

**Educational Policies Committee  
Meeting Minutes**

Wednesday, September 4, 2019  
Status of Minutes: Approved 9/18/19

*Attendees*

**Members Present:** L. Becker, L. Campbell, L. Gamma, B. Lasky, K. Luna, C. Mayberry, Y. Mimura, T. Sadek, C. Spector, E. Sussman, T. Zirakian  
**Staff:** E. Adams, D. Cours, J. Hunter  
**Guests:** K. Baxter, Y. Ding, P. Faiman, K. Harris, C. Hayashi, K. Henige, P. Lazarony, A. Mukherjee, D. Tamalis, B. Wu

**I. Announcements**

- A. C. Mayberry (chair) welcomed everyone to the meeting and announced the year's meeting schedule.
- B. New and returning members, associate deans, and guests introduced themselves.
- C. C. Mayberry announced the curriculum review schedule for Fall 2019:
  - 1. 9/18/19: Previously Offered Experimental Topics and Selected Topics, Early Implementation, CSM
  - 2. 10/02/19: AMC, HUM
  - 3. 10/16/19: CECS
  - 4. 11/06/19: DNCBE, MDECOE, SBS
  - 5. 11/20/19: HHD
  - 6. 12/04/19
- D. C. Mayberry announced that the next Faculty Senate meeting is scheduled for Thursday, September 26, 2019 from 2 p.m. to 4:30 p.m. in the Oviatt Library Presentation Room.
- E. C. Mayberry announced that a session with an effective dialogue training consultant is scheduled for senate members on September 20, 2019 from 8:30 a.m. to 12 p.m. in the Oviatt Library Presentation Room. Each senator can invite two attendees. EPC members interested in attending may contact C. Mayberry or their department/college representative for more information.
- F. C. Mayberry announced that the CSU is rolling out immigration legal services for students and employees. An email was sent to EPC members prior to the meeting.
- G. J. Hunter announced that OnBase Curriculum Review enhancements are underway by IT.

## II. Business

- A. K. Henige read the committee charge and explained her role as the Senate Executive Committee liaison to EPC.
- B. The Standing Committee Expectations were **MSP approved** for the 2019-2020 academic year.

The Educational Policies Committee resolves that the following constitute the minimum expectations of each of its members in the 2019-2020 academic year:

1. Attend the entirety of every meeting and participate actively in meetings.
2. Thoroughly and thoughtfully read all distributed materials prior to the meeting.
3. Volunteer for subcommittees or other tasks (such as serving as the EPC rep at program review meetings) as the need arises so that the workload can be spread fairly among members of the committee.
4. Ensure that the climate of the committee is conducive to all viewpoints receiving a full and fair hearing.

- C. The minutes from 5/8/19 were **MSP approved**.
- D. Y. Ding provided an overview of the [Affordable Learning Solutions](#) (AL\$) initiative, a systemwide program to promote the use of low- or no-cost course materials. Funding is available for faculty to develop more affordable materials. She asked the committee for suggestions to make AL\$ more visible to faculty. After discussion, the committee thought it was more appropriate at the department and program level. However, it was recommended to add a category to the [Resource Implications for Curricular Change](#) document (Appendix A of Standard Operating Procedures) as a consideration for faculty developing curriculum.
- E. Y. Mimura reported on the Anthropology program review final MOU meeting. The department received commendations for positive and effective student learning experiences; student involvement and opportunities to engage in different activities; program mission and vision; high impact practices; community engagement; external grants; and faculty success and collegiality among faculty members. Recommendations included monitoring graduation rates of first-time freshmen; efforts to grow majors; securing additional lab space and a modern cabinet for archaeological materials; and addressing challenges with part-time faculty space and meeting/conference spaces.
- F. C. Mayberry said the committee will try using myCSUNbox this year to provide access to all documents that need to be reviewed for each meeting. Other than the agenda, attachments will not be sent by email – the relevant materials will be uploaded to myCSUNbox. She invited members to provide feedback.

C. Mayberry also asked the committee to review the Standard Operating Procedures (SOPs). She said the SOPs need to be updated with revisions the committee discussed previously, as well as the new information about myCSUNbox. She recommended forming a subcommittee to update the SOPs.

G. C. Mayberry provided a brief overview of the curriculum review process, including timeline, early implementation, consultation, syllabi, assessment and resource implications. E. Adams emphasized that unless a curriculum change is very minor, there is always a financial implication and EPC will presume that the college submitting the proposal understands the implication of the change. Additionally, implications for some proposals may cross colleges and require the affected colleges to have complicated conversations.

#### H. General Education

1. C. Mayberry said it was suggested that EPC consider a resolution to enable the committee to move forward with reviewing GE curriculum now that Plan E is implemented. The idea will be discussed further at a future meeting.

2. C. Mayberry provided background on the history of listing across GE sections. She said the committee is trying to develop a process by which a course can be listed in another section of GE in lieu of submitting a course modification. It was **MSP to table** consideration of this item until the next meeting.

3. The GE Plan E curriculum considerations chart was **postponed** until the next meeting.

I. C. Mayberry reminded the committee of outstanding policy items from last academic year. The Service Learning Policy will return later this semester. E. Adams also asked the committee to consider changes to the Attendance Policy.

Meeting adjourned at 3:44 p.m.