

Department Chairs, Associate Deans, and Deans,

With a goal of staying connected on internal governance issues, the Provost Office sends a monthly Roundup on the final Friday of each month to the internal university leadership.

**New Proposed Master of Public Policy Online Program Seeking Prospective Adjunct Faculty.** The Moody School of Graduate and Advanced Studies is developing an online Master of Public Policy program to launch in the Fall of 2024. Approved by EPC on September 26<sup>th</sup>, this 36-hour program will offer courses such as Foundations of Public Policy, Research Methods and Design for Public Policy, Policy Implementation and Evaluation, and various elective specialization courses such as Urban Development and Sustainability Policy. If you or someone you know may be interested in learning more about developing and/or teaching a course in the proposed program, please reach out to Eva Chiang at [echiang@smu.edu](mailto:echiang@smu.edu).

**New EPC Forms and Expedited Board of Trustees Approval.** After careful review and upon consideration of feedback from faculty and several university offices, the Office of Institutional Planning and Effectiveness (IPE) has decided to replace the existing EPC (Educational Programs Committee) proposal forms. Faculty have reported that the current forms (“long” and “short” form) are unclear, and often difficult to use. Moreover, the title and format of the forms often leads to confusion about what should be approved by EPC. IPE is replacing these forms with new designated forms, each of which is for a specific action or type of change (i.e., New Program Proposal, New Office Campus Instructional Site Proposal, Add Online Modality to a Program Proposal). These forms will be rolling out progressively during the Fall term and are [available on the EPC website](#). Currently, forms are available in word or pdf, but we hope to offer electronic versions of the forms by Fall 2024. For Academic Year 23-24, EPC will accept both the new forms and the existing forms. However, starting in Fall 2024, only the new forms will be accepted. In addition to the new forms, the SMU Board of Trustees is now reviewing academic proposals four times per year, instead of two. These related changes (new forms and increased options for Board approval) should make academic approvals easier and, in most cases faster. For information about what types of academic changes need approval and dates of scheduled EPC meetings, please see <https://www.smu.edu/Provost/assessment/Approvals/EPC>.

**Request for exceptions to the final exam schedule.** Questions from students and faculty about moving final course examinations to times outside of the [approved exam schedule \(found here\)](#) arise each term. SMU policy indicates that final exams “shall be given in all courses where they are appropriate, must be administered as specified on the official examination schedule, and shall not be administered during the last week of classes. Exceptions to the examination schedule may be made only upon written recommendation of the chair of the department sponsoring the course and with the concurrence of the dean of that school, who will allow exceptions only in accordance with guidelines from the Office of the Provost.” Faculty who would like to request an exception to the approved exam time need to [submit this Request for an Exception to the Exam Schedule form](#) in order to have the exception approved. Please address questions to [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu).

**Academic Analytics: Hands-on training with Faculty Insights on October 3-4.** Every unit will have received tailored invitations for different workshops to be co-hosted by the Director of Faculty Awards at SMU and our representatives from Academic Analytics on Tuesday and Wednesday, October 3-4. These workshops will show faculty how to search for funding opportunities, potential awards and honorifics, strategic long-term planning, and alumni databases. Special sessions have been organized for Graduate and Post-Doctoral Studies, SMU Libraries, Research and Innovation, and specific disciplinary

units. For a detailed agenda, please reach out to Brenna Rivas, Director of Faculty Awards: [brivas@smu.edu](mailto:brivas@smu.edu).

**Keep the community informed about faculty awards:** Please let us know if you have received or have been nominated for an award – or if you have nominated an SMU colleague [at this link](#).

We welcome your suggestions for future areas to feature in the monthly roundup; email [facultysuccess@smu.edu](mailto:facultysuccess@smu.edu). You can [find past issues at this link](#).