

**Educational Policies Committee
Meeting Minutes**

Wednesday, October 18, 2017

Status of Minutes: Approved 11/1/17

Attendees

Members Present: L. Campbell, J. Goldenberg, R. Jia, B. Lasky, K. Luna, C. Mayberry (Chair), Y. Mimura, C. Spector, E. Sussman, D. Weingarten

Members Absent: L. Becker (on leave)

Staff: C. Khachikian, J. Hunter

Guests: R. Ryan, P. Faiman, P. Lazarony, S. Malhotra, S. Macauley, M. Filbeck, G. Kioussis, K. Vrongistinos, J. Heinen, K. Stevenson, R. Moschetti, U. Krishnan, L. Rubino, V. Ebin, D. Abrishami, L. Becker

I. Announcements

- A. C. Mayberry announced that the Withdrawal Unauthorized Policy Recommendation will move forward to the Faculty Senate for a vote on October 26.

II. Business

- A. The minutes from 10/4/17 were **MSP approved**.
- B. C. Mayberry reported on the Philosophy department exit meeting. The review was positive and the reviewers were impressed with the planning goals and diversity in the department. It was noticed that goals were systematically implemented since the department's last review. Pleased students said they had access to faculty and advisement.
- C. E. Sussman reported on the Economics department final MOU meeting. The department received nine commendations and 17 recommendations narrowed down to 10, including hiring more faculty, more publishing in peer reviewed journals, and teaching and tutoring opportunities. It was noted that the self-study was well written.
- C. Spector will attend the Geological Sciences final MOU meeting on November 16.
- D. College of Social and Behavioral Sciences
 - Political Science***
 - New Course (Returning from 10/4/17)***
 - 1. POLS 449PR – Professional Development in DC (3). **MSP approved**.

E. College of Engineering and Computer Science

Computer Science

New Courses

1. CIT 384/L – Web Development and Hosting and Lab (2/1). **Tabled** until the next meeting for inclusion of the selected bibliography; consistent/measurable course objectives; course outline should be separate from the syllabus.
2. CIT 425/L – Information and Systems Security and Lab (2/1). **Tabled** until the next meeting. Selected bibliography needs to include current publications.

Program Modification

3. Computer Information Technology, B.S. **Tabled** until the next meeting (contingent upon approval of CIT 384/L and CIT 425/L).

Manufacturing Systems Engineering and Management

Course Modification

4. MSE 488A – MSEM Senior Design I (2). **Tabled** until the next meeting for revision to the prerequisite/corequisite statement. Clarify that MSE 420 is a pre/corequisite for MSE 488A in the justification.

New Course

5. MSE 420 – New Product Innovation and Technical Entrepreneurship for Engineers (3). **Tabled** until the next meeting for inclusion of the selected bibliography; clarification of measurable course objectives; deletion of faculty name on syllabus. Major abbreviations should be written out in the prerequisites.

Program Modification

6. Engineering Management, B.S. **Tabled** until the next meeting (contingent upon approval of MSE 420).

F. College of Health and Human Development

Child and Adolescent Development

Course Modifications

1. CADV 327 – Infancy and Early Childhood (3). **MSP approved.**
2. CADV 335 – Middle Childhood (3). **MSP approved.**
3. CADV 361 – Adolescence (3). **MSP approved.**

Family and Consumer Sciences

Course Modifications

4. FCS 533 – Advanced Topics in Administration of Children’s Programs (3). **MSP approved.**
5. FCS 534 – Supervision of Child Development Personnel (3). **MSP approved** with correction to course number typo in the proposed course description.

Program Modification

6. Family and Consumer Sciences, B.S. – Option in Family Studies. **MSP approved.**
7. Child Care and Administration Minor. **MSP approved.**

Health Sciences

Course Modification

8. HSCI 445 – Senior Seminar in Health Education (3). **MSP approved.**

Program Modifications

9. Public Health, B.S. **MSP approved.**
10. Health Administration, B.S. **MSP approved.**

Kinesiology

Course Modifications

11. KIN 406 – Social Change and Development Through Sport (3). **MSP approved.**

New Courses

12. KIN 481 – Social History of Sport (3). **MSP approved** (one no vote).
13. KIN 484 – Research Seminar in Sport Studies (3). **MSP approved** with revisions. Include course number, title and units in the course description. Add suggested texts to the sample syllabus.

Program Modification

14. Kinesiology, B.S. – Option in Sport Studies. **MSP approved.**

G.-H. C. Mayberry distributed the Chancellor's Office memo dated October 12, 2017 regarding Implementation Timelines for Executive Orders 1100-Revised and 1110. She explained that there may be narrowly defined situations that will be considered for an implementation date extension of a specific element of EO 1100-Revised. There will be no extensions for EO 1110 or elements of EO 1100-Revised that align with EO 1110. The provost may submit a request on behalf of the faculty with the president's endorsement. The requirements are outlined in the memo. C. Mayberry suggested that a request not be made until after the pending vote at the next Faculty Senate meeting of whether to implement the executive order. EPC needs to be prepared for either option.

The committee reviewed the revised proposal to convene a task force for EO 1100-Revised. C. Mayberry shared comments on the latest draft and the committee suggested additional edits. After discussion, it was **MSP** (one abstention) to approve the resolution.

C. Mayberry reminded the committee that as of now there is no plan to convene a task force for EO 1110. Proposals can be considered for early implementation as outlined in the committee's standard operating procedures.

Meeting adjourned at 4:01 p.m.

The Committee adopted the following resolution concerning the process for addressing EO 1100 Revised:

WHEREAS, The Educational Policies Committee is charged with making recommendations affecting undergraduate curriculum, general education, and undergraduate academic standards; and

WHEREAS, The Bylaws empower Standing Committees to establish such ad hoc committees as they deem necessary:

THEREFORE, BE IT

RESOLVED: That the Educational Policies Committee charge a Task Force composed of a Steering Committee and one Work Group per College to make recommendations that enable CSUN's General Education structure to respond to EO 1100 Revised with the following structure, process, timeline, and deliverables.

RESOLVED: That the work of the Task Force will not begin prior to October 27, 2017, pending the outcome of the Faculty Senate meeting on October 26, 2017.

Structure

College Work Groups **Constitution**

- The College Curriculum Committee, Chairs, and Program Directors of each College initially constitute the College's Work Group.
- Each College Work Group is encouraged to adopt the structure and membership it believes best suits the College's particular needs.
- On matters requiring a vote within the Work Group, no Department or Program may have more or less than one vote.
- The College Associate Dean will be a non-voting member.
- College Deans are encouraged to provide staff support to the Work Group.

Responsibilities

- College Work Groups should do the majority of the work on recommendations.
- College Work Groups should collaborate with other College Work Groups when appropriate.

Steering Committee **Constitution**

The following constitute the EO 1100 Revised Steering Committee:

- One faculty representative from each College Work Group.
- One faculty representative from EPC (appointed by and from EPC).
- One representative from Associated Students.
- One staff member with advising responsibilities, appointed by the Provost.
- The Faculty President and Provost will appoint the chair of the Steering Committee from among the faculty members of the Steering Committee.

- The Associate Vice President, Student Success and the Assistant Vice President of Undergraduate Programs will provide staff support and will serve as non-voting members of the Steering Committee.

Responsibilities

- The Steering Committee will be responsible for making recommendations to the Faculty Senate. Only Steering Committee members may vote on recommendations to the Faculty Senate.
- The Steering Committee will be responsible for coordinating the work of College Work Groups, including facilitating collaboration between Work Groups.

Overall process

- The College Work Groups should do the majority of the work on recommendations. The Steering Committee will ensure that any College that may be substantially affected by a proposed recommendation is included in the work on that recommendation.
- All meetings of the College Work Groups and Steering Committee will be open meetings.
- The Steering Committee will consult widely with the campus community. Specifically, the Steering Committee will hold open hearings for faculty, staff, and students. After the Steering Committee has developed preliminary recommendations, academic departments and colleges will be given an opportunity to provide written comments.
- The Steering Committee will consult EPC and the Faculty Senate regarding preliminary recommendations and issues that need to be addressed.
- The Steering Committee will represent the Task Force on the floor of the Senate.

Deliverables

- The final recommendations of the Task Force will include:
 - i. The recommendations for modifying CSUN's GE curriculum to respond to EO 1100 Revised.
 - ii. A description of the process followed to develop these recommendations, including a list of people consulted.
 - iii. A rationale that supports the recommendations and that addresses the concerns raised at hearings and by departments, colleges, and the Faculty Senate.
- The Steering Committee or College Working Groups may choose to separately submit to EPC issues, ideas, and other matters regarding GE that arose during the process but were outside the scope of this charge.

Timeline

Once constituted, the Steering Committee will work with EPC to develop a detailed timeline that fits this outline.

Tentative schedule to address curricular changes for implementation in fall 2018:

October 2017

- Process and timeline approved by EPC
- Steering Committee selected and College Work Groups formed
- Steering Committee and College Work Groups begin their work

November 2017

- Steering Committee and College Work Groups complete their work

December 2017

- Review by EPC
- Consideration by Faculty Senate

Tentative schedule to address curricular changes for implementation in fall 2019:

October 2017

- Process and timeline approved by EPC

November 2017

- Steering Committee selected and College Work Groups formed

December 2017

- Steering Committee and College Work Groups begin their work

March 2018

- Steering Committee and College Work Groups complete their work

April 2018

- Review by EPC

May 2018

- Consideration by Faculty Senate