

Minutes of EPC Meeting: April 20, 2011 (2:00 to 4:00) in ED 3118
Approved by Committee September 14, 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, D. Wakefield, R. Vedd

MEMBERS ABSENT: T. Black, L. Becker, P. DiMarco, A.S. Representative

GUESTS PRESENT: A. Slechta, M. Filbeck, N. Bekir, P. Faiman, M. Rubin, E. Seller, E. Adams, D. Rodriguez, D. Danta

STAFF: C. Rawitch, G. Mena

I. Announcement

1. H. Hertzog announced that the Election of EPC Chair will take place on May 4, 2011.

II. Business

1. The minutes from March 16, 2011 MSP with one editorial change requested for removing V. Pedone and D. Schwartz from the list of members present. The March 30, 2011 minutes were approved, MSP with a requested clarification that SOC 420 was approved as a 3-unit course that could be repeated for a maximum of 6 units of credit.
2. The HSCI 386 and HSCI 387 proposals were **MSP to approve** for summer 2011 with the suggestion to remove the semester names out of the course descriptions (summer and fall).
3. College of Humanities
The following three new courses were **MSP approved**:
 - a. CHS 476/476F: Healing Traditions in Chicana/o Communities (New course considering religious healing practices in Chicana/o traditions) EPC requested a revised and shortened course description.
 - b. LING 447: Bilingualism in the U.S. EPC requested a revised course description.
 - c. LING 325: Language, Gender, and Identity (New GE Course). This course will be reviewed that GE Council on April 28, 2011. EPC encouraged the department to add the WI SLOs to the proposal for the GE Council.

The following program modifications were both **approved MSP for Fall 11 implementation**.

- d. English program modification (FYI Program, increase in units to reflect changes in SED course requirements)
- e. English program modification (JYI Program, increase in units to reflect changes in SED course requirements)

4. College of Arts, Media, and Communication
 - a. MUS 418: Electronic and Computer Music Composition **Approved, MSP.**

Course Modifications

- b. AMC 386: Survey of the Entertainment Industry (Delete course) **MSP.**
 - c. ART 412: History of Korean Art **MSP.**
 - d. ART 413: History of Chinese Art **MSP.**
 - e. ART 414: History of Japanese Art **MSP.**
 - f. ART 415: History of the Art of India **MSP.**
 - g. MUS 110AB: Keyboard Musicianship I and II **MSP for fall 11 implementation.**
 - ~~h. MUS 672: Graduate Northridge Singers MUS 673: Graduate Master Chorale~~
 - ~~i. MUS 679: Graduate Wind Ensemble MUS 682: Graduate Symphonic Orchestra~~
 - j. TH 261: Fundamentals of Scenery and Properties Technology **MSP.**
 - k. TH 262: Fundamentals of Costume Technology **MSP**
 - l. TH 263: Fundamentals of Lighting and Sound Technology **MSP**
 - m. TH 346: Musical Theatre Workshop I **MSP**
 - n. TH 355: Principles of Stage Design **MSP**
 - o. TH 433: The Musical Theatre in the United States **MSP**
5. L. Becker and D. Schwartz of the Forms Subcommittee reported that they have started developing a plan to revise the curriculum forms in the short-term. They also asked EPC about their thoughts about creating an online form that would store all of the curriculum content in a database. The consensus of the committee was to get input from all of the people who use the form in order to create new Word document forms. This subcommittee will report again in the next academic year.
6. **EPC motioned, seconded and passed the Academic Internship Policy [See Attachment II6.]** with changes:
 - The parenthetical in section IIB was deleted
 - Section IVA was revised
 - Section IVB was revised
 - The word “normally” was added to section IA
 - Section IV was re-ordered
 - Section IV was renamed

[See Attachment II6.]

ACADEMIC INTERNSHIP POLICY STATEMENT

Internships that allow students to earn academic credit must meet Carnegie and faculty workload standards (<http://www.csun.edu/epc/documents/Course%20Classification.pdf>) 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 (<http://blogs.csun.edu/ugs/>).

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 normally 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.
- c. Academic Internship credit shall not be granted after the fact or for prior life experience.

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

- a. 12 hours minimum of contact with CSUN faculty is required per course.
- b. A total of 45 work/faculty contact hours is expected per unit per semester.
- 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.