

MINUTES OF MEETING:	September 10, 2008
APPROVED BY COMMITTEE	September 24, 2008
SUBMITTED TO EXECUTIVE COMMITTEE	_____
SUBMITTED TO ACADEMIC SENATE	_____
APPROVED BY ACADEMIC SENATE	_____

MEMBERS PRESENT: K. Baker, R. Horowitz, S. Morgan, R. Cohen, E. Adams (Chair),
Hillary Hertzog, Lynn Lampert, Alyce Akers, C. Rawitch

MEMBERS ABSENT: N. Dermendjian, R. Vedd, A.S. Student Representative

GUESTS PRESENT: R. Espinoza, W. Mosshammer, C. Von Mayrhauser, M. Afifi, T.
Williams-Leon, M. Filbeck, D. Schwartz, K. Kearns, B.
Cabello, C. Spector, J. Hennessey, E. Hekkers

STAFF: G. Mena

I. Announcements

A. The EPC meeting schedule for the academic year was announced:

1. There will be five meetings in the Fall 2008: September 10, September 24, October 8, November 12 and December 10. The November meeting will be held in UN 277.
2. There will be seven meetings in the Spring 2009: January 28, February 11, February 25, March 11, March 25, April 22 and May 13.

B. Senate Executive Committee Representative Cheryl Spector encouraged the committee to submit more timely minutes and to clarify its policy motions.

C. The GE Recertification Deadlines were announced:

1. 9/17/08 2-4pm Library 102-C
2. 11/19/08 2-4pm Library 102-C
3. 12/3/08 2-4pm Library 102-C
4. The Arts and Humanities portfolio due date: 12/12/08

II. Business

A. The minutes from Spring 2008: February 27, March 12, March 26, April 9, April 23, and May 7 were **MSP** with minor changes.

B. The GE Pattern Modification for Manufacturing Systems Engineering (MSE) Majors was **MSP**. [[Attachment IIB](#)]

C. E. Adams reviewed the plan to recertify the Arts and Humanities section of GE. S. Morgan, the subcommittee Chair, asked to receive Institutional Research Data during mid-October rather than in early December. S. Morgan will post examples of previously submitted portfolios. She also asked for representatives from HHD, SBS and CSM.

D. The Hybrid Courses Subcommittee, composed of EPC members R. Horowitz and H. Hertzog, was charged with addressing the following questions by December 10, 2008:

1. What is a hybrid course?
2. Whether or not hybrid courses should be designated in Solar/Schedule of Classes
3. How to designate hybrid courses in Solar/Schedule of Classes

E. EPC requested additions and edits to the Standard Operation Procedures. They will be reviewed again on September 24.

F. E. Adams facilitated a brief discussion of one of the pending items: FTF enrollment in Week1. No motions were made; this item will be on the agenda for a future meeting.

G. EPC created a subcommittee to improve the usability of the curriculum forms. Shannon Morgan volunteered to work on them.

H. E. Adams suggested that the following items should be placed on future EPC Agendas:

1. Minors on Diplomas
2. Requirements for Syllabi
3. Double-majors with substantial overlap in content

[Attachment IIB]

To: Elizabeth Adams, Chair
Educational Policies Committee

From: Diane Schwartz, Associate Dean
College of Engineering and Computer Science

Subject: GE Pattern Modification for Manufacturing Systems Engineering (MSE) Majors

In fall 2007 EPC approved a course modification for MSE 319/L. The course prerequisites were changed and the course was renumbered to MSE 248/L. This change affected the GE pattern modifications for MSE majors. When we switched to GE Plan R MSE majors were allowed to count MSE 319/L in Lifelong Learning. Since MSE 319/L became MSE 248/L we would like MSE majors to be able to count MSE 248/L in Lifelong Learning. It was an oversight in our course modification proposal that we did not make this request.