

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

JANUARY 27, 2010  
FEBRUARY 10, 2010

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MEMBERS PRESENT: T. BLACK, H. HERTZOG (CHAIR), L. LAMPERT, D. BROWNLEE, V. PEDONE, D. SCHWARTZ, K. VRONGISTINOS, R. VEDD

MEMBERS ABSENT: J. PIKINGTON, S. MORGAN, R. COHEN

GUESTS PRESENT: P. FAIMAN, S. DI JULIO, E. ADAMS, C. VON MAYRHAUSER, B. CABELLO, R. ESPINOZA, K. KEARNS, J. HENNESSEY

STAFF: C. RAWITCH, G. MENA

## I. Announcements

- A. H. Hertzog (Chair) announced the EPC Meeting Schedule
- B. G. Mena announced the next deadline, February 3, for experimental courses, selected topics and OL course designation requests.
- C. A proposed curriculum review schedule was distributed to EPC members and Associate Deans. The review schedule will be revised at the table and will be redistributed by email after the meeting.
- D. C. Rawitch announced that a WASC accreditation team visit will take place on February 3-4.

## II. Business

- A. Review of the December 9, 2009 minutes was postponed until February 10.
- B. C. Rawitch asked for an exception to the EPC Policy that disallows experimental courses in GE specifically for the forthcoming Freshman Stretch Program. The following motion was **MSP**:

EPC will allow an exception to the “no experimental courses with GE credit” policy specifically for the forthcoming Freshman Stretch Program proposals.

The departments of AAS, CAS, CHS, ENGL and PAS will bring the Stretch Freshman Composition proposals to EPC on February 10.

- C. The Major/Minor Policy was **MSP** with the following change: references to “units” will be clarified and change to “earned units”. See [Attachment IIC](#) for Major/Minor policy reviewed at this meeting.
- D. WASC Review Team Visit: C. Rawitch encouraged faculty to participate in open forums planned for the WASC review team visit on February 3 – 4.

E. H. Hertzog announced that there will be a meeting on February 2 with Provost Harry Hellenbrand and the Chairs of EPC and GSC. They will discuss the implications of the current curriculum revision work taking place in colleges concerning the number of S-factor classes currently offered. EPC members engaged in a lengthy discussion about the forthcoming C to S Classification proposals. Some of topics discussed were:

- Classification of Internships
- Clarification of S-factor to C-factor Modifications
- Clarification of C-factor to S –factor Modifications
- Consistency between course experience and course classifications
- Course Classification changes and resource implications

Hillary Hertzog explained that the currently scheduled EPC review of course modifications related to course classifications might be changed depending on the outcome of the meeting with the Provost.

F. H. Hertzog distributed a draft timeline for the joint ATC and EPC plan to define hybrid courses. The proposed timeline included the following dates:

Feb 5: ATC to draft definition of hybrid courses

Feb 24: ATC visits EPC to discuss definition

March: ATC and EPC refine definition and curriculum implications/policies

Feb/March: EPC consults with Senate Exec concerning hybrid definition and policies

April/May: if approved by EPC, ATC, and Senate Exec Committee, EPC and ATC will present hybrid definition to the Faculty Senate

## Attachment IIC

Majors and Minors Policies and Procedures  
Draft for EPC Discussion  
January 27, 2010

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. 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. Exceptions to the 140 unit completion rule 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 and any additional minors within 20 units beyond the number of units required for a bachelor's degree in their first major.

III. Adding a second major: Students can double major only if they can complete both majors within 140 units. Students may not add a second major after completing requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student has 90 or more units, the request must also be approved by the associate dean of the new major/option. Requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units.

IV. Changing major or option: Students seeking to change majors /options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more units, the request must also be approved by the associate dean of the new major/option. Requests to change majors/options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

V. Adding a minor: Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more units, the request must also be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the additional minor can be completed within 140 units.

VI. Changing a minor. Students may drop their current minor and add a new minor as long as they satisfy the policies and procedures for adding a new minor. (Section V)

VII. Transfer Units: 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. Administrative Graduation: 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. For example, 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 may need to exceed the 140 unit limit to complete their new major.

Summary of approvals needed for adding or changing majors, minors and options.

	Student has $\leq 90$ units	Student has $> 90$ units
Add second major	Approval by dept chairs of both majors. Must complete within 140 units.	Approval by dept chairs of both majors/option and associate dean of second major/option. Must complete within 140 units
Changing major/option	Approval by dept chair of new major/option. Must complete within 140 units.	Approval by dept chair of new major/option and associate dean of new major/option. Must complete within 140 units.
Adding a minor	Approval by dept chair of new minor. Must complete within 140 units	Approval by dept chair new minor and associate dean of new minor. Must complete within 140 units
Changing a minor	Drop the first minor and add new minor. Approval by dept chair of new minor. Must complete within 140 units	Drop the first minor and add new minor. Approval by dept chair new minor and associate dean of new minor. Must complete within 140 units