

**Educational Policies Committee
Meeting Minutes**

Meeting Date: November 2, 2016

Status of Minutes: Approved 11/16/16

Attendees

Members Present: L. Becker, M. Carter, P. DiMarco B. Lasky, C. Mayberry, Y. Mimura,
D. Schwartz, C. Spector, B. Tila, J. Vey

Members Absent: D. Wakefield

Staff: J. Hunter

Guests: T. Abourezk, J. Heinen, B. Gross, P. Lazarony, J. Binkley, J. Stallcup,
R. Ryan, M. Cahn, D. Gray, C. Hayashi, M. Hussein, B. Castronovo,
A. Perez-Boluda, P. Faiman

I. Announcements

A. There were no announcements.

II. Business

A. The minutes from 10/19/16 were **MSP approved** (one abstention).

B. Program Review Updates

1. C. Mayberry attended the final MOU meeting for the Sociology department. She said edits were made and the final copy will be distributed by E. Bartle after November 7.
2. C. Spector attended the MOU meeting for the Mathematics department. She shared that the department received commendations on faculty climate and achievements, as well as GE assessment. The curriculum portion of the MOU focused on DFU rates in math; some were moderately successful and others need improvement.
3. P. DiMarco attended the exit meeting for the Geography department and will provide an update at the next EPC meeting.
4. D. Schwartz attended the MOU meeting for the Communication Studies department. She shared that the MOU discussion primarily involved resource issues related to an increasing number of majors. In particular, the department has a high density of part-time faculty which the department would like to see decreased.

C. David Nazarian College of Business and Economics

Business Honors Program

Program Modification

1. Business Honors, B.S. **MSP approved**.

***Finance, Financial Planning, and Insurance
Course Modification***

2. FIN 433 – Real Estate Finance (3). **MSP approved.**

D. College of Humanities

American Indian Studies

Program Modification

1. American Indian Studies Minor. **MSP approved.** Add consultation with Gender and Women's Studies and program name on the form.

Gender and Women's Studies

Program Modification

2. Gender and Women's Studies, B.A. **MSP approved** with the addition of a statement about the minimum number of upper division units required in the major. Update the catalog copy to list the courses in numerical order (i.e. GWS 440 after GWS 430).
3. Gender and Women's Studies Minor. **MSP approved.**

Modern and Classical Languages and Literatures

New Courses

4. SPAN 411 – Literature of the Golden Age (3). **MSP approved.** Correct the course number used in the proposal (SPAN 411 not SPAN 404).
5. SPAN 414 – Literature of the 18th and 19th Centuries: Spain (3). **MSP approved** with change to the short title (CENT instead of CENTS).
6. SPAN 415 – Literature of the 20th Century: Spain (3). **MSP approved.**

Course Modifications

7. SPAN 508 – Literature of the Middle Ages (3). **MSP approved.**
8. SPAN 509 – Literature of the Renaissance (3). **MSP approved.**

Program Modification

9. Armenian Minor. **MSP approved.** Add consultation with Liberal Studies.

E. After discussion, the proposed revisions to the Standardized Breaks in Classes policy were **MSP approved** with changes (see Attachment I).

F. The committee reviewed the proposed changes to the Scheduling of Instruction policy. There was concern about lack of guidelines in the proposed changes. After discussion, it was determined that the policy needs to be reviewed and consulted more broadly with Council of Chairs, Deans and Associate Deans, CFA and GSC.

G. The committee briefly discussed the GE Council report. The appendices will be sent out and the report will be discussed further at the next meeting.

The meeting was adjourned at 3:45 p.m.

Attachment I

Standardized Breaks in Classes

Continuous lecture classes that last two or more hours should incorporate a break at a predetermined time based on any number of criteria, such as content of the lecture, length of the class and physical demand placed upon support service personnel for deaf and disabled students who are Deaf and students with disabilities. Laboratory classes or classes in which the student traditionally works independently may or may not require a break, depending on the judgment of the faculty. Depending on the uniqueness of each class and the demands placed upon students (and support personnel), professors determine scheduled breaks by utilizing their own solution or one of the following options:

1. Courses Lecture classes meeting for less than 2 two hours: ~~1 break of 10 minutes between the first and second hours.~~ a break should not be necessary.
2. Courses Lecture classes meeting 2 ½ for two hours or more: ~~1 break of 15 minutes during the middle of the class or 2 breaks of 10 minutes.~~ faculty should incorporate one or more breaks depending on the length and type of the class.
3. Courses Lecture classes meeting for 3 three hours or more: ~~1 break of 15 minutes during the middle of the class or 2 breaks of 10 minutes.~~ faculty should incorporate additional breaks.
4. Courses in excess of 3 hours: ~~1 break of 10 minutes for each hour of class time or 15 minutes for each 1 ½ hour.~~

Samples:

<u>Lecture class duration/time</u>	<u>Recommendation</u>
<u>9:30-10:45 a.m. (one hour and 15 minutes)</u>	<u>No break should be necessary</u>
<u>7-9:45 p.m. (two hours and 45 minutes)</u>	<u>One break of 10-15 minutes</u>
<u>9:00 a.m.-2:30 p.m. (five hours and 30 minutes)</u>	<u>Two or more breaks of 10-15 minutes each</u>