

Educational Policies Committee Meeting

Meeting Date: Wednesday, February 4, 2015

Status of Minutes: Approved 2/18/15

Attendees:

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

MEMBERS ABSENT: D. Wakefield

STAFF: E. Adams, J. Hunter

GUESTS PRESENT: C. Hayashi, P. Faiman, C. Jones, R. Ryan, D. Hosken, T. Abourezk, M. Cahn, R. Espinoza, K. Stanford

I. Announcements

A. L. Becker announced the curriculum review schedule for Spring 2015.

1. 2/18/15: Selected Topics, Experimental Topics, and Early Implementation Proposals
2. 3/4/15: HHD, CSM
3. 3/18/15: AMC, ECS
4. 4/1/15: EDUC, CBE, SBS
5. 4/22/15: HUM
6. 5/6/15

B. The Faculty Authored Material Policy update was moved to business (item B).

C. E. Adams provided an update on impaction the university is seeking from the Chancellor's Office to manage enrollment. Impaction will bring some curricular and policy changes to this committee. A website will be launched on February 16, 2015 to provide information on impaction, including FAQs, as well as invite feedback from the community. There will also be community meetings, the first scheduled for March 5, 2015. Members of the campus community are also welcome to attend the meetings for more information.

II. Business

- A. The minutes from 12/3/14 were **MSP approved** with one abstention.
- B. After reviewing editorial changes suggested by the Senate Executive Committee, it was **MSP** to accept the additional revisions to the Faculty Authored Material Policy. Faculty Senate's first reading of the policy is scheduled for February 12, 2015.

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

CSUN Faculty Authored Material Policy

~~**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 all faculty members 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 a reasonable effort to avoid ~~any~~ the 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~~ planning to adopt self-authored works (whether authored by themselves or by other CSUN faculty) ~~published by a commercial or university press in which they~~ the author ~~have~~ has a personal financial interest ~~for use in their own courses only after~~ must obtaining their Department's approval to do so in each case. Approval is required regardless of whether these works have been published by a commercial or university press, and applies to print materials as well as eBooks and other eMedia published online. Such approval should be granted only if an independent departmental peer review by a committee of tenured faculty has determined that the work's 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, f~~Faculty should not seek or accept personal income or royalties from sales of self-authored required or recommended 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 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 that have not been published by a commercial or university press, may also 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.
- C. C. Spector explained the Syllabus Policy revisions requested by Faculty Senate. Other suggested best practices, not to the essence of the policy, will be available on a syllabus website. It was **MSP** to accept the suggested revisions. Next, the Graduate Studies Committee

needs to review/approve the changes before the joint policy can return to Senate Executive Committee and Faculty Senate.

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

Written Syllabi for All Undergraduate CSUN Courses

To better inform students about the requirements, content, and methodology of the university's undergraduate curricula, all faculty teaching undergraduate courses classes will distribute a written syllabus to each student in the course class 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.
2. Course objective(s) or student learning outcomes.
3. A brief list or summary of topics or projects covered.
4. Course requirements, including ~~and~~ methods of evaluation and tentative due dates for major assignments and/or exams.
5. Grading criteria including whether ~~or not~~ the plus/minus system will be used.
6. Contact information including
 - Instructor's name
 - Office hours and Office location
 - CSUN email address
 - Campus phone number if applicable
7. 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.

The meeting was adjourned at 2:22 p.m.