

Standing Rules of the Educational Policy and Procedures Subcommittee (EPPS)

Section 1: Purpose and Charge

According to SBVC Academic Senate Bylaws, Article XII, The Educational Policy and Procedures Committee shall:

- A. Collect and integrate the diverse sources of information on education policy for dissemination to the faculty and serve as a liaison among the Academic Senate and the campus. These may include policies to be implemented either locally or at the state level, suggested positions on proposed policies or changes in existing policies, and responses to assignments given by the Academic Senate.
- B. Track, review, provide recommendations for, and report on District Board Policies (BPs) and Administrative Procedures (APs) for review by the Academic Senate.

Section 2: Membership

- A. The membership shall consist of a Chair and faculty members appointed according to Academic Senate procedures specified in the Senate Bylaws, Article XI. Member terms shall be as specified in the Academic Senate Bylaws.
- B. The Chair of EPPS shall be the current SBVC Academic Senate representative to the District Policies and Procedures Advisory Committee (PPAC), appointed according to Senate procedures.
- C. Members are expected to attend meetings regularly, review policy documents distributed by the Chair in advance, participate actively in discussions, and contribute to the formulation of committee recommendations and reports.

Section 3: Chair Duties

The Chair shall be responsible for:

- A. Calling and presiding over EPPS meetings.
- B. Preparing meeting agendas in consultation with members and distributing them electronically to members reasonably in advance of the meeting.
- C. Distributing relevant documents (new BPs/APs, draft reports) to the committee.
- D. Ensuring the timely preparation and submission of EPPS reports to the Academic Senate President for inclusion on Senate agendas.
- E. Submitting the final, Senate-approved report to the District PPAC Chairs.
- F. Attending District PPAC meetings to represent the Senate's position and answer questions regarding submitted reports.

Section 4: Meetings

- A. Regular meetings shall be held on the fourth Wednesday of each month during the Fall and Spring semesters (See Bylaws Article XI, Section 1).
- B. Additional meetings may be scheduled as needed, typically on the second Wednesday of the month, to finalize reports before Senate second readings.
Special meetings may be called by the Chair.
- C. Quorum shall be a simple majority (50% + 1) of the appointed membership of the committee. No formal committee action can be taken without a quorum present.
- D. Minutes summarizing key discussion points and decisions shall be kept according to Academic Senate procedures (See Bylaws Article IX, Section 3.D regarding Senate Secretary duties).

Section 5: Operating Procedures

EPPS shall follow a regular monthly cycle synchronized with the District PPAC schedule and Academic Senate meetings:

- A. Receipt of Policies (following 3rd Thursday PPAC): The Chair receives new/revised BPs/APs introduced at the PPAC meeting and distributes them to EPPS members.
- B. EPPS First Review (4th Wednesday): EPPS conducts its initial review, formulates preliminary feedback, and drafts an initial report for the Academic Senate. The committee determines if a second EPPS meeting (on the following 2nd Wednesday) is needed for further research and discussion.
- C. Report to Senate for First Read (following 4th Wednesday EPPS): The Chair sends the initial report to the Academic Senate President for the Senate meeting agenda (typically 1st Wednesday) including the new APs/BPs brought forth in Senate.
- D. Senate First Read (1st Wednesday): The Academic Senate conducts its first read of the BPs/APs and the initial EPPS report. Senators are advised to report back to their constituencies, where appropriate, and solicit input and are also encouraged to communicate feedback to the EPPS committee/chair in advance of the next Senate meeting.
- E. EPPS Second Review (if needed, 2nd Wednesday): EPPS meets to incorporate Senate feedback from the first read, finalize its analysis, and finalize the report for Senate approval. The Chair submits the final draft report to the Senate President.
- F. Senate Second Read and Approval (3rd Wednesday): The Academic Senate conducts its second read, considers any amendments, and formally approves the final EPPS report to PPAC.
- G. Submission to PPAC (following 3rd Wednesday Senate): The Chair emails the Senate-approved report to the PPAC chairs and members before the PPAC meeting (typically 3rd Thursday).
- H. PPAC Meeting (3rd Thursday): The Chair attends PPAC to present the report and address questions. New policies are introduced, restarting the cycle.

Section 6: Committee Recommendations

- A. Recommendations within EPPS shall be adopted by committee consensus where possible.
- B. If consensus cannot be reached, decisions shall be made by a majority vote of the members present, provided quorum is met.
- C. When recommendations are not unanimously accepted, reasons for dissenting votes will be accurately and thoroughly noted in the minutes.

Section 7: Reporting and Communication

- A. EPPS reports its findings and recommendations directly to the SBVC Academic Senate for consideration and approval.
- B. The Chair, acting on behalf of the Senate, submits the final Senate-approved reports to the District PPAC.
- C. The EPPS Chair shall copy all PPAC and EPPS members on the following email communications:
 1. Email to the Senate President containing the draft monthly report to PPAC for Senate consideration (following the 4th and/or 2nd Wednesday EPPS meeting(s)).
 2. Submission of the Senate-Approved report to PPAC (following the 3rd Wednesday Senate meeting and before the 3rd Thursday PPAC meeting).
- D. Included with the last EPPS minutes of the spring semester will be an end of year report summarizing the activities of EPPS over the course of the academic year.
- E. The EPPS chair will promptly forward all PPAC communications related to EPPS and Senate recommendations to the EPPS committee members upon receipt.

Section 8: Amendments and Review

- A. These Standing Rules may be amended according to the procedures outlined in the SBVC Academic Senate Bylaws, Article XXIII.
- B. These Standing Rules shall be reviewed annually by EPPS before the end of the Spring semester to ensure currency and consistency with the bylaws and finalize any recommended changes no later than the April EPPS meeting.