



Pikes Peak State College (PPSC) Educational Procedure

EP 001 – Educational Procedures

Originated:

January 14, 2022

Revised:

August, 2024

References:

No known Board Policy

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College


Jacquelyn Gaiters-Jordan (Sep 24, 2024 10:33 MDT)

Signature

09/24/2024

Date

Joseph Miller

Faculty Senate President, Pikes Peak State College



Signature

09/24/2024

Date

Deidre Schoolcraft

EP Committee Chair, Pikes Peak State College


Deidre Schoolcraft (Sep 25, 2024 05:39 MDT)

Signature

09/25/2024

Date

I. Purpose:

Establish a standardized process for originating, reviewing, modifying, and approving PPSC Educational Procedures.

II. Scope:

This Educational Procedure is applicable to all PPSC personnel and shall guide the college EP Committee.

III. Procedure:

A. Educational Procedure (EP) Committee Mission/Charter

The EP Committee will supervise and coordinate the creation or revision of PPSC Educational Procedures.

B. Processes/Timeline

At the beginning of each fall semester, the Vice President for Instructional Services (VPIS) will appoint/re-appoint a committee chair and/or co-chair(s), who shall convene the committee and conduct its business for the academic year, which will include the following:

- Selecting members for the committee.
- Listing EPs under consideration for revision/review.
- Convening subcommittees for each EP to be revised/written.
- Communicating with Faculty Senate, VPIS, campus leadership, and other contributors as appropriate.
- Gathering approvals and posting completed EPs on the college website.
- Posting who is serving on the committee and who will chair the committee (typically appointed by the VPIS).

C. Membership of the EP committee

- The VPIS appoints a chair and/or co-chair(s).
- In consultation with the VPIS, the chair or co-chair(s) invite or select members for the committee.
- The committee will typically have 5-8 members, including:
 - At least one member from Administrative Professional or Technical (APT) (typically an executive dean or associate dean who is also chair or co-chair of the committee).
 - At least two members of the faculty, one from Career and Technical Education (CTE) and one from Transfer. One of these shall serve as the Faculty Senate Representative (FSR) for the EP Committee.
 - One representative from each academic division (of any employee classification such as APT, faculty, classified, etc.).
 - At least one representative from Instructional Support (IS)/Faculty Load and Compensation (FLAC) office.

D. EP Committee Roles and Responsibilities

- Chair/Co-Chair(s): Coordinate all committee activities, preside over meetings, maintain minutes, communicate with VPIS and Faculty Senate President.
- Faculty Senate Representative: Coordinates submissions of drafts, Faculty Senate votes, revisions, and all communications between the EP Committee and the Faculty Senate.
- One member of the committee: Formats documents for accessibility, uploads documents to the website, and tracks versions (draft, complete, etc.).
- Clerk: Keeps and distributes minutes of meetings (FSR, Instructional Support Representative (ISR), or Chair/Co-Chair could also serve as clerk).

E. Subcommittees

The EP Committee may choose to review or develop an EP collectively, or they may form subcommittees as necessary to perform the review or author a new procedure. Subcommittees will:

- Typically have 3-8 members.
- Be guided by at least one of the EP Committee members, Be formed with the appropriate representatives from key contributors, e.g. Administration, Faculty, Instructors, Human Resources (HR), FLAC, Instructional Support (IS), etc.
- Provide draft documents or revisions to the EP Committee for final review prior to initiating the approval process.

F. Process for Adopting/Revising EPs

1. The EP Committee receives suggestions for EPs to revise/develop from the VPIS, Faculty Senate, or the committee members. All requests for revisions or new EPs should come from one of these sources.
2. In consultation with the VPIS, the EP Committee determines which projects to undertake, and their relative priorities.
3. The EP Committee forms a subcommittee or assigns the project to the EP Committee itself.
4. The EP Committee Clerk notifies Faculty Senate, and the VPIS of their intent to adopt or revise the EP, and who the contact is for the group working on each project. The VPIS notifies the College President if appropriate.
5. Each EP's subcommittee/working group completes revisions or develops a new EP draft and sends their recommendations to the EP committee.
6. The EP Committee reviews the draft and may send the draft back to the subcommittee for substantial changes or may make minor changes and initiate the approval process or may initiate the approval process with no changes.
7. To initiate the approval process, the committee makes the draft documents available to the Faculty Senate President and VPIS.
8. The Faculty Senate will respond, usually within 30 days, with either a recommendation to approve the EP as written or with a revised draft with suggestions for edits. If Faculty

Senate recommends edits, they will return the draft to the EP Committee with suggestions for revisions. If the draft is returned to the EP Committee at any level, the revision and approval process begins again, starting with the EP Committee/subcommittee, then Faculty Senate, and VPIS. In the case of an impasse at any point in the approval process, the VPIS will arbitrate and resolve the disagreement.

9. After the VPIS approves, the EP committee moves the document from draft to official.

G. EP Format

As EPs are revised, they will be updated to follow appropriate [Accessibility guidelines](#) and formatting as follows: Aptos font, include Alt Text on all images, tables, and graphics. Include a document header and footer. Header: EP number and title, Italicized. Footer: page number, aligned right. Use zeros placeholders for two and three-digit EPs (example EP 001).



Pikes Peak State College (PPSC) Educational Procedure **[Heading 1, size 18 bold]**

EP [Number] – [EP Name] [Heading 2, size 16 bold]

Originated: [Heading 3, size 14 bold]

[Date of origin]

Revised: [Heading 3, size 14 bold]

[Dates of all approved revisions]

References: [Heading 3, size 14 bold]

[List of applicable reference documents]

Approved By: [Heading 3, size 14 bold]

[Name of approver]

[President/Vice President for Instructional Services, Pikes Peak State College]

Signature Date

[Name of approver]
[Faculty Senate President, Pikes Peak State College]

Signature Date

[Name of approver]
[EP Committee Chair or Co-Chair, Pikes Peak State College]

Signature Date

[page break, if needed]

I. Purpose: [Heading 4, size 12 bold italic]

[Short explanation of the purpose of the EP] [Bullets or numbering lists used appropriately]

II. Scope: [Heading 4, size 12 bold italic]

[Short statement indicating to whom the EP applies]

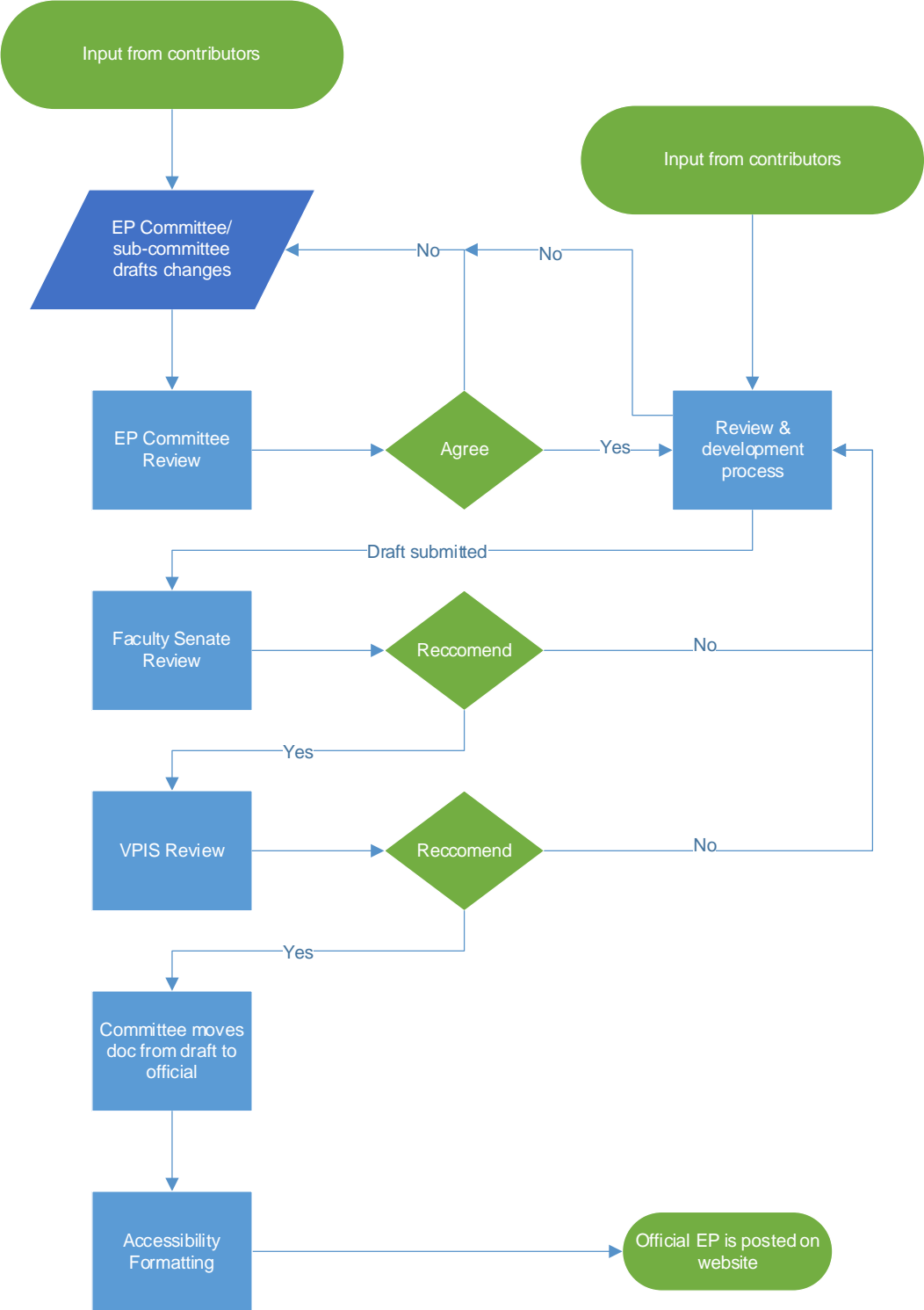
III. Procedure: [Heading 4, size 12 bold italic]

[Content of the EP]

A. [Heading 5 for subsets]

- [Bulleted or numbering lists as appropriate]

Pikes Peak State College EP's Review or Adoption Process














EP 001 Educational Procedures 08_2024

Final Audit Report

2024-09-25

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