

## PREPARING EPC PROPOSALS

Dear Colleagues,

As you create your EPC proposal, we want to help to make your proposal sail through the process as quickly, seamlessly, and painlessly as possible.

We encourage you first and foremost to read the PLU Faculty Handbook, Section III, Part VI, the “Educational Policies Committee Manual.” This part of the Faculty Handbook will explain how the procedure will work.

### THE BASIC PROCESS

As you begin implementing your EPC Proposal, please make sure that you do the following:

- I. Complete the EPC Proposal Form.
  - A. Forms and templates for proposals can be found in both the EPC section of the [Provost website documents and forms, and Faculty Governance website documents and forms](#).
  - B. All proposals must include both a proposal summary and a statement of rationale, as well as information, where appropriate, about changes to course numbers, title, credit hours, and catalog description.
    1. Proposals should be formulated carefully, with any inherent problems carefully addressed. This is particularly important in the case of major curricular revisions (Type 2 and Type 3).
    2. Proposal rationales should discuss the philosophic, strategic, demographic, and economic aspects of the proposed changes, and take into account comparable practices at other peer institutions and those suggested by national, regional and state certifying bodies.
    3. Proposals must also address, using verifiable data and sound argumentation, the direct and indirect consequences and costs of the changes on staffing and enrollment in departments, divisions, schools and the university.
  - C. Non-substantive changes do not typically require the same level of detail as Type 2 or Type 3 proposals. Type 1 proposals include changes in course number, title, or editorial changes to the catalog description. EPC may, at its discretion, determine whether a proposed change is substantive or non-substantive. If a determination is made that the proposal is indeed a substantive change, it may be sent back to the originating unit for additional detail. Minor corrections of language,

grammar or typos may be requested directly by memo to the registrar and do not require EPC approval.

D. Type 3 proposals first require submission of the [New Program Notification Form](#). This form must be submitted to the provost ([provost@plu.edu](mailto:provost@plu.edu)). The provost will share the form with the Provost Academic Council for review and will then provide the originator of the proposal with feedback. Only then should the entire Type 3 proposal be submitted.

- II. All proposal forms must be submitted to the Office of the Provost via [facgov@plu.edu](mailto:facgov@plu.edu).
- III. Collect all signatures or electronic approval from other affected areas before submitting. Please follow the formatting protocols outlined in the document as listed by type (Type 1, Type 2, Type 3) below.
- IV. Activation of special topics courses that are not intended to meet a GenEd element do not require EPC action. (However, the course number, title, credit value, and catalog description of such courses must still be filed with the Registrar's Office before a special topics course is included in the class schedule.) Special topics courses that are intended to meet a GenEd element are considered substantive changes (Type 2) and require approval by the Core Curriculum Committee (CCC).
- V. A table of required materials is found below:

	<b>Type 1:</b> Non-substantive Changes.	<b>Type 2:</b> Substantive changes	<b>Type 3:</b> Creation/ Elimination of Degrees, Majors, Minors, Concentrations and Programs Requiring Action by the Board of Regents
Checked items are required.			
EPC Form	X	X	X
Department, School and/or College Signature(s)	X	X	X
Signatures of other affected Academic Units			

<i>Please collect ALL signatures/approval before submittal</i>		X	X
*New Program Notification and Institutional Impact Evaluation form			X

## ITEMS THAT ARE FREQUENTLY OVERLOOKED IN EPC PROPOSALS

EPC often finds similar missing items in proposals and encourages you to make sure that these things are in place prior to submission. Doing so should help to minimize delays in getting EPC approval and moving your proposal forward for implementation.

### Type 1 Proposals

- The proposal should be submitted well in advance of implementation in order to be entered into the catalog for the next academic year
- A statement of rationale is provided in the proposal in the appropriate section of the form
- Additions to catalog text are **highlighted in blue and in boldface**. Deletions are ~~in blue and use the strikethrough function~~
- Spelling and grammar are correct in proposed catalog language
- Capitalization is correct in proposed catalog language
- Course titles and numbers are present. Keep in mind that course titles for the transcript and main class schedule cannot be longer than 30 characters. Titles longer than 30 characters will be shortened/abbreviated.
- New course numbers have been pre-approved by the registrar. Course numbers cannot be reused until the course number has been inactive for 20 or more years.
- A statement of rationale is provided.
- Two-thirds support by your faculty has been obtained.
- Department signature and dean signature are provided.

- If you are only able to obtain an electronic signature from a department chair or dean, please type in or “check” the signature and provide a PDF of the email from them expressing their support.
- When e-signing, ***chairs and deans should unambiguously state their role and the level of support for the proposal in their email.*** (e.g., “As Chair of the English Department, I wish to convey that my faculty supports/supports with reservations/does not support this proposal.”)

## Type 2 Proposals

- Submitted by December 1 (late submissions will not be rejected but may not be able to be processed in time for implementation in the next academic year)
- A statement of rationale is provided for the proposal in the appropriate section of the form
- If any courses being proposed and/or deleted have GenEd element(s), they will be forwarded by the faculty governance manager to CCC for approval. EPC will not review them until CCC has reviewed the GenEd aspect of the course.
- Additions to catalog text are **highlighted in blue and in boldface**. Deletions are ~~in blue and use the strikethrough function~~
- Spelling and grammar are correct in proposed catalog language
- Capitalization is correct in proposed catalog language
- Course titles and numbers are present. Keep in mind that course titles for the transcript and main class schedule cannot be longer than 30 characters. Titles longer than 30 characters will be shortened/abbreviated.
- New course numbers have been pre-approved by the registrar. Course numbers cannot be reused until the course number has been inactive for 20 or more years.
- Course syllabi for new or revised courses are provided that include at least the following:
  - Course title
  - Course number
  - Number of credits
  - Course description

- Learning outcomes for the course and how they integrate with the learning outcomes of the degree, minor or certificate
  - Topics covered
  - Likely assessment(s)
  - Likely text(s)
- If proposed catalog language exists in more than one place (listed in degree requirements as well as catalog description, or co-exists in an interdisciplinary program), it should also be added/expunged in these areas.
  - An EPC Curriculum Change Template is included in the proposal, if necessary.
  - A course rotation schedule is included in the proposal, if necessary.
  - Two-thirds support by affected faculty units (departments, interdisciplinary deans, etc.) should ideally be obtained (failure to obtain 2/3 support for your proposal does not automatically bar your proposal from being put on the 30-day clock, but this failure might mean that the proposal will not pass the 30-day clock process or a faculty vote if brought to the Faculty Assembly). Additionally,
    - If you are only able to obtain electronic signatures from department chairs and/or deans, please type in the names and their academic units who will “e-sign” the proposal and provide a PDF of the emails from all affected chairs and deans expressing support/with reservations/do not support. A table such as the one below is useful for indexing such e-signatures:

College/School/Department	Dean/Department Chair's Name	Support/Reservations/Do Not Support
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- When e-signing, ***chairs and deans should unambiguously state their role and the level of support for the proposal in their email.*** (e.g., “As Chair of the English Department, I wish to convey that my faculty supports/supports with reservations/does not support this proposal.”)

### Type 3 Proposals

- Prior to submitting a proposal for a new degree, major, minor, concentration, or certificate, a **New Program Notification Form** must be submitted to the provost ([provost@plu.edu](mailto:provost@plu.edu)) who will share it with the Provost Academic Council for review and will provide the originator with feedback. Only then should the entire Type 3 proposal be submitted.

- Type 3 Proposals should be submitted by November 1 (late submissions will not be rejected but may not be able to be processed in time for implementation in the next academic year)
- A statement of rationale is provided for the proposal in the appropriate section of the form
- New degrees, majors, minors, concentrations, or certificates should provide the following in the rationale section of the proposal (it is also advisable to include these in the Institutional Impact Form (see below))
  - Program Learning Outcomes that align then to the course level learning outcomes
  - A Curriculum Map and Assessment Plan
- If courses being proposed and/or deleted have GenEd element(s), they will be forwarded by the faculty governance manager to CCC for approval. EPC will not review them until CCC has reviewed the GenEd aspect of the course.
- Additions to catalog text are **highlighted in blue and in boldface**. Deletions are ~~in blue and use the strikethrough function~~
- Spelling and grammar are correct in the proposed catalog language.
- Capitalization is correct in the proposed catalog language.
- Course titles and numbers are present. Keep in mind that course titles for the transcript and main class schedule cannot be longer than 30 characters. Titles longer than 30 characters will be shortened/abbreviated.
- New course numbers have been pre-approved by the Registrar. Course numbers cannot be reused until the course number has been inactive for 20 or more years.
- Course syllabi for new or revised courses are provided that include at least the following:
  - Course title
  - Course number
  - Number of credits
  - Course description
  - Learning outcomes for the course and how they integrate with the learning outcomes of the degree, minor or certificate
  - Topics covered
  - Likely assessment(s)
  - Likely text(s)

- If proposed catalog language exists in more than one place (listed in degree requirements as well as catalog description, or co-exists in an interdisciplinary program), it should also be added/expunged in these areas.
- Two-thirds support by affected faculty units (departments, interdisciplinary deans, etc.) should ideally be obtained (failure to obtain 2/3 support for your proposal does not automatically bar your proposal from being put on the 30-day clock, but this failure might mean that the proposal will not pass the 30-day clock process or a faculty vote if brought to the Faculty Assembly). Additionally,
  - If you are only able to obtain electronic signatures from department chairs and/or deans, please type in the names of all chairs and their academic units who will “e-sign” the proposal and provide a PDF of the emails from all affected chairs and deans expressing support/with reservations/do not support. A table such as the one below is useful for indexing such e-signatures:

College/School/Department	Dean/Department Chair's Name	Support/Reservations/Do Not Support
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- When e-signing, ***chairs and deans should unambiguously state their role and the level of support for the proposal in their email.*** (e.g., “As Chair of the English Department, I wish to convey that my faculty supports/supports with reservations/does not support this proposal.”)
- An EPC Curriculum Change Template is included in the proposal
- A course rotation schedule is included in the proposal
- An Institutional Impact Form is included in the proposal that includes the signatures of all appropriate department chairs, deans, and senior administrators. (For those unable to manually sign the document, please type in the names of all chairs, deans, and administrators who will “e-sign” the proposal and provide a PDF of the email from all affected parties expressing support/with reservations/do not support)
- Be aware that your proposal will need to be brought to the Faculty Assembly for a vote after it has cleared the 30-day clock process

Please contact the EPC chair directly or via [facgov@plu.edu](mailto:facgov@plu.edu) if you have any questions.

All EPC forms are posted in the Documents and forms section of both the [Provost](#) and [Faculty Governance](#) websites.