

Minutes of EPC Meeting:	February 16, 2011 (2:00 to 4:00)
Approved by Committee	March 16, 2011
Submitted to Executive Committee	_____
Submitted to Academic Senate	_____
Approved by Academic Senate	_____

MEMBERS PRESENT: H. Hertzog, K. Vrongistinos, D. Brownlee, V. Pedone, D. Schwartz, L. Becker, D. Wakefield, R. Vedd,
MEMBERS ABSENT: T. Black, P. DiMarco, A.S. Representative
GUESTS PRESENT: P. Faiman, J. Hennessey, N. Bekir, D. Gray, E. Adams, M. Rubin, M. Filbeck, K. Stevenson, D. Danta
STAFF: C. Rawitch, G. Mena

I. Announcements

A. H. Hertzog announced room changes for the EPC Spring 2011 Meeting Schedule:

- February 16, 2011 Wednesday 2 P.M. - 4 P.M UN 277
- March 16, 2011 Wednesday 2 P.M. - 4 P.M **UN 277**
- March 30, 2011 Wednesday 2 P.M. - 4 P.M **ED 3118**
- April 20, 2011 Wednesday 2 P.M. - 4 P.M **ED 3118**
- May 4, 2011 Wednesday 2 P.M. - 4 P.M. Location TBD

B. H. Hertzog announced the Darrick Danta in the College of Social and Behavioral Sciences and Nagwa Bekir as new to the role of associate dean.

C. H. Hertzog announced that there was email Approval of 10/13/10, 10/27/10 and 11/10/10 Minutes

D. Stretch Writing Update. C. Rawitch all 097/098 courses will be replaced by stretch writing courses effective Fall 11. There will be a transition away from 155 courses.

II. Business

A. The review of the EPC minutes from December 1, 2010 was postponed until the next meeting on March 16, 2011.

B. EPC approved the following course for Summer 2011 implementation: Math 099 Developmental Mathematics II – Accelerated, NC Proposal. **MSP**.

C. Experimental, Selected Topics and Request for Online (OL) Designations

New Experimental Courses which require EPC Approval

1. SOC 496I What Can You Do With Your Degree in Sociology? This proposal was **MSP** after much discussion.

EPC members expressed concern about the appropriateness of the course classification, C-4, requested on the form. Some members suggested that C-5 was more appropriate. Others suggested that the course should be split into two parts with different course classifications, one course-classification for the seminar and one for the activity.

Some members asked about the academic content/rigor of the course. They wanted a fuller explanation of how the course warranted 3 credit units and not fewer units.

The final issue raised was whether or not SOC 496I and SOC496J would be equivalent academic experiences to the traditional internship offered by the department. They noted that SOC 496I did not have a research component. They also asked about how the department would handle the student demand/competition for the three experiences SOC 496I, SOC 496J and the traditional internship.

2. The SOC 496J Research Practicum was **moved and seconded, but not passed**. H. Debose said he would take feedback from this meeting back to the sociology department for review.

Previously Offered Experimental Course with Tacit Approval

1. ECE 296EMA – Engineering Math Analysis (3 units) 2nd Offering
2. ME 296EAS – Engineering Analysis of Physical Systems (3 units) EPC approved on 9/30/09 but Fall 11 will be the first offering

Selected Topics Courses for Fall 11

1. PSY 475LD – Advanced Inquiry in Developmental Psychology: Language Development
2. PSY 475LDS – Seminar: Advanced Inquiry in Developmental Psychology: Language Development
3. PSY 479PD – Advanced Inquiry in Social Psychology: Prejudice & Discrimination
4. PSY 479PDS – Seminar: Social Psychology: Stereotypes & Prejudice
5. PSY 488CF – Advanced Inquiry in Cognition: Cognition & Food

6. PSY 488CFS – Seminar: Advanced Inquiry in Cognition: Cognition & Food
7. SOC485LB Social Work—Community Organizing

Requests for OL Designations for Fall 11

1. GEOG 326OL
2. RS 307OL

- D. Program Review Assignments for made for HIST and URB.
1. D. Wakefield volunteered to represent EPC at the Urban Studies program review and D. Brownlee said he would attend on behalf of EPC at the History program review.
- E. Using Assessment Feedback and Environmental Scans to inform Curricula Review
1. Provost Harold Hellenbrand suggested that EPC might use institutional data, environmental scans and assessment data to inform the curriculum review process. He said that was going to ask to visit the GE Council to discuss similar issues there. He brought up the issue of making sure that we were meeting student demand across general education sections.
- F. Academic Internship Committee: Policy for Review and Discussion. EPC reviewed the Academic Internship Policy **[See attachment IIF]**. E. Adams described some of major revisions of the policy:
1. Mention of “credentials” was removed.
 2. The policy was clarified to cover both undergraduate and graduate internships.
 3. The number of hours was changed to “45 hours”.
 4. “S-factor” was removed
 5. There was a move away from the use of the term “service” to “teaching”

EPC requested a typo fix that in **item e. 3**; the word “experimental” should be changed to “experiential”. H. Hertzog recommended that **item g** be revised to clarify the issue different requirements for CR/NC grades at the undergraduate and graduate level.

EPC was asked to review the policy for a possible second reading and vote on March 16, 2011.

- G. Continuous Enrollment in Writing and Math Policy Discussion (C. Rawitch) **[See attachment IIE]**. C. Rawitch asked EPC to consider reviewing and revising the current basic skills policy so that students will be required to maintain continuous enrollment for all basic skills subject areas.

[Attachment IIF]

POLICY STATEMENT

The following reflects policy changes that better reflect current academic, risk management, and fiscal realities.

Internships for all programs must meet Carnegie standards (insert link) related to required hours and additional pedagogical and risk management requirements imposed by California State University and this campus.

- I. Policy on Internships
 - a. Academic Internships are one category of classes in which experience is the predominant teaching-learning mode. This faculty approved and facilitated experience shall be in organizations other than the academic departments offering the courses. These courses shall include significant involvement of students and hosts with faculty in planning, processing, and evaluating the learning resulting from these experiences. Normally, Academic Internship courses shall be at the upper division or graduate level.
 - b. Academic Internships shall not include required work in Credential pathways.
 - c. Academic Internship credit shall not be granted after the fact or for prior life experience.
 - d. The University and the participating organizations shall adhere to all current CSUN and CSU non-discrimination policies.
 - e. Academic Internships shall include the following elements:
 1. Identified relationship to the academic discipline(s) offering the course.
 2. Screening or selection procedures for students seeking to enroll in these courses, which shall be designated as restricted.
 3. An orientation to experimental learning concepts.
 4. In addition to a syllabus, a written learning agreement or contract accepted by students, faculty, and host describing the rules and regulations, activities, learning processes, and evaluation methods used in the course.
 5. A minimum of 45 work hours per semester is expected for a one-unit course (which would include a minimum of 33 hours in the field placement per semester). A maximum of three units is normally permitted per semester. Classes must meet the current compliance with Carnegie classification standards.ⁱ
 6. Mid-semester and final evaluations of each student and the internship experience by both the instructor and the on-site supervisor.
 7. Facilitation by the instructor during the experience including both written and student contact.
 8. Academic credit shall be granted upon instructors' determination of students' learning. This process for final determination of academic credit shall be defined in the learning agreement and include contributions by the student and host.
 - f. Departments may not offer Academic Internships under a 499 designation as Independent Study.

- g. Normally, students' performances in Academic Internships shall be evaluated on a Credit/No Credit basis. However, upon justification by the department and approval by EPC or GSC, a different basis of grading may be added (e.g., A-F, CR/NC/U).
 - h. Normally, a student may count no more than 6 units of Academic Internship course credit toward an undergraduate major. However, upon justification by the department, EPC may allow up to a total of 12 units. A student may count no more than 12 units of Academic Internship course credit toward a baccalaureate degree.
- II. Maximum allowable hours: Upon approval of EPC or GSC, departmental programs may create hour requirements that exceed 45 hours per unit. These hour requirements must remain in compliance with current interpretation of Carnegie standards.
- III. This policy will be included in the next edition of the CSUN Undergraduate/Graduate Catalog. However, this policy is effective immediately.
- IV. All Internships must comply with current risk management policies and procedures. See: [link](#). Each College is responsible for conducting yearly audits to ensure compliance.

[Attachment IIE]

All Basic Skills courses must be completed by students within their first 60 units. All first-time freshmen will have mandatory advisement starting with their initial enrollment at the University and continuing each semester until the completion of Basic Skills.

Students will enroll in the appropriate writing and mathematics courses as advised until they complete GE writing or math within the first four semesters or 60 units, whichever comes first. Students will enroll either simultaneously or within two consecutive semesters in GE oral communication and GE writing. Students will enroll in GE critical thinking after completing GE math (within their first 60 units).
