

Educational Policies Committee (EPC) Minutes
Meeting Date: Wednesday, December 3, 2014
Status of Minutes: Approved 2/4/15

Attendees:

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

MEMBERS ABSENT: D. Conner, C. Spector

STAFF: E. Adams, J. Hunter

GUESTS PRESENT: M. Cahn, P. Faiman, R. Ryan, E. Kelson, S. Lim, D. Gray, J. Gallegos, K. Stanford, D. Hosken

I. Announcements

- A. L. Becker announced that a few minor/wording changes were suggested as a result of Faculty Senate's first reading of the Syllabus Policy:
- Whether the use of the phrase "all teaching faculty" is necessary since a syllabus itself implies teaching faculty
 - Change "course" to "class" since a course may have many sections
 - Use of "and/or" or "and" or "or"
 - #2 after Course objective(s) or student learning outcomes, adding "and where applicable" since some courses do not have SLOs (i.e. the course existed before SLOs were required)
 - #6 adding other information such as prerequisites or field trips required for the course
- B. L. Becker announced that the EPC Web-One template is moving from Undergraduate Studies to Faculty Senate within the next week or so. The existing URL alias will remain the same: www.csun.edu/epc.
- C. E. Adams announced that once Executive Order 1065 comes out she will bring a draft of the policy change for the committee to review.

II. Business

- A. The minutes from November 19, 2014 were **MSP approved** with one abstention.

- B. The committee and guests discussed proposed changes to the Faculty Authored Material Policy. Discussion focused on the proposed elimination of section 2.4, which currently states: “Departments which authorized specific course adoptions of faculty authored materials that are specifically designed for use in the courses for which they are approved, and have not been published by a commercial or universal press, may authorize faculty to charge a royalty which is to be deposited in a Department fund used to benefit students. Such royalties may not exceed 5% of the cost of reproducing and distributing the course material involved.”

S. Lim (Physics) and E. Kelson (Chemistry) shared how their departments use the royalties described in existing section 2.4 to maintain self-sustaining programs to keep lab manuals up-to-date and at a reduced cost to students and other uses of the funds to benefit students. They emphasized that other sources of funds may not be available/reliable or require lead time for an application process with no guarantee of funding.

After discussion by the committee, it was **MSP** to revise the Faculty Authored Material Policy as proposed with the inclusion of section 2.4 as amended.

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

CSUN Faculty Authored Material Policy

(Approved September 30, 1991)

~~**POLICY RE: FACULTY AUTHORED MATERIAL.** At its September 19, 1991 meeting, the Faculty Senate recommended approval of the following revised policy, proposed by the Educational Policies Committee~~

1. Reproduction and Use of Course Materials Covered by Copyright Laws

1.1. Faculty Responsibilities

- a. **1.1** It is the individual professional responsibility of every faculty member to comply with all existing copyright laws. ~~(Copies of such laws, including the Fair Use Doctrine, are available in the President’s Office.)~~ **Guidance about copyright and fair use can be found at <http://library.csun.edu/Guides/Copyright>.**

- b. ~~The Faculty Senate periodically should seek legal counsel to obtain an authoritative and current analysis of existing copyright laws and their practical implications for faculty~~

1.2. ~~The Bookstore's Responsibilities~~

- a. ~~The CSU Foundation and the Matador Bookstore should comply with all existing copyright laws.~~
- b. ~~The Bookstore should establish an efficient system for fulfilling the requirements necessary to legally reproduce copyrighted materials for class use. This system should be explained to the faculty, and the faculty should be provided with timely and specific instructions for its use.~~

2. Self-Authored Materials that Faculty Members Authored by CSUN Faculty Used in their Own CSUN Courses

2.1 It is the individual professional responsibility of all faculty members to make reasonable effort to avoid any appearance of a conflict of interest that could give their students or the public served by the University reasons to question the propriety ~~if~~ of their professional judgments.

2.2 Faculty may adopt ~~self-authored~~ works authored by CSUN faculty published by a commercial or university press, including eBooks and other eMedia published online, in which ~~they~~ the author ~~have~~ has a personal financial interest ~~for use in their own courses~~ only after obtaining their Department's approval to do so in each case. Such approval should be granted only if an independent departmental peer review by a committee of tenured faculty has determined that the level and content of the work in question is appropriate for the courses in which it will be used and that its adoption is unlikely to impose an unreasonable financial burden on students who are required to purchase it.

2.3 ~~Except under unusual circumstances,~~ Faculty should not seek or accept personal income or royalties from sales of self-authored course materials to ~~their own~~ CSUN students when they arrange to have the ~~Foundation, Bookstore,~~ or some other provider of copy or printing services reproduce these materials specifically for sale to ~~their~~ CSUN students because they require or recommend them for use in ~~their~~ CSUN courses. Students should not be charged more than the actual costs that may be involved in legally reproducing and distributing such materials.

2.4 Departments which authorized specific course adoptions of faculty authored materials that are specifically designed for use in the courses for which they

are approved, and have not been published by a commercial or universal press, may authorize ~~faculty~~ the Department to charge a royalty which is to be deposited in a Department fund used to benefit students. Such royalties may not exceed 5% of the cost of reproducing and distributing the course material involved.

The meeting was adjourned at 3:02 p.m.