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## MINUTES

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TO: Educational Policies and Programs Committee  
FROM: Joe Crotts, Secretary  
DATE: September 08, 2015  
SUBJ: **EPPC MINUTES – September 03, 2015, Kendall Hall 207, 2:30 p.m.**

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**Members present:** Aird, Baumgartner, Ford, Crotts, Janos, Jarquin, Kipnis, Loker, McConkey (Ford), Nichols, Roll, Rowberg, Schierenbeck, Seipel, Selvester (Roll)

The first meeting of the Educational Policies and Programs Committee commenced at 2:30 p.m., September 03, 2015. The primary purpose of the meeting was to review:

Who we are	
What we are	
What we do	"What role we play in the Academic Senate and overall
When we	collegial governance in the university"
Where it comes from	
Where it goes	
How we do it	

1. Welcome and introductions.

Chairperson Crotts welcomed and introduced new and returning members. Members spoke briefly, including their time of service to the university.

2. Officers.

Vice Chair.

Secretary.

Crotts discussed the roles of these positions. A schedule of secretary assignments will be distributed prior to the next meeting, September 10, 2015, at which time the vice chair will be elected.

3. Academic Senate Calendar: Schedule of EPPC and Academic Senate meetings.

The meeting schedule was reviewed. The number and status of members necessary for establishing a quorum and the process of naming a proxy were discussed.

4. Academic Senate Organization.

The administrative organization of the Academic Senate, including the position of EPPC, was reviewed.

5. Academic Department Manual: Administrative Curriculum Processes.

The purpose and scope of the Academic Department Manual was briefly reviewed. The "Administrative Curriculum Processes" section was specifically noted and the role EPPC plays in the overall process of considering proposals.

6. Educational Policies and Programs (EPPC) Procedures, Policies, & Guidelines.

The guidelines were reviewed. Specific note was made of the purpose and scope of EPPC, membership and voting rights, meeting procedures, functions, and criteria for review of proposals.

7. Academic Department Manual: Proposals and Revisions.

The "Program Proposals and Revisions" section of the Academic Department Manual was reviewed. The provisions of the document serve as criteria in considering program proposals.

8. Academic Senate proposal flowchart.

"How Proposals Move Through the Academic" was reviewed, with specific reference to the standing committees (EPPC and FASP) was reviewed. Procedures attendant to "introduction" items and "action" items and contrasting the two phases of evaluation were discussed.

9. Parliamentary Guidelines: amending main motions.

Parliamentary procedures (Robert's Rules of Order) for maintaining the speaker's list and amending main motions were reviewed and illustrated.

10. Other.

The meeting concluded with brief announcements regarding campuswide and departmental events and activities and several potential upcoming proposals for the committee.

11. Adjourn.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Joe Crotts, Secretary du jour.