

TO: SUNY Cortland Faculty/Staff  
 FROM: Educational Policy Committee  
 DATE: April 5, 2024  
 RE: Changes to EPC procedures in Section 415 of the Handbook

**Origin**

During the 2023-2024 review of governance (ROG) undertaken by the Faculty Senate, the EPC noticed that some of the procedures stated in Section 415.29 of the Handbook do not align with current practice. The focus of the ROG is only on section 150 of the Handbook. These additional changes are being submitted as a separate proposal to accompany those changes.

**Rationale for the proposed changes**

The current text under C.2 of Section 415.29 states that the EPC should disseminate policy proposals through the deans, department chairs, and various committees on campus. The actual practice that has been used for many years now is to share all EPC proposals with teaching and professional faculty through an open vetting process. The proposed changes describe how the EPC will consult with relevant stakeholders in the proposal development process and how proposals will be shared with the campus through the vetting process.

Text is **red** is to be deleted and text in **green** is to be added.

**Handbook Section 415.29:** [Guidelines for submitting proposals to change existing policy or introduce new all-college education policy](#)

Current Handbook Policy	Proposed Handbook Policy
<p><b>A. Scope:</b>            The Education Policy Committee’s (EPC) jurisdiction shall extend to what is identified as All-College Education Policy, both in the SUNY Cortland Handbook and the College Catalogs. It shall also extend to procedures governing change of academic programs and curricula, as per the SUNY Cortland Handbook (Chapter 150.03, Article VII, Section C, 3a, 1 and 2).</p> <p><b>B. Definitions:</b>            All-College Education Policy: All-College Education Policies are those delineated in the Academic Policies section of the College Catalogs or in the SUNY Cortland Handbook, Chapter 415. Educational policy that does not appear to impact other departments shall be set at the departmental level, in accordance with educational by-laws, and is not within the scope of EPC. Departmental educational and curricular policy set at the</p>	<p><b>A. Scope:</b>            The Education Policy Committee’s (EPC) jurisdiction shall extend to what is identified as All-College Education Policy, both in the SUNY Cortland Handbook and the College Catalogs. It shall also extend to procedures governing change of academic programs and curricula, as per the SUNY Cortland Handbook (Chapter 150.03, Article VII, Section C, 3a, 1 and 2).</p> <p><b>B. Definitions:</b>            All-College Education Policy: All-College Education Policies are those delineated in the Academic Policies section of the College Catalogs or in the SUNY Cortland Handbook, Chapter 415. Educational policy that does not appear to impact other departments shall be set at the departmental level, in accordance with educational by-laws, and is not within the scope of EPC. Departmental educational and curricular policy set at the</p>

departmental level must be reviewed by the appropriate dean and only forwarded to EPC or the College Curriculum Committee if deemed appropriate by the school dean.

**C. Procedure for Undergraduate Policy Change that is All-College:**

1. The department, school, administrative office (director level or above), Faculty Senate, and its components, or EPC can develop a proposal to change existing educational policy or introduce a new educational policy.

- a. If the policy originates at the departmental level or the school director level, the proposal is forwarded to the school dean and then to the EPC. If the policy proposal is not endorsed at the school level, a department may appeal to the EPC. The appeal must be made to the EPC within two weeks of the decision at the dean's level.
- b. If the policy originates at the school dean level, the proposal is forwarded by the dean to the EPC.
- c. If the policy originates from an administrative office outside of a school, director level or above, the proposal is forwarded by that office to the EPC.
- d. If the policy originates from the Faculty Senate, or a component of the Senate such as a Senate committee, the proposal is forwarded to the EPC.

2. When a policy proposal is forwarded to the EPC, or if the EPC originates a policy proposal, the EPC sends copies of the proposal (can be via email listservs) to deans, department chairs, the College Curriculum Review Committee chair, the Graduate Faculty Executive Committee chair, the Writing Committee chair, the General Education Committee chair, and the Teacher Education Council chair.

- a. Deans will address the policy proposal at their chairs' councils. Committee chairs will disseminate the policy proposal to committee members.
- b. Any policy proposal that the EPC considers to be a General Education issue will be forwarded to the General Education Committee for a recommendation to the EPC.

3. Faculty have two weeks to comment on the proposal in writing to the EPC. After the two-week comment period, and based on the feedback provided, the EPC will act on the proposal. The developer of the policy proposal can attend the EPC meeting and answer questions about the proposal when it is being considered. Other stakeholders may attend the meeting as well. The EPC will then take one of the following actions:

- a. Disseminate the policy proposal for further campus review (see distribution list in number 2 above, or
- b. Approve the policy proposal and forward a recommendation to the Faculty Senate, or

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2. Approval of a proposal by the EPC shall proceed as follows.

- a. The EPC will review the proposal and solicit input from relevant stakeholders (e.g. General Education Committee, Academic Grievance Tribunal, etc.).
- b. The EPC will determine whether the proposal is a minor edit (e.g. a clarification of existing policy or practice) or a major change (e.g. significant change to existing policy or addition of new policy).
- c. Proposals comprised exclusively of minor edits can proceed under internal vetting by the EPC.
- d. Upon initial review/development by the EPC, proposals with major changes will be shared with all faculty in a vetting process. Faculty will have two weeks to comment on the proposal in writing to the EPC.
- e. Following the vetting period, the EPC will review all vetting feedback and re-evaluate the proposal, making changes as it deems appropriate.
- f. Upon final approval of a proposal by the EPC, it will be forwarded to the Faculty Senate Steering Committee for consideration.
- g. A proposal that is not approved by EPC will be returned to the originator with an explanation of the reasons for non-approval.

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<p>c. Not approve the policy proposal, report the action to the Faculty Senate and return it to the policy developer with feedback regarding reasons for non approval.</p> <p>4. If the policy proposal is forwarded to the Faculty Senate, through the Faculty Senate Steering Committee, the policy proposal will be introduced, in writing, at one Faculty Senate meeting and voted on at the next meeting.</p> <p>5. After the Faculty Senate Meeting:</p> <ul style="list-style-type: none"><li>a. If the educational policy proposal is approved by the Faculty Senate, the Faculty Senate Chair forwards the policy proposal to the provost, who then makes a recommendation to the president.</li><li>b. If the policy proposal is not approved by the Faculty Senate, the Faculty Senate chair returns the proposal to the EPC and to the policy developer, with reasons for non approval.</li></ul> <p>6. When an approved policy is forwarded to the provost and president, the president makes a decision on the educational policy proposal and notifies the Faculty Senate in writing. If the policy is not approved, the EPC requests that the president provide reasons for non approval.</p>	<p>recommendation to the Faculty Senate, or</p> <p>c. Not approve the policy proposal, report the action to the Faculty Senate and return it to the policy developer with feedback regarding reasons for non approval.</p> <p>4. If the policy proposal is forwarded to the Faculty Senate, through the Faculty Senate Steering Committee, the policy proposal will be introduced, in writing, at one Faculty Senate meeting and voted on at the next meeting.</p> <p>5. After the Faculty Senate Meeting:</p> <ul style="list-style-type: none"><li>a. If the educational policy proposal is approved by the Faculty Senate, the Faculty Senate Chair forwards the policy proposal to the provost, who then makes a recommendation to the president.</li><li>b. If the policy proposal is not approved by the Faculty Senate, the Faculty Senate chair returns the proposal to the EPC and to the policy developer, with reasons for non approval.</li></ul> <p>6. When an approved policy is forwarded to the provost and president, the president makes a decision on the educational policy proposal and notifies the Faculty Senate in writing. If the policy is not approved, the EPC requests that the president provide reasons for non approval.</p>
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