

Minutes of EPC Meeting: March 30, 2011 (2:00 to 4:00)  
Approved by Committee April 20, 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, T. Black  
MEMBERS ABSENT: P. DiMarco, A.S. Representative  
GUESTS PRESENT: P. Faiman, J. Hennessey, N. Bekir, E. Adams, M. Rubin, M. Filbeck, D. Danta, B. Cabello, C. Von Mayrhauser, M. Williams, H. Debose  
STAFF: C. Rawitch, G. Mena

#### I. Announcement

1. Three New B.S. Programs approved by the Chancellor's Office from the College of Health and Human Development: Radiologic Sciences, Health Administration, and Public Health Promotion.

#### II. Business

1. Review of Minutes from March 16, 2011 was postponed until April 20, 2011
2. College of Business Administration and Economics Regular Curriculum
  - A. New Course Proposals
    1. BLAW 368 and associated program modification **MSP for spring 2012**
    2. ACCT 542 (Early Implementation, Fall 11) and associated program modification. EPC acknowledge the proposal, but did not vote on it because it was a graduate-level course.
  - B. New Program Proposal
    1. Business Law Minor **MSP for Spring 2012**
3. College of Social and Behavioral Sciences
  - A. New Courses
    1. SOC\_420 A-SL Mentoring to Overcome Struggles and Inspire Courage (MOSAIC). Requesting Early Implementation, Fall 11. **Approved, MSP** with requested revisions to revise and shorten course description and edit the course prerequisites. SOC 420 was approved as a 3-unit course that could be repeated for a maximum of 6 units of credit.

2. SOC\_420B\_SL—Mentoring to Overcome Struggles and Inspire Courage (MOSAIC). Requesting Early Implementation. Withdrawn by the college.
3. POLS\_447A Media and Politics (*Informational Only*) EPC did not vote on this item.

B. Course Modifications

1. PSY\_327 Infancy and Early Childhood (For Cross-listing) **Approved, MSP for Fall 11**
2. PSY\_335 Middle Childhood (For Cross-listing) **Approved, MSP for Fall 11**
3. PSY\_361 Adolescence (For Cross-listing) **Approved, MSP for Fall 11**
4. PSY\_406 Developmental Psychopathology (Requesting Early Implementation.)  
**Approved, MSP for Fall 11**
5. POLS\_490CA Supervised Individual Project – California. Proposed change: course type (from S-36 to C-78.) Undergrad credit only. **Approved, MSP for Fall 11**

C. Program Modification

1. SOC\_PM\_BAIII Sociology BA Program, Option III in Social Welfare **Approved, MSP for Fall 11**

- D. The Basic Skills Policy was reviewed; see **[attachment IID]**. The consensus was that this policy will be reviewed again by EPC on May 4, 2011 after GE council review. Several issues were raised:

- Why not make the policy lower than 60 units?
- Continuous enrollment needs to be communicated clearly in the policy
- There was discussion about whether or not advisement holds would be implemented for students who do not meet this policy—the rationale for approving a policy that will not be enforced.
- Wording the policy as “expected to complete” versus “should complete”

- E. H. Hertzog announced that EPC will attempt to pass the Academic Internship Policy **[Attachment IIE]** by its last meeting of the spring 2011 semester. EPC voted to review this policy again on April 20, 2011 after Graduate Studies Committee (GSC) review. Several issues were raised:

- It was the consensus of the committee that it was within the purview of EPC to weigh-in on the issue of mid semester evaluations of section IIa5 of the policy.
- The committee wanted to revise section IVa in order to clarify the number of contact hours expected for 1-unit course versus a 3-unit course.
- Section Va needed to be revised to include the course numbers required by GSC.

## [Attachment IID]

### Basic Skills Policy

Revised and updated as of March 29, 2011

#### Current Policy:

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).

#### Suggested Changes to Policy:

All four sections of Basic Skills coursework 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 Mandatory advisement of all freshmen will help students to meet this requirement. Coursework must be completed as follows:

1) Students are expected to begin coursework in analytical reading and expository writing and in mathematics during their first semester. Students will continue to sequentially enroll each semester in the appropriate analytical reading and expository writing and mathematics courses as advised until they complete GE writing and math requirements of Basic Skills coursework. Completion of these requirements must be within the first four semesters or 60 units, whichever comes first.

2) Students will enroll in GE oral communication either simultaneously with analytical reading and expository writing OR within a year after completing GE writing two consecutive semesters in GE oral communication. For example, students who finish GE writing in Spring semester must enroll in GE oral communication no later than the following Spring semester and still within their first 60 units.

3) Students will enroll in GE critical thinking after completing GE math and still (within their first 60 units).

**[Attachment IIE]**

POLICY STATEMENT

ACADEMIC INTERNSHIP POLICY STATEMENT

Internships that allow students to earn academic credit must meet Carnegie and faculty workload standards (insert link) related to required hours and additional pedagogical and risk management standards required by the California State University and Cal State Northridge. Each College is responsible for maintaining data that will ensure compliance with current academic standards and risk management policies (insert link).

I. Definitions

- a. Academic Internships are one category of classes in which experience is the predominant teaching-learning mode and include applied and practical experiences that are linked to students' academic study and professional preparation. 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 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. For the purpose of hours and unit requirement related to this policy, Academic Internships shall not include supervised student teaching, required work in credential pathways, or clinical experiences (the specific nomenclature of which is determined by the accrediting or licensing agency which regulates the profession). Programs excluded through this provision must comply with Carnegie standards and risk management policy.

II. Course Elements

- a. 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 experiential learning concepts.
4. In addition to a syllabus, a written learning agreement or contract accepted by the student, faculty member and on-site supervisor describing the rules and regulations, activities, learning processes, and evaluation methods used in the course.
5. At minimum, student performance shall be evaluated by the instructor at the middle and end of the semester. Input from the on-site supervisor is advisable.
6. Students will be required to evaluate the quality of the field experiences.
7. Facilitation of student learning by the CSUN instructor and/or on-site supervisor during the on-going experience.
8. Compliance with all risk management requirements.

### III. Credit and Grading

- a. Academic credit shall be granted upon the faculty member's determination of student learning. This process for final determination of academic credit shall be defined in the learning agreement and may include contributions by the student and on-site supervisor.
- b. Normally, students' performances in Academic Internships shall be evaluated on a Credit/No Credit basis. For new courses, upon justification by the academic department and approval by Educational Policies Committee (EPC) or Graduate Studies Committee (GSC), a different basis of grading may be added (e.g., A-F, CR/NC).
- c. Academic Internship credit shall not be granted after the fact or for prior life experience.

### IV. Units and Hours (See I b for exemptions)

- a. A minimum of 45 work hours per semester is expected for a one-unit course.
- b. 12 hours minimum of contact with CSUN faculty per course.
- c. Upon approval of EPC or GSC, departmental programs may create hour requirements that exceed 45 hours per unit.
- d. A maximum of three units of internship credit is normally permitted per semester.
- e. 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.

### V. Course Designation

- a. Departments may not offer Academic Internships under a 499, 599 or 699 designation as Independent Study. Departments seeking new internship courses for the first time should use the 494 or 594 designation.

VI. Non-Discrimination

- a. The University and the participating organizations shall adhere to all current CSUN and CSU non-discrimination policies.

VII. Date of Implementation

This policy will be included in the next edition of the CSUN University Catalog. However, this policy is effective immediately.