EDUCATIONAL POLICIES COMMITTEE
Annual Report 2009-2010

I. Membership

Hillary Hertzog, Chair                     Education
Tim Black                                  Philosophy
Don Brownlee                               Communication Studies
Vicki Pedone                                Geological Sciences
Diane Schwartz                             Computer Sciences
Randy Cohen                                Biology
Lynn Lampert                               Library
Shannon Morgan                             Psychology
Konstantinos Vrongistinos                  Kinesiology
Rishma Vedd *(President Appointee)*        Accounting and IS
Abel Pacheco Jr                            Associated Students
Cynthia Rawitch *(Executive Secretary)*    Undergraduate Studies
Gregory Mena *(Recording Secretary)*      Undergraduate Studies

II. Meetings

<table>
<thead>
<tr>
<th>Fall 2009</th>
<th>Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>January 27</td>
</tr>
<tr>
<td>October 14</td>
<td>February 10</td>
</tr>
<tr>
<td>October 28</td>
<td>February 24</td>
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<tr>
<td>November 18</td>
<td>March 3</td>
</tr>
<tr>
<td>December 9</td>
<td>April 14</td>
</tr>
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<td></td>
<td>April 28</td>
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</table>

III. Undergraduate Program Review in 2009-2010
Bonnie Paller and James David Ballard managed the Program Review process during 2009-2010. Program Review assignments are listed below.

<table>
<thead>
<tr>
<th>Program</th>
<th>EPC Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>Tim Black</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Hillary Hertzog</td>
</tr>
<tr>
<td>Geography</td>
<td>Rishma Vedd</td>
</tr>
<tr>
<td>Public Sector Management</td>
<td>Shannon Morgan</td>
</tr>
<tr>
<td>Health Science</td>
<td>Randy Cohen</td>
</tr>
<tr>
<td>Chicana/o Studies</td>
<td>Diane Schwartz</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>Vicki Pedone</td>
</tr>
<tr>
<td>Sociology</td>
<td>Konstantinos Vrongistinos</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Don Brownlee</td>
</tr>
</tbody>
</table>
IV. Curriculum Reviews

Because of economic conditions at the university, Colleges and departments were asked by the administration to review their use of S-factor courses and consider changing course structures to reflect more economical use of S-factor curriculum experiences. As a result of this massive review, EPC established guidelines for review of S-factor and C-factor curriculum and opened the calendar to provide flexibility to departments to bring forward S-factor and C-factor changes. The following chart described the kind of documentation that the committee was asking for when considering S-factor/C-factor changes to currently approved curriculum:

<table>
<thead>
<tr>
<th>Classification Request</th>
<th>Form Needed</th>
<th>Additional Data Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>For requesting S-factor</td>
<td>NC or CM</td>
<td>Need to see “intention” of 1 to 1 student/instructor contact in outline or syllabus, justification (include enrollment data if previously taught course)</td>
</tr>
<tr>
<td>Changing S-factor to S-factor</td>
<td>CM</td>
<td>Need course outline, justification (include enrollment data if previously taught course)</td>
</tr>
<tr>
<td>Changing S-factor to C-factor “in a course taught as C-factor previously”</td>
<td>CM</td>
<td>Need outline and representative syllabi from current and/or most recent semester, justification (include enrollment data)</td>
</tr>
<tr>
<td>Changing S-factor course taught as S-factor, to C-factor</td>
<td>CM</td>
<td>Need all information usually requested in NC proposal. (include enrollment data)</td>
</tr>
<tr>
<td>Larger C-factor to smaller C-factor</td>
<td>CM</td>
<td>Justification statement that would cite relevant curriculum information (ex: change in evaluation methods)</td>
</tr>
<tr>
<td>“Family” of proposals – several courses with same request from 1 dept or across departments</td>
<td>Memo and representative CM listing all courses in family</td>
<td>Refer to the type of change listed above to identify data needs</td>
</tr>
<tr>
<td>Previously taught C-factor to Mixed mode course (i.e. mixing two C-factors)</td>
<td>CM separating the two factors, or modified “combo” form</td>
<td>Need course outline, justification (include enrollment data if previously taught course)</td>
</tr>
</tbody>
</table>

EPC reviewed and approved approximately 120 proposals related course classification changes.

In addition to the course classification changes, EPC reviewed and approved approximately 325 proposals during the academic year including new programs, program modifications, experimental courses, new courses and course modifications.
EPC approved **two new academic programs** and **three proposals to elevate an option to a major** during the academic year:

**Fall 2009**
Minor in Finance

**Spring 2010**
Minor in Musical Theatre
EPC approved the elevation from Option to Major for three Health Science programs:
- Health Science
- Public Health Education
- Radiologic Sciences

EPC approved **43 program modifications** proposals during the academic year.

EPC approved **10 new experimental courses** during the academic year.

EPC approved **80 new courses** during the academic year.

EPC approved **193 course modifications** during the academic year.

A list of all of the approved curriculum proposals can be found in the EPC minutes at [http://www.csun.edu/epc/](http://www.csun.edu/epc/).

V. General Education Curriculum Decisions

1. EPC **placed a moratorium on the GE Recertification process** pending the findings of the GE Ad Hoc Committee commissioned by Faculty Senate to determine whether a GE Council should be constituted.

2. Faculty Senate approved **formation of a new GE Council (GEC)**, which will serve as a sub-committee of EPC while Senate by-laws are changed to accommodate establishment of a new standing committee of the Senate. For 2010-2011, the GE Council will function as a subcommittee to the Educational Policies Committee. Membership criteria was established by Faculty Senate and voted on in Colleges. EPC established the following guidelines that will be used to steer initial function of the committee as a sub-committee to EPC:

**Proposed process for curriculum review of EPC and GEC:**

**Review by EPC ONLY**
New program, program modifications, program deletions (majors and minors)
All new courses, course modifications, course deletions that are not available for GE credit

**Review by GEC ONLY**
All new courses, course modifications, course deletions that are available for GE credit and that are neither REQUIRED in one or more programs nor available as ELECTIVES in one or more programs (i.e., either used for GE or free electives only).

Consultation Process for Courses that require possible attention by both committees
All new courses, course modifications, course deletions that are available for GE credit and are either REQUIRED in one or more programs or available as ELECTIVES in one or more programs must be reviewed by the following process.

A. Prior to the curriculum-review by the Associate Deans, EPC and GEC chairs each semester, a summary memo by the AD of each college will be prepared that includes:

New courses
Course abbreviation, number, title, units, GE category, the program or programs that plan to include it as required or elective in the major(s). Record of consultation with affected departments, including consultation with departments offering an existing GE course that would be replaced by this course.

Course modifications
Course abbreviation, number, title, units, GE category, a brief description of the change, any known programs that would be affected by the change, record of consultation with affected departments.

B. At the curriculum review by the Associate Deans, EPC and GEC, the group will examine these new courses and course modifications for potential conflicts or controversies.
1. If no conflicts are found, the course will be reviewed only by GEC. After GEC reviews the course, the result will be sent to the EPC recording secretary to post for informational purposes.
2. If conflicts are found, the course proposal will be referred back to the Associate Deans of the college(s) involved in the conflict. The ADs will organize a meeting between affected departments to attempt to resolve the conflict.
   a. If the conflict is resolved and positive concurrence is secured, the course will be reviewed by GEC only. After GEC reviews the course, the result will be sent to the EPC recording secretary to post for informational purposes.
   b. If the conflict between the departments cannot be resolved, the course will first be reviewed by GEC for a decision on appropriateness for GE credit and placement in GE (new courses only). All such courses will be placed early in the meeting schedule of the semester.
      i. If a new course is not approved for GE credit, this decision cannot be overturned by EPC. If the proposing department wishes to have the course considered for program credit, it will go forward to EPC for this consideration.
      ii. If a new course is approved for GE credit, it will be send on to EPC to consider program credit.
iii. Approved and denied *course modifications* will be sent forward to EPC. Denied proposals will include an explanation of the decision written by the GEC chair.

**VI. Policy Recommendations**

1. A new Majors and Minors policy was approved. The policy was approved by Office of the President on May 25, 2010 and can be found online here: [http://www.csun.edu/senate/policies_docs.html](http://www.csun.edu/senate/policies_docs.html).

2. A new Administrative Graduation policy was approved. The policy was approved by Office of the President on May 25, 2010 and can also be found online here: [http://www.csun.edu/senate/policies_docs.html](http://www.csun.edu/senate/policies_docs.html).

**IX. Pending Issues**

1. Designation of Hybrid Courses in the Schedule of Classes
2. Revision the UDWPE Policy
3. Revision of Curriculum Forms