

MINUTES OF EPC MEETING:
APPROVED BY COMMITTEE
SUBMITTED TO EXECUTIVE COMMITTEE
SUBMITTED TO ACADEMIC SENATE
APPROVED BY ACADEMIC SENATE

NOVEMBER 8, 2006
DECEMBER 13, 2006

MEMBERS PRESENT: S. Morgan (Chair), D. Rodriguez, A. Akers, R. Horowitz, V. Covrig,
R. Cohen, N. Stiles, D. Schwartz, H. Hertzog, , C. Rawitch

MEMBERS ABSENT: L. Lampert

GUESTS PRESENT: C. Mayherhauser, K. Kearns, V. Pedone, S. Babikan, E. Weiss, M.
Kabo, B. Lucero-Wagoner, H. Hellenbrand, D. Antolin, Y. Cervantez,
T. Devine, J. Broussard, R. Fischbach

STAFF: G. Mena

I. Announcements

- A. S. Morgan announced that the GE Residency Proposal approved by EPC needs to be revised. This will be addressed by EPC on November 29, 2006.

II. Business

- A. The minutes from October 25, 2006 were **approved**.
- B. EPC **approved** procedures for the Recertification of General Education courses. **[Attachment IIB]**
S. Morgan agreed to send a memo to the associate deans and department chairs about the procedures and the March 2 deadline.

S. Morgan said that she would talk with the Faculty Senate about the possibility of creating a new committee to handle General Education Certification and Recertification issues.
- C. S. Morgan asked EPC members for their reactions to about the Senate Resolution Regarding Access to Technology for Persons with Disabilities. **[Attachment IIC]**

EPC members **voted to support** the resolution.
- D. The CSBS curriculum from History, Geography and Political Science **was approved** with the following note **[Attachment IID]**:
 - 1. Although the course description for HIST 370 mentions meeting Title 5 requirements, the department only requested approval of the course and not GE status for the course.
- E. With the exception of one withdrawn course, the HUM Curriculum was approved **[Attachment IIE]**.
 - 1. CHS 312 was withdrawn by the college and will be reviewed again at November 29, 2006.

- F.** The CECS Curriculum from the College of Engineering and Computer Science was approved. [\[Attachment IIF\]](#)
- G.** Provost Harry Hellenbrand discussed several ongoing assessment initiatives. No votes were taken by EPC.

[Attachment IIB]

Recertification Policy

November 8, 2006, Approved by EPC

Recertification of Existing General Education Courses

Certified GE courses will be periodically reviewed (at least every 5 years) for Recertification. Normally, all of the courses in a GE section will be reviewed during the same semester. EPC will provide an assessment schedule and oversee the assessment process.

The “Proposal for Recertification of Existing General Education Course” Form will be used as a cover sheet to a course portfolio. Course portfolios are used as a basis for judging how well courses address the student learning outcomes (SLOs) of the GE section.

Recertification of existing GE courses will be based on the following:

1. Sufficient supporting evidence is provided to show that the course has been designed and is being taught to ensure that all students are likely to achieve the GE student learning outcomes of the course.
 - a. The course learning objectives of the course are closely aligned with all of the SLOs in the Basic Subjects Area and all of the SLOs of the IC or WI designation (where appropriate.)
 - b. The content of the course (e.g., the course topics and assignments) show that all of the SLOs are being addressed in the course.
 - c. A variety of learning experiences, including the course assignments, adequately support the course SLOs.
 - d. Sufficient class time is allocated for meeting each of the SLOs.
 - e. Appropriate assessments of student work (e.g. exams, graded papers) are conducted to determine if the students have met the SLOs of the course.
2. Attention to improving the course is ongoing and focused on improving student learning.
3. The course assessment plan is realistic and viable.
4. Evidence exists that courses with multiple sections are coordinated to ensure that all sections of the course meet the SLOs of the course.

GE Recertification Proposal

November 8, 2006, Approved by EPC

Course Portfolio Contents for Recertification of GE Courses

1. Cover Sheet: Include Course Title, Course Number, GE Section, special Designation(s) if included, and Signatures of Department Chair/Coordinator and Associate Dean.
2. Overview (Narrative Summary)

- Describe the following:
- a. How multi-section courses are coordinated to ensure that instruction provided in all sections adequately teaches the SLOs.
 - b. Sufficiency of resources to support instruction (space, computers, faculty, etc.)
 - c. Challenges and vision for the future.
3. Data to be provided by Institutional Research (number of sections, enrollments by student level, number of FT and PT faculty teaching the course) for fall semesters, past 5 years.
 4. Tables:
 - a. Alignment of representative Course Objectives and GE Area SLOs. (Table A)
 - b. For IC designation, alignment of course objectives with the IC SLOs.(Table B)
 - c. For WI designation, alignment of course objectives with the WI SLOs.(Table C)
 5. Table: Alignment of GE Student Learning Outcomes, Learning Activities and Feedback/Grading. (Table D)
 6. Course Syllabi, Assignments and Tests *Must include all of the following elements:*
 - a. One or two typical course syllabi. Each syllabus must include:
 - i. Course title, course number
 - ii. Course description (including any prerequisites/ corequisites)
 - iii. Course objectives
 - iv. Topics covered in courses
 - v. Suggested texts and other instructional materials needed
 - vi. Course Requirements
 - vii. Methods of Evaluation (including grading criteria)
 - viii. List of the General Education Student Learning Outcomes (SLOs) that this course must meet. Include the SLOs for the GE Subject Area, IC and WI SLOs as appropriate. A description of how the course meets the Student Learning Outcomes listed above. A description of how the course meets the Student Learning Outcomes listed above.
 - ix. Selected bibliography (if appropriate)
 - b. For each syllabus, provide copies of the assignments. Include rubrics, if developed, for assignments.
 - c. For each syllabus, provide copies of the tests given in the course.
 7. Assessment Plan: Develop an assessment plan that, over the next six years, will be used to assess all relevant SLOs for the GE subject area. For courses with IC and/or WI designation the plan must also assess all SLOs for the IC and/or WI designations.

[Attachment IIC]

RESOLUTION ON WEB ACCESSIBILITY

WHEREAS, the CSUN faculty have expressed an interest in being able to provide accessible web pages and have begun requesting assistance from University experts; and

WHEREAS, the CSUN faculty recognize that all students should have access to technology resources and services; and

WHEREAS, the CSU has issued a system-wide memo mandating “Access to Electronic and Information Technology for Persons with Disabilities;” and

WHEREAS, the existing CSUN policy governing accessible information technology has therefore been superseded; and

WHEREAS, the campus must be in compliance with the CSU system-wide memo by 2009; therefore

BE IT RESOLVED, that Academic Affairs work diligently in consultation with the Academic Technology Committee of the Faculty Senate, the Academic Affairs Technology Group, and faculty members completing the ATI Technical Assistance Workshop offered by the CSU on October 30-31, 2006 to develop a CSUN campus roll-out plan to ensure that our campus meets federal compliance and the directive from the Chancellor’s Office; and,

BE IT FURTHER RESOLVED, that this Plan include consultation with relevant campus committees such as the Educational Resources Committee, the Educational Policies Committee, and the Disabled Students Advisory Board; and that the Plan make the best possible use of experts among the faculty and other units across the campus.

The Academic Technology Committee, the Educational Policies Committee and the academic affairs technology committees will be asked to co-sponsor this resolution.

This resolution will go forward to the Senate with a “due-pass” recommendation from the Senate Executive Committee.

[Attachment IID]

CSBS:

Program Modification:

1. B. A. in History

New Course Proposals

1. History 370, Problems in American History to 1865
2. History 424, A History of the Medieval Middle East, 600-1258
3. History 426, A History of the Modern Middle East 1798-1979
4. History 479L, History of American Working People
5. History 486J, History of the Jews in the United States [New Course, Cross-listed with JS 486J]

Course Modifications

1. Geography 345, International Trade, Tourism and Development Political Science 427B, Model United Nations [Change prerequisites]
2. Political Science 427B L, Model United Nations Lab [Change prerequisites]

Certification of Course as Writing Intensive

1. History 371, Problems in American History: 1865 to Present [Certify Existing Title V as WI]

[Attachment IIE]

HUMANITIES

Program Modification

1. Liberal Studies Program

New course proposals

1. ~~CHS 312~~ **This course with withdrawn by the College.**
2. JS 486J

Course Modifications

1. ENGL 255
2. RS 376

[Attachment IIF]

CECS:

Program Modifications

CIVIL ENGINEERING AND APPLIED MECHANICS DEPARTMENT

1.B.S., Construction Management Technology: Increase in upper division requirements from 47 units to 52 units; modify title and content of two courses; add four new courses. Proposal is contingent upon approval of new course proposals and course modification proposals for the CMT program.

New Courses

CIVIL ENGINEERING AND APPLIED MECHANICS DEPARTMENT

1. CMT 240L – Building Construction Lab (1 units @ C-15)

Introduction to planning, design, and construction of structures, including cost estimating and project scheduling. Computer applications. Three (3) hours technical activity-laboratory per week.

2. CMT 321 – Introduction to Mechanical and Electrical Installation (2 units @ C-4)

Basic understanding of the electrical and mechanical systems, design, and construction procedures used flexibility in each system, space requirements, and at what point in the job the work on a particular system is done.

3. CMT 334/L – Construction Equipment and Methods (1 unit @ C-4; 1 unit @ C-15)

Construction procedures, job planning layout and scheduling, selection and application of construction equipment to building and heavy construction projects. 1 hour lecture, 3 hours problem-solving.

4. CMT 449 – Dispute Resolution (1 unit @ C-15)

In this seminar, students will explore claims avoidance, and settlement of claims by alternative dispute resolution. Through readings, discussions, guest speakers, independent research, writing, and oral presentations, students will develop a clearer understanding of the resolution and avoidance of claims concentrating on non-judicial solutions, rather than how a court might look at some of these issues.

COMPUTER SCIENCE DEPARTMENT

5. COMP 587 – Software Verification and Validation (3 units @ C-5)

Prerequisite: COMP 380/L and passing score on the WPE (Writing Proficiency Exam). An in depth study of verification and validation strategies and techniques as they apply to the development of quality software. Topics include test planning and management, testing tools, technical reviews, formal methods and the economics of software testing. The relationship of testing to other quality assurance activities as well as the integration of verification and validation into the overall software development process are also discussed.

6. COMP 589 – Software Metrics (3 units @ C-5)

Prerequisite: COMP 380/L and passing score on the WPE (Writing Proficiency Exam). The role of metrics and quantitative models in software development. Product metrics, process metrics, measurement models and techniques for empirical validation. Measurement and analysis: implementation of a metrics program. Measuring software size, complexity, and functionality at different stages of software development. Use of measures to predict effort and schedule required for software projects. Measures of software quality. Analyzing defect data to predict software reliability. Performance measures. Management applications for metrics. Tools that support metrics collection, analysis, summary, and presentation.

ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT

7. ECE 422L – Design of digital Computers Lab (1 unit @ C-16)

Corequisite: ECE 422. Laboratory companion course for ECE422. The structure and operation of a stored-program general-purpose digital computer. Design of computer hardware modules: arithmetic-logic units, control units, input-output units, memories. Basic organizations of digital computers.

8. ECE 451 – Real-time Digital Signal Processing (2 units @ C-4)

Real-time digital signal processing using DSP processors; architecture, instruction set, sampling, filtering, fast fourier transform, and other applications. Available for Graduate Credit.

9. ECE 451L – Real-time Digital Signal Processing Laboratory (1 unit @ C-16)

Real-time digital signal processing using DSP processors; architecture, instruction set, sampling, filtering, fast fourier transform, and other applications. Available for Graduate Credit.

10. ECE 494A – Academic Internship (1 unit @ S-36)

Supervised practical professional experience relevant to the field of study in approved public or private organizations. Industrial supervisor and faculty sponsor performance evaluations and student self assessment are required. A final report written by students describing the work accomplished and knowledge and skills acquired are required. Units earned may not be used to fulfill major program requirements. Available for Graduate Credit.

11. ECE 494B – Academic Internship (2 units @ S-36)

Supervised practical professional experience relevant to the field of study in approved public or private organizations. Industrial supervisor and faculty sponsor performance evaluations and student self assessment are required. A final report written by students describing the work accomplished and knowledge and skills acquired are required. Units earned may not be used to fulfill major program requirements. Available for graduate credit.

12. ECE 494C – Academic Internship (3 units @ S-36)

Supervised practical professional experience relevant to the field of study in approved public or private organizations. Industrial supervisor and faculty sponsor performance evaluations and student self assessment are required. A final report written by students describing the work accomplished and knowledge and skills acquired are required. Units earned may not be used to fulfill major program requirements. Available for graduate credit.

13. ECE 525 – System On Chip Design (3 units @ C-4)

Introduction to system on chip design methodology that includes the study of NIOS and ARM architectures, Avalon switch fabric, memory, real-time operating system (RTOS), peripheral interface and components, and contemporary high-density FPGAs.

14. ECE 525L – System On chip Design Laboratory (1 unit @ C-16)

Introduction to system on chip design methodology that includes the study of NIOS and ARM architectures, Avalon switch fabric, memory, real-time operating system (RTOS), peripheral interface and components, and contemporary high-density FPGAs.

15. ECE 527 – Application specific Integrated Circuit Development (3 units @ C-4)

A course covering concepts, techniques and methodologies used in modern VLSI design automation. The course builds on the foundation of hardware description languages and simulation taught in ECE 526 and proceeds to logic synthesis, static timing analysis, formal verification, test generation/fault simulation, and physical design, including floor planning, placement, routing, and design rule checking.

16. ECE 527L –Application specific Integrated Circuit Development Lab (1 unit @ C-16)

Laboratory companion course for ECE 527. Application of electronic design automation tools for logic synthesis, static timing analysis, formal verification, test generation/fault simulation, and physical design, including floor planning, placement, routing, and design rule checking.

**MANUFACTURING SYSTEMS ENGINEERING AND MANAGEMENT
DEPARTMENT**

17. MSE 509 – Computer-Aided Manufacturing Systems (3 units @ C-5)

Prerequisite: MSE 409/L or equivalent. Introduction to the design of computer-aided manufacturing systems. Concepts and principles of Computer-Aided Manufacturing programming languages development. Methods, tools, practices and projects for design and implementation of computer-aided manufacturing systems.

18. MSE 536 – Introduction to Advanced Biomaterials (3 units @ C-5)

Prerequisite: Consent of the Instructor. The interaction between the human body environment and synthetic materials, including materials for medical implants and for dental restoration and appliances. Tissue engineering, biosensing, imaging, and drug delivery interact directly with biomaterials. Consideration of new technologies that depend upon overcoming present material limits and improving material/biological environment interactions.

19. MSE 556 – Nanomaterials and Nanotechnology (3 units @ C-5)

Prerequisite: Consent of the Instructor. Introduction to nanotechnology and types nanomaterials that have been synthesized for applications in nanotechnology (mechanics, electronics, optoelectronics, energy and biomedical sciences). Illustration of the novel synthesis methods of various nanomaterials.

Course Modification Proposals

CIVIL ENGINEERING AND APPLIED MECHANICS DEPARTMENT

1. CMT 240 – Engineering Statics for Technology (3 units @ C-4)

Change course type; change course title; change course abbreviation “Short Title”; change current catalog description; change requisites.

2. CMT 340 – Strength of Materials for Technology (3 units)

Change course title; change course abbreviation; change current catalog course description;

COMPUTER SCIENCE DEPARTMENT

3. COMP 588 – Software Engineering Economics (3 units)

Delete course. Request to remove is contingent upon the approval of the new course, COMP 589.

MANUFACTURING SYSTEMS ENGINEERING AND MANAGEMENT DEPARTMENT

4. MSE 227 – Engineering Materials (3 units)

Change requisites.

5. MSE 227L – Engineering Materials Laboratory (1 unit)

Change current catalog course description; change requisites.

6. MSE 319/L – Engineering CAD and Graphics and Lab (2/1 units)

Change current catalog course description; change subject abbreviation number; change requisites.

7. MSE 362 – Engineering Statistical Applications (3 units)

Change current catalog course description.

8. MSE 412/L – Manufacturing Processes and Lab (2/1 units)

Change current catalog course description; change requisites.

9. MSE 488A/L – Manufacturing Systems Engineering Senior Design I and Lab (1/1 units) Change course type; change course title; change course abbreviation; change current catalog course description; change subject abbreviation number; change requisites.

10. MSE 488BCS – Manufacturing Systems Engineering Senior Design II (2 units)

Change course title; change course abbreviation; change current catalog course description; change requisites.

11. MSE 505 – Engineering Decision/Risk Analysis (3 units)

Change course title; change course abbreviation; change requisites.

12. MSE 514 – Engineering Reliability and Maintainability (3 units)

Change course title; change course abbreviation; change requisites.

New Program Proposals

MANUFACTURING SYSTEMS ENGINEERING AND MANAGEMENT DEPARTMENT

1. Minor in Automation and CAD/CAM