

Minutes of Meeting:	November 10, 2004
Approved by Committee	<u>December 8, 2004</u>
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, A. Akers, H. Hertzog, M. Neubauer, C. Jeffries, C. Keith,

MEMBERS ABSENT: K. Baker (on leave for Fall 04), M. Fieweger

GUESTS PRESENT: R. Danes, E. Hekkers, B. Lucero-Wagoner, M. Kabo, H. Smith, G. Truex, G. Nakagawa, J. Garcia, E. Weiss

STAFF: G. Mena (Recording Secretary)

## I. Announcements

A. Diane announced that Robert Danes is sitting in on the meeting to represent Undergraduate Studies.

**B. Time Certain 2:30.** Diane announced that Harry Hellenbrand will discuss the “One in, One out” New Course Policy

**C. Time Certain 3:15** General Education Task Force (GETF) Update: Jennifer Matos

### D. Status of EPC approved policies for 2003-2004

Diane said that Retention of Student Work Policy was forwarded to the Senate Executive committee. This policy will have a First Reading at the Senate on November 18

Diane said that the policy to restrict registration priority for students with high-unit counts was discussed with the Senate Executive Committee and was returned to EPC for further review.

Barbara Swerkes will discuss Missed Classes While Representing the University in Official Curriculum-Related, University-Approved Activities policy at EPC’s November 24<sup>th</sup> meeting.

**E. Lower Division Transfer Update:** Margaret Fieweger did not attend this meeting; an update on this item was postponed until next meeting.

**F. College Requests to Change Requisites:** Diane announced that during Spring 2005 departments will have one final opportunity to make changes to the enforcement of requisites in SOLAR without completing curriculum forms. However departments should not use this opportunity to make substantive changes to their curriculum.

**G. Outstanding Curriculum Proposals:** Diane reminded the associate deans present that EPC will review all the outstanding curriculum during the one of the remaining Fall 2004 meetings.

**H. Selected Topics Courses:** Diane asked the Colleges to forward their lists of selected topics courses to Greg Mena.

## **II. Business**

**A. Approval of Minutes:** The October 27, 2004 minutes were unanimously approved with one correction.

**B. Mathematics Program Review:** Shannon Harp briefly discussed her experience as the EPC representative to the mathematics program review.

### **C. Standards for Inclusion of Learning Outcomes/Assessment Methods on Curriculum**

EPC unanimously approved new guidelines for inclusion of assessment methods [[attachment IIC](#)]. These guidelines were added to the 04-05 Standard Operation Procedures.

**D. Time Certain: 2:30** Harry Hellenbrand to discuss “One in, One out” New Course Policy

Provost Harry Hellenbrand acknowledged that such a policy was an administrative policy—not an EPC policy--enforced by Undergraduate Studies.

He said that such a policy is not intended to negatively affect interdisciplinary programs. He explained that Colleges should carefully review what impact removing a course would have on their curriculum. He encouraged EPC to discuss how such a policy should be enforced and implemented in the future.

Michael Neubauer asked Harry if there was a limit on the number of GE courses a department can have in any particular section. Harry said that that he did not see why there should be such a limit.

Harry said that he would email the committee his views on the one-in/one-out topic.

### **E. Time Certain: 3:15 General Education Task Force**

<https://www.csun.edu/~getf/home.htm>

Jennifer Matos discussed the status of the ongoing review of draft General Education (GE) Models. She said that model III has drawn the most attention—both positive and negative—so far. She will give EPC an in depth update on 12/8.

### **F. University Add/Drop Policies**

David Rodriguez asked the committee about recent changes to procedures involving students’ late changes of program.

Greg Mena distributed a copy of page 13 from the Spring 2005 Schedule of Classes.

Robert Danes described his experience with reviewing requests for late changes of program. He said that for a variety of reasons students need to appeal for a late changes—add/drops—due to extenuating circumstances. He also said that during the Spring of 2005 student who wish to

withdraw from a course will not be required to obtain the signature of the chair or the associate dean after census week. Instead they will be required to get the signature of the instructor and of the Office of Undergraduate Studies or Graduate Studies.

### **III. Pending Items**

- A. Policy on Missed Classes
- B. Modification of Class Schedule
- C. Review of Assessment Questions on Curriculum Forms
- D. Curriculum Consultation Processes
- E. Restricted Registration Priority for Students with High Units

## [ATTACHMENT IIC]

### EPC Standards for the Inclusion of Learning Outcomes and Methods of Assessment in Curriculum Proposals

#### BACKGROUND

CSUN has a campus assessment policy that requires program assessment at the department and program level to support curricular revision and program review. ([www.csun.edu/%7Evchsc001/policy.html](http://www.csun.edu/%7Evchsc001/policy.html)) Since the establishment of that assessment policy EPC has included questions regarding course and program student learning objectives and assessment methods on all curriculum forms used to propose curriculum revisions. However many minor curriculum revisions sent to EPC are not accompanied by responses to these questions and EPC generally does not reject curriculum proposals for lack of response. This leaves the departments and colleges in a quandary. What is it exactly that EPC requires in the way of assessment and student learning objectives for curriculum changes?

#### STANDARDS FOR CURRICULUM PROPOSALS

EPC has considered the issue and decided that the following types of curriculum proposals require complete responses to the Student Learning Objectives and Assessment Methods questions on the curriculum forms. Curriculum proposals that do not have complete responses will be returned to the Departments.

New Program Proposals

Major Program Modifications

New Course Proposals

New Experimental Course Proposals

Course Modifications when the Nature of Request is to Change Unit Value, Change Course Content, Change Course Type (Classification), Change Basis of Grading or Change Use of Course in Program.

The following curriculum proposals do not have to be accompanied by Student Learning Objectives or Assessment Methods as long as the program has published program objectives and an assessment plan and as long as the change does not affect the student learning objectives or the assessment plan.

Course Modifications when the Nature of the Request is to Delete Course, Change Course Title, Change Current Catalog Description (without changing Course Content), Change Course Abbreviation or Course Number or Change Requisites.

Minor Program Modifications ( e.g., updating the program to reflect changes in course numbers, course titles, course requisites or minor changes in lists of electives. )

If a college has curriculum proposals that are not covered in the previous lists, the Associate Dean should consult with the chair of EPC before the beginning of the semester in which the curriculum is being considered at EPC. The chair of EPC will let the Associate Dean know whether or not student learning outcomes and/or assessment methods are required.

## CERTIFICATION FOR NEW GENERAL EDUCATION COURSES

All new General Education Courses must be accompanied by a General Education Certification Form.