

Longwood University  
**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

**If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**PREPARER:** (Originator, Department, or Committee that authored or sponsored this proposal) Bill Abrams and Virginia Kinman

**TOPIC:** EPC Membership

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): At her request, Virginia Kinman has been included in the EPC meetings this year. Both Mrs. Kinman and the committee have found it useful to have the SACSCOC/SCHEV liaison on the committee.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions): Add the SACSCOC/SCHEV liaison, or their designee, as a non-voting ex-officio member of EPC.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): This will allow the SACSCOC/SCHEV liaison to be more aware of changes in Longwood curriculum and policy that might interact with SACSCOC or SCHEV policy and will give the EPC a source for information on SACSCOC or SCHEV policy.

**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET  
SIGNATURE PAGE**

- 1. Educational Policy Committee \_\_\_\_\_
- 2. Faculty Senate \_\_\_\_\_
- 3. \*VPAA \_\_\_\_\_
- 4. \*BOV/SCHEV - VPAA will submit materials for approval
- 5. Date received by Registrar \_\_\_\_\_

\*Substantive change (see definition and consult EPC chair prior to submitting materials)

**All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year’s catalog, all paperwork must be submitted no later than:**

**February 1<sup>st</sup> to the College Curriculum Committee  
March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

**Submission within the deadlines does not guarantee processing in time for the next academic year’s catalog.**

*Revised June 2012*

## M. COMMITTEE ON EDUCATIONAL POLICY

1. **Purpose and Duties:** This committee shall make recommendations to the Senate on curriculum proposals, academic programs, degree requirements, academic rules and regulations, general education, the graduate program, and admissions policy.
2. **Membership:** The committee shall consist of the chairs of the curriculum committees established by each academic college and 8 faculty members including at least 2 senators, and a voting member from the Liberal Studies Advisory Committee.
3. **Ex-officio Members:** Registrar (non-voting, serves as secretary to the committee); [SACSCOC/SCHEV liaison or designee \(non-voting\)](#).
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** No more than 1 from each department, unless there are good reasons to make exceptions.
6. **College Restrictions:** At least one from each college
7. **Other Restrictions:** None
8. **Term of Office:** The term of office on this committee shall be for one year, but individuals may serve additional terms.
9. **Method of Selection:** The faculty members are appointed by the Executive Committee of the Faculty Senate. The curriculum committee chairs are determined by procedures governing their selection in the colleges.
10. **Chair:** Appointed by the Executive Committee of the Faculty Senate.
11. **Reporting Route:** To the Faculty Senate.