

EPC Proposal Submission Workflow

- 1) The EPC Proposal Form and any necessary supporting documents are submitted to Carol Bautista, Faculty Governance Coordinator, in the Provost's Office.
- 2) The proposal is reviewed by Kelly Poth, Curriculum and Graduation Administrator, in the Registrar's Office. 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 Kelly Poth will contact the originating academic unit for further discussion/clarification. This is done so that when the proposal reaches the Provost and 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/signature of 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 30-Day Clock 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 in the 30-Day Clock.