

Minutes of EPC Meeting:	February 2, 2005
Approved by Committee	February 16, 2005
Submitted to Executive Committee	_____
Submitted to Academic Senate	_____
Approved by Academic Senate	_____

MEMBERS PRESENT: D.Schwartz (Chair), S. Harp, D. Rodriguez, L. Lampert, J. Matos, H. Hertzog, M. Neubauer, C. Jeffries, C. Keith, K. Baker, A. Akers, M. Fieweger

MEMBERS ABSENT: None

GUESTS PRESENT: B. Lucero-Wagoner, M.Kabo, H. Smith, G. Nakagawa, V. Pedone, C. Rawitch, A. Eaton, M. Pardo, R. Furumoto, E. Hekkers, G. Truex,

STAFF: G. Mena (Recording Secretary)

## I. Announcements

A. Diane Schwartz welcomed Katherine Baker back to EPC.

B. Diane Schwartz announced that graduation rates for CSUN and other universities are available online [www2.edtrust.org/edtrust/collegeresults/default.htm](http://www2.edtrust.org/edtrust/collegeresults/default.htm)

### C. Status Report from GE Task Force (Matos)

Jennifer Matos handed out a grid comparing CSUN's current GE plan with three draft proposals: the Hybrid model, the Humanities model and the Hybrid Model II.

[Posted at <https://www.csun.edu/~getf/home.htm> ]

Jennifer said that the GETF is currently in a re-evaluation stage and that they plan to submit a proposal to EPC and the Faculty Senate during the Spring 2005 semester.

The consensus from the EPC members was that the GETF was moving in the right direction.

## II. Business

A. The minutes for November 24, 2004 were **approved**.

The minutes for December 8, 2004 were **approved**.

**B.** The Department of Chicano/a Studies requested an early implementation (Spring 2005) of a course modification approved for CHS 270SOC during Fall 2004. [See approved EPC minutes from October 13, 2004 for original reference.] EPC unanimously **approved** this request.

**C. EPC Curriculum Review Calendar** Diane announced that following curriculum review schedule:

1. All Experimental Courses **March 2**
2. Curriculum from AMC, BAE, ED, ECS **March 16**
3. Curriculum from HHD, HUM, SM, SBS **March 30**

**D. Missed Class Policy**

Greg Truex said although the some of the wording of the proposal had been changed with the help of constructive criticism, the essential thrust of the policy proposal remained the same. [[Attachment IIE](#)]

After discussion, EPC unanimously **approved** this proposal.

**E. Discussion of the One-in One-out Policy**

EPC discussed an email from the Provost Hellenbrand concerning the “one-in one-out policy”. EPC commented favorably on the idea that whenever a department proposed a new regular course, it would need to identify the resources that will be used to offer the course.

EPC talked about an inventory rule, where courses that had not been offered for a few years would be deleted from the course catalog, and suggested a range possible years to use. Greg Mena suggested that EPC should review courses under an inventory rule during the fall before the University Catalog is published.

Michael Neubauer suggested that EPC take an active role in deleting “old” courses from the printed Catalog and from further scheduling. Michael suggesting requesting a report from Institutional Research showing courses that have not been offered in many years.

Diane Schwartz said that she would email a summary of the discussion and put the issue on the February 16 EPC agenda.

**III. Pending Items**

- A. Modification of Class Schedule
- B. Review of Assessment Questions on Curriculum Forms
- C. Curriculum Consultation Processes
- D. Restricted Registration Priority for Students with more than 140 units

Next meeting: February 16, 2005 in University Hall (UN) 211, 2:00-4:00 p.m.

**Missed Classes While Representing the University in Official Curriculum-Related,  
University-Approved Activities**

Policy

When representing the university in official curriculum-related, university-approved activities requires a student to miss classes, faculty are expected to provide, within reason, opportunity to make up any work or exams that are missed.

Limitations

The student is obligated to provide the instructor of the class with written documentation signed by the faculty, staff member or administrator supervising the activity, giving specific information concerning the activity, its location, and the dates and times when class attendance is not possible. This documentation must be submitted to the instructor during the first week of the semester or as soon as the information becomes known.

Instructors may set limits on the number of classes that may be missed for which special accommodation to make up missed work will be allowed. The process for making up missed class work is the prerogative of the instructor and shall be communicated to the affected students during the first week of classes.

For the purposes of this policy, if a question arises as to which events meet the definition of “*official, curriculum-related, university-approved activities*” the determination shall be made by the Associate Vice President for Undergraduate Studies.

Absence from class for official curriculum-related, university-approved activities does not relieve students from responsibility for any part of the course work required during the period of absence.

University sponsors of these activities have an obligation to respect the importance of regular class attendance for successful academic performance and to minimize the number of such absences. Instructional faculty have an obligation to respect the importance of such student participation, and to assist student participants in meeting their academic obligations.

## **RATIONALE SUPPORTING THE POLICY RECOMMENDATION**

California State University, Northridge recognizes that educational experiences extend beyond the classroom and campus. Students are encouraged to participate in activities that provide opportunities for academic enrichment, experiential learning and university service as ambassadors for the university. The purpose of this policy is to provide students the opportunity to make up examinations or other graded in-class work when they miss class or exams because of obligations related to participation in curriculum-related, university-approved activities.