

EPC Assignment Procedures

1/22/2021



Purpose/Background

The following steps are to guide deans, VPs, registration/admissions staff, and others in the selection of Educational Program Codes (EPCs) during the creation or alteration of an academic program at WWCC. The procedure assumes the dean is the Point of Contact (POC), but others may play that role. These procedures are presented as a guide by the WWCC Data Oversight Group (DOG), which is responsible for data governance at the college.

The steps below are WWCC-specific and do not take the place of SBCTC procedures; rather, they complement those procedures and provide a way to manage EPCs here at the college. SBCTC regulations, forms, and existing EPCs and CIPs can be found: <http://www.sbctc.ctc.edu/college/e-wkforceproftechprograms.aspx>

Details

1. The POC(s) in consultation with various stakeholders determines the appropriate federal Classification of Instructional Programs (CIP) for the academic program. This is a best-judgment decision. Involving a wide array of stakeholders—including VPI, Office of Admissions and Registrar (OAR), and DOG—in the initial discussion can assure the best choice. CIP descriptions are available on the SBCTC website under Reporting Guidelines – Classification of Instructional Programs (CIP) 2010.
2. Using the CIP to EPC crosswalk <http://www.sbctc.edu/...aff/research-data/data-warehouse/CIP2010Crosswalk.pdf>, the POC selects the appropriate EPC for the agreed-upon CIP. There is only one choice (SBCTC assigns a special EPC for BAS and collaborative programs).
3. The POC submits a Program Approval Request (PAR) form to SBCTC as outlined in the Professional-Technical Program Approval Process document (guidelines).
4. Once approved, SBCTC will issue a workforce program Inventory. The POC for receiving that inventory is currently the Dean of Workforce programs, Jerry Anhorn. In addition, the VP of Instruction is copied as well as the Workforce Training and Education Coordinating Board.
5. Jerry (or whomever is currently that POC) distributes the Inventory to OAR or designee.
6. OAR or designee takes the Inventory and assigns letter suffixes to the three-digit EPCs as necessary. See “Suffix Assignments” below.
7. OAR or designee amends the Inventory to include suffixes. (See WWCC-Inventory database instructions). OAR may also create a condensed single-page reference sheet, but this does not take the place of the Inventory.
8. OAR or designee updates the EDUC_PROG_M table (via screen SM5006) with any changes, including suffixes and beginning and end dates, in the case of a program’s start or retirement.
NOTE: OAR or designee is responsible for maintaining this master program reference. Many institutional research and IT functions depend on data being up to date.

9. OAR or designee posts the amended Inventory (and quick reference, if available) to the Resources website (<https://applications.wvcc.edu/resources/wvcc-inventory>). Interested parties can subscribe to receive notification of updates.
10. OAR or designee sends an email to the distribution list informing them of the updated inventory.

EPC Suffix Assignment

Once a program is approved/modified and a workforce program Inventory issued, OAR has the responsibility of adding any letter suffixes to the three-character EPC as necessary. Suffixes are used to specify program outcomes by award (degree or certificate) or rarely to distinguish different programs that share a root EPC (because they share a CIP. See above) or concentrations of study within a single program.

NEVER REUSE AN EPC/SUFFIX COMBINATION! Reusing codes will make tracking students by program over time impossible, as students in different programs will appear in our transactional Student Management System (SMS) as coded the same.

It is better to leave what codes currently exist in place even if they do not correspond to the rules below. These rules should guide changes to the inventory.

To determine if and what suffix should be applied, answer: ***Does the program share an EPC with another?***

If **no**, the degree outcome can stand alone without a suffix. Certificate outcomes should always have a suffix.

1. Ignore A and B unless pre-existent. It is better to leave EPC suffixes as they are for historical tracking purposes.
2. Certificate outcomes should have a “C” suffix whenever possible. If there are multiple certificate outcomes, continue down the alphabet (D, E, F, etc.). **Do not use letters above S** (see below).
3. Short certificate outcomes should have a “S” suffix whenever possible. If there are multiple certificate outcomes, continue up the alphabet (R, P, Q, etc.).

If **yes**, ALL outcomes should have a suffix, even the degree outcomes.

1. A and B suffixes should denote the degree outcomes, with other letters denoting certificates. Thus, if Bioenergy and Wind shared an EPC, Bioenergy might have EPCA and Wind EPCB for their degree outcomes (where “EPC” stands for whatever the actual EPC is). If there are more than two programs sharing an EPC, continue down the alphabet. **A and B are reserved for Degree Programs.**
2. Certificate outcomes should have a “C” suffix whenever possible. If there are multiple certificate outcomes (for one or multiple programs), continue down the alphabet (D, E, F, etc.). Do not use letters above S (see above). Thus, as above, the Bioenergy certificate would be EPCC, while the Wind certificates would be EPCD and EPCE.
3. AAS-T programs *must* have a “T” suffix.
4. Program concentrations, such as a Business Management concentration within the Agriculture program, should be designated by codes U-Z whenever possible.

A, B	Degree outcomes
C-S	Certificate outcomes
T	AAS-T
U-Z	Program concentrations