

MINUTES OF EPC MEETING:
 APPROVED BY COMMITTEE
 SUBMITTED TO EXECUTIVE COMMITTEE
 SUBMITTED TO ACADEMIC SENATE
 APPROVED BY ACADEMIC SENATE

NOVEMBER 18, 2009
 DECEMBER 9, 2009

MEMBERS PRESENT: S. MORGAN, R. COHEN, T. BLACK, H. HERTZOG, H. HERTZOG (CHAIR), D. BROWNLEE, V. PEDONE, V. PEDONE, D. SCHWARTZ, K. VRONGISTINOS, R. VEDD, C. LANSDALE (A.S. REP)

MEMBERS ABSENT: L. LAMPERT

GUESTS PRESENT: S. FREHLICH, M. FILBECK, C. VON MAYRHAUSER, E. ADAMS, R. ESPINOZA, M. AFIFI, B. ATTIAS, K. KEARNS, E. SELLERS, J. HENNESSEY, P. FAIMAN, J. GRAY (STUDENT), L. STOFFEL, D. BLEICH

STAFF: G. MENA

I. Announcements

- A. H. Hertzog (Chair) announced that the GE Governance Task Force Open Forum will be held on Thursday, December 10
- B. H. Hertzog announced that Patty Faiman would officially be representing Admissions and Records.

II. Business

- A. The minutes from October 14, 2009 and October 28, 2009 MSP.
- B. The following motion regarding Data/Forms Needed for Converting S-factor and C-factor Courses was **MSP**:

*The data/forms needed for a course modifications involving Converting S-factor and C-factor Courses included in the following table. **This rule supersedes the consensus from October 28, 2009.***

Data/Forms Needed for Converting S-factor and C-factor Courses

Classification Request	Form Needed	Additional Information Needed
For requesting S-factor	NC or CM	Need to see "intention" of 1 to 1 student/instructor contact in outline or syllabus, justification

Changing S-factor to S-factor	CM	Need course outline, justification
Changing S-factor to C-factor “in a course taught like C-factor previously”	CM	Need outline and representative syllabi from current and/or most recent semester, justification (include enrollment information)
Changing S-factor course taught as S-factor, to C-factor	CM	Need all information usually requested in NC proposal.
Larger C-factor to smaller C-factor	CM	Justification statement that would cite relevant curriculum information (ex: change in evaluation methods)
“Family” of proposals – several courses with same request from 1 dept or across departments	Memo and representative CM listing all courses in family	Refer to the type of change listed above to identify data needs
Previously taught C-factor to Mixed mode course (i.e. mixing two C-factors)	CM separating the two factors, or the modified CM form (V. Pedone)	Need course outline, justification

C. Review of the College of Health and Human Development Curricula

The following **Course Modifications were MSP:**

1. KIN 446/L – Exercise Physiology Change requisite from KIN 346 to KIN 346 or equivalent with grade of C- or better.
2. KIN 345L – Biomechanics Change course classification from C-15 to C-13.

The following **New Courses were MSP** with one suffix change:

3. KIN 118 – Adapted Self-Defense (1 unit @ C-11)
4. KIN 128 – Fitness Walking (1 unit @C-11)
5. KIN 147 – Pilates (1 unit @C-11)
6. KIN 153 – RAD (1 unit @C-1)
7. KIN 154 – ~~RAM~~ (1 unit @C-1) This course will be renamed KIN 154SAM
8. KIN 172 – Ultimate Frisbee (1 unit @ C-11)
9. KIN 409 – Sport Psychology (3 units @C-2) Cross-listed as PSY 409.

D. Review of the College of Science and Math Curricula

The following course modifications were **MSP**:

10. CHEM 461/L Biochemistry I/Lab (3/1) Separates lab from lecture (i.e., changes 4/0 to 3/1 lec/lab)
11. CHEM 462/L Biochemistry II/Lab (3/1) Separates lab from lecture (i.e., changes 4/0 to 3/1 lec/lab)

The following Geology program modification and course modifications were **MSP**; one proposal was **tabled** by the College.

12. BS in Geology (Options III and IV) and Geology Minor
- ~~13. GEOL 106 LRS Earth and Space Science for Liberal Studies Majors (3)-This course was tabled until December 9.~~
14. GEOL 430 Summer Field Geology (4)

E. The following College of Arts, Media, and Communication proposals were **MSP**:

15. COMS 150 – Process of Communication –
16. MUS B.M., Commercial and Media Writing Option
17. MUS B.M., Winds Performance

F. The College of Business and Economics proposals were **MSP**.

New Course Proposals

18. ECON 308BH –Add honors designation
19. ECON 309BH –Add honors designation
20. ECON 310BH –Add honors designation
21. ECON 311BH –Add honors designation
22. ECON 409BH –Add honors designation

Program Modifications

23. Delete minor in Business

New Program Proposal

24. Add a new minor in Finance

G. The following Out of Sequence S-Factor/C-Factor Course Classification Changes for Spring 2010 implementation were **MSP**:

CBE

Previously S-36 to C-8

1. ACCT 292CS Volunteer Income Tax Assistance (VITA) Preparer
2. ACCT 392CS VITA Supervisor
3. ACCT 492CS VITA Coordinator
4. ACCT 493CS VITA Administrator/Director
5. ACCT 498 A-C Field Study and Reports
6. BLAW 498 A-C Field Study and Reports
7. ECON 498 A-C Field Study and Reports
8. FIN 498 A-C Field Study and Reports
9. IS 498 A-C Field Study and Reports

10. MGT 498 A-C Field Study and Reports
11. MKT 498 A-C Field Study and Reports
12. SOM 498 A-C Field Study and Reports
13. IBUS 494 Field Study and Reports
14. BUS 498 Honors Mentorship
15. BUS 480 Small Business Consulting
16. BUS 491CS The San Fernando Valley: Research on Local Issues

CSBS

17. HIST 498

CSM

18. ~~BIOL 326~~ This proposal was table for Spring 2010 review.

19. BIOL 392 S-36 to C-16

20. BIOL 492 S-36 to C-16

21. GEOL 235

HUM

22. CHS 486B To c-4

H. D. Schwartz presented a draft policy on Limiting Majors and/or Minors. [See **Attachment IIIH**]. The following issue were discussed at the table:

- Clarification of item V and of an appeal process for students slightly over the total unit limit
- Whether students or Admissions and Records will perform calculations mentioned in item VIII
- Concern for transfer students admitted with many units

EPC did not vote on this policy. This policy will be revised and reviewed again on December 9, 2009.

I. The Hybrid Course Discussion did not take place because of time. This will be on the agenda for December 9, 2009.

[See Attachment IIIH]

Draft for EPC Discussion

I. Declaring a major: Students who start at CSUN as freshmen must declare a major by completion of 60 earned units. Transfer students must declare a major in their transfer application. Students who have earned 60 units and have not declared a major (and all transfer students) will have hard computer holds placed on their ability to register for the following semester's courses. These students will not be able to register for courses until they declare a major. Note: Developmental units do not count in the 60 units. Advanced Placement (high school) units do count in the 60 units.

II. Second major: Students seeking an additional major must declare the second major by 90 units. Students may not add a second major after completing requirements for their first major. Students can double major only if they can complete both majors within 140 units. (Exceptions can be made for CSUN bachelor's degrees that require more than 120 units to complete.) Students who receive an exemption must be able to complete the second major within 20 units beyond the number of units required for a bachelor's degree in their first major.

III. Changing major: Students seeking to change majors must be able to complete the new major within 140 units. Students may not change majors after completing 75% of their current major's requirements.

IV. Adding minors: Students may add up to two minors by 90 units as long as they can be completed within a total of 140 units.

V. Student requests for change of major, adding a major or minor, or change of minor will not be automatically approved for students who have earned 90 or more units. Such requests must be approved by the associate dean of the college of the new/additional major/minor. Requests must be accompanied by a plan demonstrating that the new/additional major or minor can be completed within a total of 140 units.

VI. A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units.

VII. When computing the unit earned limits on majors and minors, only 70 community college transfer units and 90 four-year college/community college combination transfer units will be counted.

VIII. A student who has accumulated over 140 earned units will be graduated administratively if s/he has earned any major, whether or not the student has declared that major. Even if the student has not declared a major, enrollment will be restricted to courses required to graduate in the major for which the student has accomplished the highest percentage of requirements.

IX. Appeals process: Students who wish to appeal this policy or a related decision can apply to a University appeals board composed of associate deans and a representative of Undergraduate Studies.

X. Students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the University appeals board to change majors even though they have exceeded the stated limits. *If this appeal is granted, the student will need to develop and follow a completion plan for the new major. Or, If this appeal is granted, the student must complete the new major within a total of 140 units.*