

Educational Policies Committee (EPC) Minutes

Meeting Date: Wednesday, May 7, 2014

Status of Minutes: Approved on 9/3/14

Attendees:

MEMBERS PRESENT: L. Becker (Chair), C. Spector, M. Rivas, L. McConville, K. Vrongistinos, J. Oh, D. Lemus, L. McConville, D. Wakefield

MEMBERS ABSENT: E. Garcia, D. Conner, V. Pedone

STAFF: S. Thompson, G. Mena,

GUESTS PRESENT: D. Hosken, P. Faiman, R. Ryan, C. Jones, J. Morrison, M. Curren, C. White, R. Talbott, M. Shiffrar, K. Stanford

I. Announcements

- A. L. Becker asked EPC members to send suggestions for people to volunteer to be on EPC as a presidential appointment.
- B. D. Lemus briefly reported on the Linguistics program review. C. Spector was assigned to be the EPC representative at the Deaf Studies program review.

II. Business

- A. Review of the minutes from March 26, 2014 was postponed until the first meeting of the fall 2014 semester.
- B. Returning Proposals
 1. New Course: RS 367 Cognitive Approaches to the Study of Religion (3) was **MSP approved** with one abstention with the following changes: add requisite in course description, add date for chair of psychology signature.
 2. New Course: TH 325 World Drama and Performance (3) was **MSP approved** with the addition WI and IC. 5 votes yes, 1 vote no, 2 abstentions. Because this course was not allowed to switch GE sections, it was proposed as a new course. D. Lemus asked about intra-college consultation with Communication Studies. D. Hosken explained that the course went to the MCCAMC academic council twice, once as a course modification proposal and once as a new course proposal.
 3. Program Modification: B.S. in Marketing was **MSP approved** with one change: move "Digital Marketing Electives" section up in the program description.

C. Written Syllabi Policy

Educational Policies Committee **approved** a revision the Written Syllabus Policy

The following changes to the current policy were **MSP approved**:

Written Syllabi for All Undergraduate CSUN Courses
(Approved 5/8/01; modified 3/25/03; EPC approved changes 5/7/14)

To better inform students about the requirements, content, and methodology of the university's undergraduate curricula, all teaching faculty teaching undergraduate courses will distribute a written syllabus to each student in the course and/or post it ~~on-~~ line online no later than the ~~second week of classes~~ first class meeting.

The written syllabus ~~should~~ must be readily printable as a single document, and must contain the following information:

1. Course description and course objective(s).
2. A brief list or summary of topics or projects covered.
3. Course requirements, including ~~and~~ methods of evaluation and tentative due dates for major assignments and/or exams.
4. Grading criteria including whether ~~or not~~ the plus/minus system will be used.
5. Contact information including
 - Instructor's name
 - Office hours and Office location
 - CSUN email address
 - Campus phone number if applicable
6. If the syllabus is revised after the first class meeting, date(s) of revision(s).

For a General Education course, the syllabus ~~should describe how it meets the currently~~ must list the relevant Student Learning Outcomes ~~approved goals~~ of the General Education section in which it resides.

For a Writing Intensive course—that is, an upper-division General Education course, ~~the syllabus should describe how it meets the currently~~ must list the Writing Intensive Student Learning Outcomes. ~~a statement that informing students that the course is writing-intensive and that it requires completion of writing assignments totaling a minimum of 2,500 words.~~

If the course satisfies the Information Competence requirement, the syllabus must list the Student Learning Outcomes for Information Competence.

D. EPC Chair Election

1. Larry Becker was elected chair for the 2014-2015 academic year.