

## Current Educational Procedures Quick View List

EP's are listed in numerical order and are posted as fully approved EP's after review and adoption by PPSC faculty and administrators.

### EP 000 Series | Education Procedures 001 to 095 A

| <b>Educational Procedure Title</b>                              | <b>Code/Number</b> |
|---|--------------------|
| Educational Procedures (EP) Committee Procedures and Guidelines | EP 001             |
| Institutional Review Board                                      | EP 005             |
| Academic Record Modification                                    | EP 010             |
| Term and Graduation Honors                                      | EP 015             |
| S/U Grading   | EP 025             |
| FERPA and Directory Information                                 | EP 035             |
| Basic Skills Assessment   | EP 040             |
| AA/AS Degree Designations                                       | EP 050             |
| Academic Honesty  | EP 051             |
| Academic Progress Procedure                                     | EP 055             |
| Class Field Trips   | EP 060             |
| High School Articulation  | EP 072             |
| Academic Freedom  | EP 075             |
| Copyright and Patent Ownership                                  | EP 080             |
| Use of Copyrighted Information                                  | EP 085             |
| General Education Pathways Program                              | EP 090             |
| COMPASS Curriculum Submission                                   | EP 095             |
| Approval Form for Writing Intensive Courses                     | EP 095 A           |

### EP 100 Series | Education Procedures 100 to 195 C

| <b>Educational Procedure Title</b>                     | <b>Code/Number</b> |
|--|--------------------|
| Curriculum and Instructional Practices (CIP) Committee | EP 100             |
| CIP Course and Program Approval Process - PPSC         | EP 105             |
| CIP Course and Program Approval Process - State        | EP 110             |

**Instructional Services**

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|   |                 |
|---|-----------------|
| Catalog and Banner Prerequisites                                | EP 111          |
| Syllabus Procedure  | EP 120          |
| Sample Course Syllabus and Template                             | EP 120 A        |
| Master Course Template Non GT Courses                           | EP 120B         |
| Master Course Syllabus Template for GT Pathways                 | EP 120 C        |
| Content Criteria for GT Courses                                 | EP 120 Supp 1 C |
| Syllabus Checklist  | EP 120 D        |
| Selected Topics   | EP 141          |
| Department Chairs   | EP 150          |
| Department Chair Workbook                                       | EP 150 A        |
| Department Chair Self-Assessment                                | EP 150 B        |
| Faculty Rank  | EP 155          |
| Faculty Rank Request  | EP 155 A        |
| Emeritus Rank Request Form                                      | EP 160          |
| Guidelines for Learning Communities                             | EP 170          |
| Online and Hybrid Courses                                       | EP 171          |
| Definitions and Expectations for Online Course Development      | EP 171 A        |
| Standards for Online and Hybrid Courses                         | EP 171 B        |
| Roles and Responsibilities Full Online Course Redesign          | EP 171 C        |
| Basic Tasks-Hrs Online Course Development                       | EP 171 D        |
| Online Course Redesign Application                              | EP 171 E        |
| Course Fee Process  | EP 175          |
| Concurrent Enrollment Process                                   | EP 180          |
| Request for Concurrent Enrollment Request Form                  | EP 180 A        |
| Faculty Workload  | EP 185          |
| Guide for Evaluation of Faculty                                 | EP 190          |
| Evaluation of Teaching  | EP 190 Supp 1 A |
| Evaluation of Online Teaching                                   | EP 190 Supp 1 B |
| Glossary of Examples of Principal Faculty Evaluation Components | EP 190 Supp 1 C |
| Faculty Evaluation Plan   | EP 190 Supp 1 D |
| Faculty Evaluation Appeal Process                               | EP 190 Supp 1 E |
| Faculty Evaluation Appeal Process Flow Chart                    | EP 190 Supp 1 F |
| Part-Time Instructors Employment Practices                      | EP 195          |
| Evaluation of Part-Time Instructors                             | EP 195 A        |
| Instructor Classroom Observation Evaluation                     | EP 195 B        |
| Observation of Teaching Glossary                                | EP 195 C        |

## EP 200 Series | Education Procedures 200 to 270

| <b>Educational Procedure Title</b>  | <b>Code/Number</b> |
|---|--------------------|
| Program Review Process  | EP 200             |
| New Program Evaluation  | EP 200 A           |
| Program Discontinuance  | EP 200 B           |
| Program Department/Program Review Manual                                      | EP 200 C           |
| Program Review CTE Template   | EP 200 D           |
| 5 Year Comprehensive Program Review - Transfer Programs                       | EP 200 E           |
| Annual Program Snapshot CTE Program (AAS Only)                                | EP 200 F           |
| Annual Academic Program Review - Transfer Programs                            | EP 200 G           |
| Annual Academic Program Review - Degrees with Designation                     | EP 200 H           |
| Executive Leadership Report - Comprehensive Academic Review                   | EP 200 I           |
| Recommendation as Instructor & Verification of Other -Than-Degree Credentials | EP 215 A           |
| Faculty Professional Development  | EP 225             |
| Instructional Services Professional Development Process                       | EP 225 A           |
| Grades & Grade Books  | EP 240             |
| Late Drop/Add Procedure for College Preparatory Students                      | EP 250             |
| Publications and Printing   | EP 270             |

## EP 300 Series | Education Procedures 300 to 360

| <b>Educational Procedure Title</b>           | <b>Code/Number</b> |
|--|--------------------|
| Independent Study                            | EP 300             |
| Student Concerns                             | EP 310             |
| Student Evaluation of Instruction            | EP 320             |
| Textbooks and Course Materials               | EP 330             |
| Accessibility Validation Committee Processes | EP 330 A           |
| Vestibule Laboratory Documentation Procedure | EP 340             |
| Military Programs Procedure                  | EP 360             |

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