

EPC PROCEDURES AND TIMELINES

1. EPC Meetings

[1a] Meetings are scheduled at the call of the Chair. The need for a meeting will be decided by the Associate Deans (Science and BMSAA) and will be dependent on the amount of material to be considered. The timing of meetings will attempt to accommodate the schedules of members.

[1b] Meetings of the Mathematical and Physical Sciences division of EPC will be chaired by the Associate Dean (Academic) of the Faculty of Science with the Associate Dean, Basic Medical Sciences Academic Affairs (BMSAA) as Vice Chair. Meetings of the Biological and Medical Sciences division of EPC will be chaired by the Associate Dean BMSAA with the Associate Dean (Academic) of the Faculty of Science as Vice Chair. Meetings of the entire committee (called when there is major business affecting all departments) will be chaired by the Associate Dean (Academic) of the Faculty of Science with the Associate Dean BMSAA as Vice Chair.

2. Departmental EPC representatives:

[2a] Prepare Departmental submissions for circulation to Departments and other faculties for consultation, collate (and if necessary respond to) responses from other departments, and incorporate comments (if necessary) from the Departments. The revised proposal (when applicable) along with the Departmental comments and responses to these comments are then forwarded for vetting and placement on the agenda for the next meeting of EPC. In the consultation process, if Departments or faculties do not provide comments then this must be clearly indicated in the submission. During the vetting process, EPC representatives must interact with the appointed vetters and may incorporate their comments and responses into the proposal and provide revised copies prior to (at least 2 days) the EPC meeting, or alternatively, wait until a full discussion of the proposal and vetters' comments

have been discussed at the EPC meeting prior to making changes to the proposal (see [2b]).

[2b] Introduce proposals from their department at EPC meetings (normally as one or more motions) **with the additional information required under [3b] below**, record changes to those proposals which are approved by the meeting, and prepare corrected copy, in the appropriate format, for submission to DAP or SCAPA.

[2c] Read and consider all submissions circulated by other departments, **discuss proposed changes within their own department**, and respond to the department that circulated the proposal before the deadline date (even if the response is simply, “no comment”).

[2d] Undertake vetting responsibilities for proposals submitted by other departments. (While the EPC Chair attempts to maintain a fair distribution of vetting responsibilities it is also important that the Chair assign vetting responsibilities to EPC members who have the necessary background to critically review proposals).

[2e] Subsequent to approval of a proposal by EPC, submit (electronically) corrected copy, including changes approved by EPC, to the Assistant to the Associate Deans (Science and BMSAA) in the approved DAP or SCAPA format.

Note:

(a) Departments should expect a one-week delay before approved material is posted to DAP or (when appropriate) forwarded to SCAPA.

(b) Final copy submitted by a department which includes changes that were not approved by EPC will be returned to the department for correction.

3. Circulation Requirements:

[3a] Proposals, in electronic format (PDF formats are encouraged) must be circulated to all Department chairs and EPC representatives in the Faculty of Science and the Basic Medical Sciences departments in the Faculty of Medicine and Dentistry as well as to any department or Faculty outside that list whose courses or programs might be affected by the proposed

change.

Hard copies as well as electronic copies are to be distributed to the EPC committee members (either Biological & Medical Sciences or Mathematical & Physical Sciences division) who will review and discuss the proposal.

[3b] For consideration at EPC, **proposals must include current calendar copy alongside, or before, new (proposed) copy.** Show changed text or insertion in “**bold type**”. Indicate deletions by including [**deletion**] at the appropriate point in the text.

All proposals must have numbered pages.

[3c] A minimum of two weeks must be allowed for receipt of comment for proposals circulated between September and May. Four weeks must be allowed for return of comments on proposals circulated between June and August.

4. Vettors:

[4a] Review proposals and comments (and, if applicable, responses from the department proposing a change). The vetter’s review should also include consideration of the effect of the proposed change on other courses and programs, the clarity of the language of the proposal, and the adherence of the language of the proposal to the normal UWO format.

[4b] Discuss the proposed change (and any problems detected) with the submitting department and, if a proposal is controversial, with other departments affected by the proposal.

[4c] Submit a report on the proposed change(s) to the Assistant to the Associate Deans (Science and BMSAA) at least one week before a scheduled meeting of EPC.

[4d] Be prepared to summarize their findings and concerns at the EPC meeting at which the proposal is considered.

5. Counsellors:

[5a] Will advise departments, on request, during the formulation of proposals.

[5b] Will receive proposals during the initial consultation phases to review the technical and procedural details and make appropriate suggestions to meet the accepted criteria

[5c] Will receive the revised proposals at the same time as vetters to ensure that the appropriate technical and procedural details have been addressed prior to submission to EPC (I propose here that one counsellor be assigned at the same time as the vetters. That counsellor would be the vetter for all proposals for the next EPC and would be the one to attend the EPC meeting.?)

[5d] Attend EPC meetings at the request of the Associate Deans Academic (Science and BMSAA) and monitor technical and procedural details of changes made at the meeting.

Timelines

Day1 – After approval by the initiating department, the proposal is sent to other departments/Faculties for consultations. Fourteen days are allowed for consultation during the academic year, 30 days if this is to take place during the summer months.

Day15 (Day 31 for proposals initiated in Summer) Collate the results of the consultation with other units. Correct any errors or anomalies detected through the consultation process. Deliver the corrected proposal to the Assistant to the Associate Deans (Academic – Science and BMSAA), including comments and responses from other units, and request that the proposal be send out to vetters.

Day 29 (Day 45 for proposals initiated in Summer) Veters reports must be submitted to the Assistant to the Associate Deans (Academic – Science and BMSAA).

Day 36 (Day 52 for proposals initiated in Summer) This is the earliest date on which an EPC meeting might consider and approve the proposal.

Day 38 (Day 54 for proposals initiated in Summer) DAP- or SCAPA-formatted proposals, including corrections approved at the EPC meeting, must be submitted to the Assistant to the Associate Deans (Academic – Science and BMSAA) within two days (unless major changes are required) of the meeting.

Note that the corrected final version for submission to DAP has the ‘Current calendar copy’ section deleted.

Day 45 (Day 61 for proposals initiated in Summer) Proposals approved by the EPC meeting will be posted to DAP, or forwarded to SCAPA, within seven days of receipt of corrected copy by the Assistant to the Associate Deans (Academic – Science and BMSAA).

Day 59 (Day 75 for proposals initiated in Summer) Proposals posted to DAP are approved after 14 days unless problems are detected in the posting. Note: SCAPA meets monthly and approval by SCAPA may therefore take additional time.

Many departments seek to have changes to courses and programs in the printed calendar. If the deadline for submission of material to the printed calendar remains at November 1st, this means that ***material to be approved by DAP must be approved by EPC before the October meeting. Material requiring SCAPA approval must be approved by EPC before the end of September.*** These dates mean (subtract a MINIMUM of 75 days) that DAP proposals must be circulated by departments in early July and that SCAPA proposals would have to be circulated in late June.

July 7th 2009