Obtain the signatures of the appropriate Chair(s), Dean(s) and Provost.

- New Degree
- New Major
- New Minor

**Attachments to this form must be clearly labeled as to which section they apply.**

**PACIFIC LUTHERAN UNIVERSITY**  
*Educational Policies Committee*  
**EPC PROPOSAL EVALUATION FORM**  
Use for Type Three and Four proposals only

**SECTION I: GENERAL INFORMATION SUMMARY OF PROPOSAL**

Include title, course number, credit hours, any General Education (GenEd) Program Element and a FULL description of each new course-proposed.

**STATEMENT OF RATIONALE**

Provide a statement of rationale or other clarifications. Include information on student learning and outcomes and any general education program rationale. This section normally will not appear in the 30-Day Clock Notice of Curriculum Changes.

**SUPPLEMENTARY DETAILS**

Include other information that might prove useful to the committee, such as the anticipated term(s) in which the course will be offered (e.g., “only in summer”), anticipated enrollment, course designer/instructor, etc.

**CATALOG DESCRIPTION FOR NEW OR REVISED COURSE(S) (50 word maximum)**

Provide the new or revised course(s) and/or curriculum catalog language. If the course is a revision of an existing course, also provide the current catalog description. Upon approval by EPC, this section will appear in the committee's 30-Day Clock Notice of Curriculum Changes. **(Course description should be limited to under 50 words. Titles should be limited to six words.) Remember to include GenEd designations and credit hours.** Any GenEd designation should be listed at the end of the course title as well as the credit hours. Also, indicate if the course may be repeated for credit, and if so, how many times.

**SECTION II: GENERAL QUESTIONS**

- Yes  No **1.** Has this proposal been formally approved by at least 2/3 of the full-time teaching faculty in your academic unit?  
[If no, indicate why the proposal is being forwarded to EPC]

- Yes  No **2.** Does this proposal **impact** any other academic unit?

( a ) If “yes” to #2 above, list the units affected<sup>2</sup>.

( b ) If “yes” to #2 above, does this proposal have the support of at least 2/3 of the full-time teaching faculty in each of the **impacted** academic units? Signature of other department chair or dean required. [If “no,” indicate why the proposal is being forwarded to EPC]

- Yes  No **3.** Does this proposal require the commitment of new or substantially different support services (i.e., Library acquisitions, information and technology support, Wang Center support, etc.)

If “yes” to above, please explain and indicate if support services have been consulted.

**SECTION III: NATURE OF THE PROPOSAL**

Place an "X" in either the "YES" or the "NO" column preceding each question listed below. **For each "YES" box marked, provide a detailed description of the consequence in the box provided or by defined attachment.** In the case of a former experimental courses being proposed as new permanent courses, curricular and staffing consequences must be presented below as if the course **had not** been offered previously.

**A. CURRICULAR CONSEQUENCES:**

Yes  No 1. Creates new degree(s), major(s), minor(s) or concentration(s). Define each clearly.

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Yes  No 2. Adds new course(s) and/or deletes existing course(s). Provide a clear list of deleted course(s) or new course(s).

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Yes  No 3. If any of the proposed courses carry one or more General Education Program Elements (GenEd), please check the appropriate GenEd boxes below. Courses requested for diversity GenEd must follow the Perspectives on Diversity Guideline and Checklist found on the Provost Office website. A course syllabus must be submitted for diversity GenEd request.

	Art, Music, Theatre	AR
	Literature	LT
	Mathematical Reasoning	MR
	Natural Sciences, Mathematics or Computer Science	NS
	Physical Activity	PE
	Philosophy	PH
	Religion: Christian Traditions , Line 1	RC
	Religion: Global Religious Traditions, Line 2	RG
	Science and Scientific Method	SM
	Senior Seminar/Project	SR
	Investigating Human Behavior, Culture, and Institutions	SO
	Writing	WR

The following GenEd Elements require additional approval outside the requesting academic unit

	Alternative Perspective	A
	Cross Cultural Perspective	C
	International Honors	H1
	International Honors	H2
	International Honors	H3
	Inquiry Seminar (First Year Experience Program)	F
	Writing Seminar (First Year Experience Program)	FW

Approval signatures required for Perspectives on Diversity, International Honors, and Freshman Inquiry/Writing GenEd Elements.

\_\_\_\_\_  
Name/Title:

\_\_\_\_\_  
Division/Department

Yes  No 4. Changes the total number of credit hours offered by the academic unit. List old credit hours in comparison to the new requested credit hours.

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Yes  No 5. Changes requirements for majors, minors, areas of concentration, certification, etc. or the way existing requirements can be satisfied. Explain how they are changed.

Yes  No 6. Alters credit-hour amount of one or more existing course(s). List the courses with old and the new credit hour stated.

**B. FACULTY/STAFF CONSEQUENCES:**

1. Explain how these changes will be staffed, including teaching loads, overloads, etc.

**PLEASE NOTE: The Institutional Impact Evaluation Form is required to be submitted with this proposal if questions 2, 3 or 4 are marked "YES."**

Yes  No 2: Requires now, or in the future, the addition, retraining, or deletion of full-time faculty, or a change in the use of part-time faculty

Yes  No 3: Requires now, or in the future, the addition of administrative, or other "support" personnel

Yes  No 4: Might be expected to require, either now or in the future, expenditures in excess of \$25,000 for personnel or non-personnel purposes

**C. BUDGETARY CONSEQUENCES:**

No  Yes 1. Are special budgetary arrangements and funding required? If "no", explain why the proposed curriculum changes will not add personnel or expand the budgetary requirements of the affected departments.

If "yes" to above, explain what types of support will be used to meet the budgetary requirements of the proposed changes. Include in the explanation the source(s) of funding, percentage of costs covered, and time frame covered by funding source. Possible categories of support include:

- Outside grant(s).       PLU grant(s).       Cost-sharing with other unit(s).  
 Expansion of departmental and/or university academic budget (include information on why approval of expanded budgetary requirements is anticipated).

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**REQUIRED SIGNATURES**

**Note:** Provost's signature (**NOT** required for-Type One or Type Two Proposals).

\_\_\_\_\_  
Department Chair (Date)

\_\_\_\_\_  
Dean (Date)

\_\_\_\_\_  
Provost (Date) .....

<p><b>Provost Action:</b> <input type="checkbox"/> forwarded with endorsement  <input type="checkbox"/> forwarded with reservations     <input type="checkbox"/> see enclosure     <input type="checkbox"/> comment will follow  <input type="checkbox"/> forwarded without endorsement</p>
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