

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

DECEMBER 9, 2009
FEBRUARY 10, 2010

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: J. HENNESSEY, K. KEARNS, M. AFIFI, P. FAIMAN, M. FILBECK, E. ADAMS, D. GRAY, S.K. RAMESH, S. DI JULIO, R. FISCHBACH

STAFF: C. RAWITCH, G. MENA

I. Announcements

- A. H. Hertzog (Chair) announced that the GE Governance Task Force Open Forum will be held on December 10.
- B. The Spring 2010 EPC Meetings will be held on the following dates:
 - 1/27/2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 2/10/2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 2/24/2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 3/10/2010 Wednesday 2 P.M. - 4 P.M. TBD
 - 4/14/2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 4/28/2010 Wednesday 2 P.M. - 4 P.M. UN 211
- C. H. Hertzog announced that the Spring 2010 curriculum review deadlines will be distributed in January 2010.

II. Business

- A. The minutes from November 18, 2009 were **MSP**.
- B. The major and minor policy was reviewed for the second time at this meeting. [See [Attachment IIB](#)]. Several suggestions were made for reorganizing and clarifying the policy with respect to changing majors and adding majors.

The policy was not voted on at this meeting. It will be revised and reviewed on January 27, 2010.

- C. Certificate Program Proposal: Sustainable Engineering/Practice

1. ECS Associate Dean S. Di Julio and Dean S. K. Ramesh discussed a forthcoming undergraduate Certificate proposal with the following courses:

Sustainable Practice Certificate

Non-Technical Track

1. *GEOG 416 Global Warming/ME 485 Intro to Env Eng*
2. *ME 122 Energy and Society*
3. *MSE 415 Product Design*
4. *CMT 336/L Fundamentals of Green Buildings and Lab*
5. *POLS 461 Env Policy*

Specialty Courses

6. *Principles of Recycling and Municipal Solid Waste Management*
7. *MGT 466 Future Directions in Management*

EPC raised several objections to the proposal including: (a) the certificate program, as planned, has several hidden prerequisites, (b) the certificate program appears to be very technical in contrast to the certificate name, and (c) the mission of the University is to grant degrees rather than certificates to non-matriculants

Some EPC members suggested building a minor out of the content rather than a certificate program. S. Di Julio and S. K. Ramesh offered as a counterargument that the industry prefers a certificate to a minor.

EPC **did not vote on this proposal**. H. Hertzog (Chair) invited the College of Engineering and Computer Science to bring back a revised version of the certificate proposal during Spring 2010.

- D. The GEOL/GEOG LRS proposal to add “crosslisted with GEOG 106LRS” in the catalog description was **MSP**.
- E. Regarding definitions and issues related to hybrid courses, H. Hertzog announced that there is already a committee on campus working on this issue, the Academic Technology Committee. She suggested that EPC and ATC co-develop and co-present definitions to the Faculty Senate.
- F. The Department of Chemistry and Biochemistry asked EPC if approval was required before using substitution/waiver forms for their students unable to take labs that were not offered by the department due to budget constraints. The consensus of EPC was that since there was no permanent change to the program requirements no EPC approval was needed.
- G. Ron Fischbach briefly asked for clarification on double-counting in GE and major courses. H. Hertzog asked Ron Fischbach to bring this issue up with the GE Council that is scheduled to be created during Fall 2010 as a subcommittee of EPC and eventually a standing subcommittee.

[See Attachment IIB].

Majors and Minors Policies and Procedures
Draft for EPC Discussion
December 9, 2009

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 (i.e., the major they wish to change) 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. Maximum Number of Majors and Minors: A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honor's major in the same program are considered to be a single major.

VI. Approval Process: Student requests for change of major, adding a major or minor, or change of minor must be approved by the Department chair of the old and new major/minor. If the student has 90 or more units the change must also be approved by the Associate Deans of the old and new major/minor. In all cases requests must be accompanied by a plan demonstrating that the new/additional major or minor can be completed within 140 units.

VII. 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.

VIII. 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.

IX. 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.

X. 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.

