

# Office of the Provost

## Educational Programs Committee

### Description, Charge, and Functions

September 2008

#### I. The EPC: Basic Function and Composition

The Educational Programs Committee (EPC) essentially serves as a University-wide curriculum committee. It is advisory to the Provost, and reports to the Provost. Its composition is as follows:

#### Composition of EPC

Chair: Associate Provost for Educational Programs  
Faculty appointed by the Associate Provost for Educational Programs  
in consultation with Deans of the schools they represent; one  
faculty representation from each and two from Dedman College  
Associate Provost for Faculty & Administrative Affairs (*ex officio*)  
Dean of School of Education and Human Development (*ex officio*)  
Director of Institutional Research (*ex officio*)  
Deputy Director of Central University Libraries (*ex officio*)  
University Registrar (*ex officio*)

#### II. Charge and Functions

The charge of the EPC is as follows:

*To advise the Provost on matters involving curricular change, program initiation, program discontinuance, and attendant issues. In addition, the committee will assure that appropriate notification, approvals, licensures, etc., are in place before programs begin operation.*

This charge basically entails three different functions of the EPC.

- First, the EPC should be notified of, and will advise the Provost about, curricular or program changes emanating from any of the Schools or academic units.
- Second, the EPC assures that any required notifications, approvals, or licenses are in place before the program change is implemented. For instance, some curricular or program changes will require approval by SMU's Board of Trustees. Others

will require external notice to or approval by accrediting agencies, such as the Southern Association of Colleges and Schools (SACS).

- Third, because the EPC's functions give the EPC information about curricular and program changes across the University, the EPC should recommend and facilitate effective communication and implementation of curricular or program changes within the University community. For instance, the EPC might recommend forms for communicating curricular changes to the Office of the Registrar, etc.