EPCC procedure guidelines

To department chairs.

- EPCC forms can be found at http://www.simpson.edu/registrar/Registrar.html.
- Follow the directions at the top of each form.

  - EPCC Form Change Major/Minor – use this form to change the requirements of a major/minor/certificate. If any courses need to be added, changed or deleted, submit the appropriate form below.

  - EPCC Form New Major/Minor – use this form to add a new major/minor/certificate. If any courses need to be added or changed, submit the appropriate form below.

  - EPCC Form Course Delete – use this form to delete a course from the catalog offerings. If this deletion changes the courses required for a major/minor/certificate, then a Change Major/Minor form also needs to be submitted.

  - EPCC Form Add Course – use this form to add a course to the catalog offerings. If this addition changes the courses required for a major/minor/certificate, then a Change Major/Minor form also needs to be submitted. Note: Status, such as senior or junior status or a required number of credits, can appear in the description for advising purposes but cannot be a prerequisite.

  - EPCC Form Course Change – this form must be used for any changes in the numbering, name, description, prerequisites, semesters offered, credits or other information that is in the catalog and in Colleague for a course. EPCC will determine if the change requires faculty vote or not. If comments about a course that appear in the “Register for courses” website, such as the cost of the course or the theme of the course for the semester, these need to be submitted to the registrar at the time the course is scheduled, but does not have to pass through EPCC. Note: Status, such as senior or junior status or a required number of credits, can appear in the description for advising purposes but cannot be a prerequisite.

  - EPCC Form Policy Change – use this form for changes to any academic policy. EPCC will review the proposal and direct it to the appropriate office or organization as indicated on the form.

To the chair of EPCC.

- As soon as the committee and chair are elected, schedule meetings through Sandy Condon. To allow for questions about proposals and to ensure speedy turn around,
schedule two meetings each month knowing that if there is no business pending one meeting can be cancelled.

- Contact the SGA president to arrange for two students, junior standing or higher, to be appointed to EPCC. These students will be voting members of EPCC.
- Elect a secretary and a technology officer (may be the chair or the secretary) at the first meeting of the year.
  - Duties of the secretary: Take minutes and post on the EPCC portal 5 calendar days prior to the next meeting.
  - Duties of the technology officer:
    - Monitor epcc@simpson.edu for incoming proposals
    - Update the membership of the EPCC portal including all voting and non-voting members, including student members (https://stormfront.simpson.edu/wkgrp/epcc)
    - Post proposals to the EPCC portal for the upcoming meeting
    - Make changes to proposals as determined by EPCC
    - Work with Sandy Condon on the location of proposals (in the Faculty documents portal) that are put on the agenda for faculty meetings.
    - After proposals are approved by the faculty, move them into the appropriate archival folders of the EPCC portal.
    - Work with Sandy Condon on updating the Faculty documents portal after proposals have been voted on by the faculty.

- Appoint three members of EPCC for the petition subcommittee. These members should expect to meet with the registrar for about 30 minutes each week consider academic petitions.

- Agenda for EPCC meetings should be set by the chair in collaboration with the technology officer and the general education director and should be posted to the EPCC portal 5 calendar days prior to the next meeting.
  - Invite authors of proposals and other interested parties to the EPCC meeting where the proposal is being considered. Give the invitees an approximate time when the proposal will be considered.
  - In the invitation, provide the authors with questions that EPCC needs addressed about the proposals to allow the authors to prepare answers.

- Per the constitution and bylaws, faculty meeting agenda items need to be announced (through Sandy Condon) 10 working days before the faculty meeting. If items are placed on the agenda within 10 working days of the faculty meeting, a request to waive the 10-day announcement period will have to be made before items are voted on by the faculty.
  - All actions by EPCC are to be voted on by the faculty or reported to the faculty at the faculty meeting.
  - Information about whether proposals are voted on by the faculty or just announced to the faculty is in each of the proposal documents at http://www.simpson.edu/registrar/Registrar.html
  - Additions of Engaged Citizenship designations are voted on by EPCC and the faculty.
  - Withdrawals of designations are reported to EPCC and the faculty.

To the petition subcommittee

Revised 4-23-2012
• Most petitions will be considered in the weekly meetings with the registrar, but occasionally the registrar will distribute petitions electronically and request a vote.
• Items that cannot be petitioned (not an exclusive list):
  o The number of credits required for graduation
  o Giving credit for work in a term different than when the work was completed
  o Giving credit for work done after the work is completed
  o Earning an engaged citizenship designation for a course without that designation
• Petitions that are regularly approved (not an exclusive list):
  o Taking one or two courses away from Simpson during the final 32 credits. If the courses are in the major, a supporting signature by the department chair is needed.
  o Allowing an overload waiver for Cornerstone students who are in a pinch due to the transition to 4-course terms. However, the petition subcommittee should look for alternatives that the student might have missed such as a Cornerstone substitution. It is preferred that an alternative be found than to have a student take 5 courses in the semester.
  o A late add to a course with a valid reason and the instructor’s signature supporting the add
  o A late withdrawal when the reason is a circumstance beyond the student’s control
• The registrar will advise the petition subcommittee on the appropriateness of a request and the history of approval/disapproval of similar petitions.
• In general, the petition subcommittee should try to be as accommodating as is reasonable for those students caught in the transition between the Cornerstones and Engaged Citizenship curricula.