

Minutes of EPC Meeting:

September 1, 2010

Approved by Committee

Submitted to Executive Committee

Submitted to Academic Senate

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MEMBERS PRESENT: T. Black, H. Hertzog, K. Vrongistinos, D. Brownlee, V. Pedone, D. Schwartz, L. Becker, P. DiMarco, D. Wakefield, R. Vedd

MEMBERS ABSENT: None

GUESTS PRESENT: S. Di Julio, M. Filbeck, B. Cabello, E. Adams, M. Rubin, J. Hennessey, V. Ward, C. Von Mayrhauser, T. Hatfield, P. Bellin

STAFF: C. Rawitch, G. Mena

I. Announcements

- A.** H. Hertzog (Chair) welcomed the new members to EPC Membership
- B.** H. Hertzog announced a list of Fall 10 and Spring 11 EPC Meeting Dates. Please note that the meeting location for Spring 11 will be in UN 277
 - 1. Sept 1, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 2. Sept 15, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 3. Sept 29, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 4. Oct 13, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 5. Oct 27, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 6. Nov 10, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 7. Dec 1, 2010 Wednesday 2 P.M. - 4 P.M. UN 211
 - 8. February 2, 2011 Wednesday 2 P.M. - 4 P.M. UN **277**
 - 9. February 16, 2011 Wednesday 2 P.M. - 4 P.M. UN **277**
 - 10. March 2, 2011 Wednesday 2 P.M. - 4 P.M. UN **277**
 - 11. March 16, 2011 Wednesday 2 P.M. - 4 P.M. UN **277**
 - 12. March 20, 2011 Wednesday 2 P.M. - 4 P.M. UN **277**
- C.** H. Hertzog confirmed that the following EPC members have been assigned to serve as program review representatives:
 - 1. Philosophy: Don Brownlee
 - 2. Kinesiology: Vicki Pedone
 - 3. Sociology: Konstantinos Vrongistinos
 - 4. Chicana/o Studies: Diane Schwartz

II. Business

- A. The minutes from April 14, 2010 and April 28, 2010 were **MSP**.
- B. The most recent version of the Online (OL) and Hybrid Definitions and Policy developed by the Academic Technology Committee (ATC) was discussed. These definitions were not up for vote. The purpose of the discussion was to gather feedback for ATC. **[See attachment IIB.]**

Many concerns were raised about the current definitions, but there a few main concerns:

1. The removal of synchronous and asynchronous from a prior draft of these definitions. Some EPC members and guest expressed the importance of including these distinctions.
 2. There were too many definitions of hybrid courses and understanding the difference between them was confusing. The use of percentages were removed from a prior version
- C. EPC members and Associate Deans present briefly discussed the possibility of changing the deadlines for Selected Topics, Previously Offered Experimental Topics, New Experimental Topics and Requests for OL Designations. However, there were **no changes** made to these deadlines.
 - D. H. Hertzog suggested that EPC review Early Implementation Proposals (for Spring 11) from all the Colleges on September 15, 2010. The consensus of the members and associate deans at the meeting was that this was good idea. V. Pedone pointed out that all early implementation proposals should include a strong justification for being considered for early implementation.
 - E. EPC review a proposal from the College of Health and Human Development to change a course classification for EOH 494B Proposal. After lengthy discussion regarding the appropriateness of the new classification, it was **MSP** to approve the change of classification from S-36 to C-15 for the Fall 2010 semester only. EPC asked the department to return to EPC with a revised proposal during the Fall 2010 semester.
 - F. EPC members approved one substantive change to the UDWPE Exam Policy regarding when the exam must be completed. The following policy was **MSP**:

“Upper Division Requirement.

The University has implemented the Trustee Policy for the Writing Skills Graduation Requirement for all Upper-Division students who will graduate Spring 1982 or thereafter in the following manner:

1. Students who have completed 56 units and have met the Lower-Division writing requirement shall be required to take an essay examination.
2. Undergraduate students are encouraged to take the Upper Division Writing Proficiency Examination (UDWPE) as early as possible after (1) above has been met, but must take the UDWPE no later than the semester in which ~~90~~ 75 units are completed. Students who have not taken the UDWPE by the completion of ~~90~~ 75 units ~~may will~~ have ~~an advisement~~ hold placed on their subsequent registration (s).
3. Students who fail the exam shall be permitted to repeat the examination. However, before repeating the exam, it is recommended that students take further steps to improve their writing skills by contacting the Learning Resource Center or completing an appropriate writing course.
4. The examination shall consist of an essay on an assigned topic evaluated by the faculty.
5. The evaluation criteria shall include: 1) a demonstration of analytic skills, (2) use of relevant evidence to support an argument, (3) effective organization, (4) use of standard English grammar, diction and mechanics.
6. Administrations of the examination will be announced on the CSUN, UDWPE and Testing Center websites.
7. The examination will be scheduled at least five times within an academic year.
8. Students may register for the exam at University Cash Services. (omit Testing Center)
9. Certification of graduation writing competence shall be transferable from one CSU campus to another."

- G.** EPC members briefly discussed the development of the new General Education Council (GEC). H. Hertzog announced that the GEC will meet on September 8, 2010 and that the GEC will function as a subcommittee to EPC for the academic year. H. Hertzog asked the associate deans at the meeting to re-organize their curriculum into the categories of Needs EPC Review, Needs GEC Review and Needs EPC/GEC Review.

Attachment IIB.

DRAFT Academic Technology Committee and Educational Policies Committee
Proposed Definitions for Technology Based Courses

	Definitions: Used for course catalog
Online Course 1:	Students attend all class sessions and exams in an online environment.
Online Course 2:	Students attend class sessions in an online environment. Class may meet for 1 orientation at the beginning of the semester and may meet no more than 2 times on campus to take exams or make arrangements to take exams through a proctored process for students out of state or overseas
Hybrid "1" Course:	A hybrid "1" online class spends most of class time in an online environment. Students attend most class sessions/exams in an online environment and a few class sessions/exams in person.
Hybrid "2" Course	A hybrid "2" online class spends at least half of the class time in an online environment. Students attend some of the class sessions/exams in an online environment and some class sessions/exams in person.
Hybrid "3" Course:	A hybrid "3" online class spends some class time (less than half) in an online environment. Students attend some class sessions/exams in an online environment and the majority of class sessions/exams in person.
Traditional Course:	Students usually attend all class session and exams in person. A traditional class may include technology enhanced activities and assignments online.

Faculty Directions:

*Once definitions are approved by committees, these definitions should be clearly defined using an intuitive SOC designation on solar. For example, designations might include TR, O1, O2, H1, H2, H3).

*Department and Department faculty should identify the following information in their syllabus and use online SOC notes to provide information about a class:

1. Required Technology Hardware/Software To Purchase For Class:This class requires [...microphone, video, ...],

2. Required Technology Software Tools Used At No Cost For Class: This class uses the following software tools [...Moodle, Second Life, ALEKS...],
3. Instructor Website: Information about this class can be found at [...http://....],
4. This class will meet X amount of time online usingand X amount of time on-campus.

*We should have a qualifying statement (perhaps a “definition” that a hybrid course replaces seat time with online time. It is NOT the same as having a web based organization tool such as Moodle that might be used for outside of class homework types of activities (discussion threads, etc.), but does NOT replace seat time in the class]