Educational Policies Committee (EPC) Minutes
**Meeting Date: Wednesday, September 17, 2014**
Status of Minutes: Approved 10/1/2014

*Attendees:*

MEMBERS PRESENT: L. Becker, L. Borchard, D. Conner, L. Henderson, L. McConville, Y. Mimura, J. Oh, V. Pedone, D. Schwartz, C. Spector, D. Wakefield

STAFF: E. Adams, J. Hunter

GUESTS PRESENT: P. Faiman, G. Giotta, M. Pardo, J. Stahl, L. Biederman, D. Gray, R. Ryan, M. Cahn, C. Jones, D. Hosken, L. Lampert, K. Stanford, L. Bowen, C. Hayashi

I.   Announcements

L. Becker welcomed new EPC member L. Borchard; members, associate deans and guests introduced themselves.

L. Becker explained that provisionally approved curricula are brought to EPC as information items only (not voted on). E. Adams added that departments have free rein to offer selected topics in an approved sequence; however, EPC needs to make sure that departments are not using selected topics to bypass regular curriculum processes. If a certain topic is offered regularly, then it needs to be proposed as a regular course. Both E. Adams and L. Becker recommended that the committee look at revising the Standard Operating Procedures or creating a policy addressing how many times a selected topic should be offered.

L. Becker announced that the Faculty Authored Materials subcommittee will meet next week and should have a draft for the next meeting.

II.  Business

A.   The minutes from from September 3, 2014 were **MSP approved**.

B. The following items were informational and not voted on (effective Spring 2015):

**Selected Topics**

1. CADV 497AD – Autism and Other Neurodevelopmental Disabilities (3)
2. CADV 497AC – Mentoring the Emerging Adult (3)
   (previously offered Spring 2014)
3. AAS 361G – Muslim American Experience: Race, Arabs & Muslims in Post 9/11 US (3)
4. CHS 495S – Developing English Vocabulary for Spanish Speakers (3)
5. CHS 495F – Chicana/o Studies Documentary Film Production II (3)
6. CHS 495P – Chicana/o Latina/o Psychology (3)
7. CHS 495E – Pedagogy and Chicana/os in the Schools (3)
8. ENGL 495BB – Black British Literature (3)
9. ENGL 459RS – Rhetoric of Science (3)
10. ENGL 495SH – Superheroes (3)
11. GWS 495LAF – Latin American Feminisms (3)
12. POLS 470IM – International Migration (3)

C. E. Adams commented that all Previously Offered Experimental Topics were within the four course offering limit. The following items were informational and not voted on (effective Spring 2015):

**Previously Offered Experimental Topics**

13. CTVA 196DF – Introduction to Digital Filmmaking (3)
    (previously offered Fall 2014)
14. CTVA 496G – Genres in Cinema and Television Arts (3)
    (previously offered Fall 2013)
15. TH 396AC – Acting on Camera (3)
16. TH 396SM – Stage Management (3)
    (previously offered Spring 2014)
17. TH 396VT – Veterans' Theatre Project
    (previously offered Spring 2014)
18. BIOL 296L – Introduction to Molecular Biology Research (3)
    (previously offered Fall 2014)
19. KOR 396A – Advanced Korean I (3)
    (previously offered Fall 2008)

D. Curriculum (Spring 2015 Implementation)

**New Experimental Courses**

1. COM 396F – Communication and Food (3) **Tabled for the next meeting.** The department will provide additional information regarding class level and prerequisites.
2. ME 396HT – Heat Transfer in Electrical and Electronic Systems (3) **MSP approved**.

E. Early Implementation (Spring 2015 Implementation)

1. JOUR 494AEE – Internships (CM). Change C-factor from 1 unit of C15 to 1 unit of C20. **MSP approved**.
2. JOUR 494BEE – Internships (CM). Change C-factor from 2 units of C15 to 2 units of C78. **MSP approved**.
3. AM 316 – Engineering Dynamics (CM). Change prerequisites. **MSP approved with changes**. Department will add a justification for removing the AM 317 corequisite.
4. CE 340 – Strength of Materials (CM). Change prerequisites. **MSP approved**.
5. SOM 306 – Operations Management (CM). Change prerequisites. **MSP approved**.
6. SOM 307 – Data Analysis and Modeling for Business (CM). Change prerequisites. **MSP approved**.

F. C. Spector provided an update on the status of the Written Syllabus Policy. Graduate Studies Committee approved the policy on May 13, 2014. The policy will be brought to the Academic Technology Committee on October 3, 2014 from 1p.m. to 2p.m. (time certain to be determined). EPC members were invited to attend. C. Spector will also consult with Faculty Technology Center regarding the presentation of syllabus information displayed on Moodle.

The meeting was adjourned at 2:53 p.m.