

PREPARING EPC PROPOSALS

As you prepare your EPC proposal, 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

- I. Complete the **current** EPC Proposal Form found in both the EPC section of the [Provost website documents and forms](#) and [Faculty Governance website documents and forms](#).
 - A. All proposals must include 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.
 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, direct and indirect consequences and costs of the changes on staffing and enrollment.
 - B. EPC may, at its discretion, determine whether a proposed change should be recategorized to a different Type and if it should 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.
 - C. Type 3 proposals first require submission of the [New Program Notification Form](#). This form must be submitted to the provost who 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 Type 3 EPC proposal be submitted. Type 3 proposals will be brought to the Faculty Assembly for a vote after it has cleared the 30-day clock process
- II. All proposal forms must be submitted to the Office of the Provost as **both a pdf and an editable Word document** via facgov@plu.edu.
- III. Activation of special topics courses that are not intended to meet a Core Curriculum 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 Core Curriculum element require approval by the Core Curriculum Committee (CCC) through the traditional EPC Proposal submission process.

ITEMS 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.

- All proposals should be submitted no later than the deadline on the proposal form in order to be entered into the catalog for the next academic year
- Additions to catalog text are **highlighted in blue and in boldface**. Deletions are ~~in blue and strikethrough~~.
- Ensure spelling and grammar are correct in proposed catalog language
- 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 should be pre-approved by the registrar through an email inquiry. Course numbers cannot be reused until the course number has been inactive for 20 or more years.
- Two-thirds support by your faculty and any other department's faculty impacted by your requested changes has been obtained and evidence provided.
- All required signatures must be provided either on the form or in an email attached to the proposal. If in an email, **academic unit heads and college deans should unambiguously state their role and the level of support for the proposal**. (e.g., "As Chair of the English Department, I wish to convey that my faculty supports/supports with reservations/does not support this proposal.")
- Course syllabi for new courses must be provided and include at the following:
 - Course title
 - Course number
 - Number of credits
 - Course description
 - Learning outcomes for the course
 - 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.
- Include a course rotation schedule is included in the proposal, if necessary.

EPC PROPOSAL SUBMISSION WORKFLOW

1. The EPC Proposal Form and any necessary supporting documents are submitted to Carol Bautista, Faculty Governance Manager, in the Provost's Office via facgov@plu.edu.
2. The proposal is reviewed by the registrar. Proposals are reviewed to identify any clarifying details that may be needed by EPC.
 - a. If any questions arise that might be addressed prior to EPC review, the registrar will contact the originating academic unit for further discussion and/or clarification. This is done so that when the proposal reaches the Provost and/or EPC, it can be more quickly reviewed without concern for administrative details.
 - b. A standard memo with administrative issues is attached to the memo prior to submission to the Provost.
3. The proposal is returned to the Provost's Office and then submitted to the Provost for review.
4. Upon approval/endorsement from the Provost, the proposal is submitted to EPC for review.
5. The EPC chair assigns the proposal to a committee member who is responsible for further review and presenting the proposal to the committee. The committee may request a representative from the originating academic unit to attend a committee meeting to answer any questions the committee may have.
6. If approved, the proposal is listed on the Notice of Curricular Changes for review by all faculty.
7. If the proposal clears the clock without objection from the faculty, the proposal is approved and will be implemented in the term specified on the Notice of Curricular Changes.

Please contact the EPC chair directly or via facgov@plu.edu if you have any questions.