

EDUCATIONAL POLICIES COMMITTEE:

<http://www.csun.edu/~epcugs/home.html>

Minutes of Meeting:

November 19, 2003

Approved by Committee

March 3, 2004

Submitted to Executive Committee

Approved by Executive Committee

Submitted to Academic Senate

Approved by Academic Senate

Policies: Retention of Student Work (Item I.D)

..... Smoking: (Item I. H)

MEMBERS PRESENT: D. Aiken (Student Rep.), A. Akers, J. Dow, M. Fieweger, L. Lampert,
 J. Matos (Chair), J. Munsch, M. Pardo, D. Schwartz. G. Truex.

MEMBERS ABSENT: M. Kamrava, H. Hertzog

GUESTS PRESENT: Marilyn Filbeck (HHD), Estelle Hekkers (A&R), Elliot McIntire (SBS),
 William Roberts (COBAE), Elizabeth Say (HUM), Cynthia Rawitch (AMC)

STAFF: S. Loffler (Recording Secretary)

I. Announcements

A. This was the 7th EPC meeting of the 2003-2004 Academic Year.

Schedule of EPC 2003-2004 [Meetings](#)

FALL 2003	SPRING 2004
September 10, 24	February 4, 18
October 1 (special meeting: GE revision)	March 3, 17
October 8, 22	April 14, 28
November 5, 19	May 12, 26
December 3, 17	

B. Mehran Kamrava and Hillary Hertzog were not present.

C. **Time Certain: 2:15 p.m.** – Business and Economics Associate Dean William Roberts spoke to the topic of Schedule Change and how it has affected College of Business and Education.

D. On December 3rd, (tentative Time Certain: 3:00 p.m.) – Vice President of Student Affairs William Watkins and Business Law Professor Rafi Efrat will speak to the committee on **Policy of Retention of Student Work** and the result of the Academic Grievance and Grade Appeals Board’s deliberations over a recommendation that will come to EPC for review.

E. President Koester approved the Proposal to Revise the General Education Program. The proposal requires that faculty of each college and the Library elect a representative to the GE Task Force. Interim Provost Bain has asked deans to forward the names of elected members of the GE Task Force to her by December 3, 2003. When the Provost receives that information, EPC members of the Task Force can be elected at the December 3, 2003 meeting. Should there be a delay in receiving this information, the Chair asked that EPC members be prepared to attend a special meeting on December 10, 2003 at 2:00 p.m. in University Hall (UN) 211. If the committee meets on December 10, the final scheduled meeting for December 17 will be cancelled.

F. Margaret Fieweger informed members that a meeting has been arranged with CELT and Assessment representatives to discuss the creation of a “Taxonomy of Tools” for course assessment.

G. Employees will not be required to work on January 2, 2004, and no offices will be required to remain open. Since January 2 is not an academic work day, faculty are unaffected.

H. President Koester approved the following amended **University Policy on Smoking:**

It is the policy of California State University, Northridge to promote a smoke-free environment for our employees, students, and visitors and to encourage non-smoking lifestyles. Smoking is prohibited in all areas enclosed by the outermost walls of buildings including space such as restrooms, storage space, atriums, balconies, stairwells, and other similar features, in outdoor dining facilities posted as smoke-free, in athletic and recreational facilities' seating areas, in state/university owned vehicles, and within 20 feet of entrances, exits and operable windows of buildings.

- I. During the 2002-2003 academic year, EPC approved Recommendation 7 of the GRTF report. This recommendation (**ATTACHMENT 1**) will go before the Faculty Senate Executive Committee on December 4, 2003.
- J. Margaret Fieweger will distribute the most recent Executive Order 595 that treats Title V. (*This agenda item was treated on the last agenda and was stricken from the current agenda.*)
- K. EPC members assigned to Program Reviews should contact Patty Faiman x2969 or email patty.faiman@csun.edu
- L. CSUN Student Research Symposium will be held on Friday, November 21, 2003. Contact the Graduate Studies Office 677-2138 or email hedy.carpenter@csun.edu or katherine.g.bradford@csun.edu
- M. (Added Announcement) Associate Dean of the College of Arts, Media, and Communication Cynthia Rawitch reminded members that the course description for the proposed New Course **TH 304. Process Drama and the Child (1 u. @ C-7)** was reviewed and approved by the committee on March 5, 2003 with the contingency that the course description needed to be rewritten. TH 304's course description has subsequently been rewritten in consultation with the appropriate designees. The committee agreed that the Chair should arbitrate whether the rewritten course description of TH 304 meets the contingency. Cynthia Rawitch also informed the committee that the Credential Option in English is no longer viable and would thus be proposed for removal. The proposal will be distributed to members via the Office of Undergraduate Studies.
- N. (Added Announcement) Margaret Fieweger informed the committee that members of the Working Group to Recommend Processes for Administration of Student Evaluations of Faculty met to consider a short term solution to the question of how to administer and tabulate the results of student evaluations of faculty during the Spring 2004 semester. The group is currently reviewing procedures and practices at other institutions and plans to submit to colleges and departments a report of its findings and recommendations during the Spring 2004 semester. A Memorandum dated November 10, 2003 ("Recommendations for Administration of Student Evaluations of Faculty Teaching in Spring 2004") was distributed to members at this meeting.

II. Business

A. APPROVAL OF MINUTES

- 1. The Minutes of October 22, 2003 had not yet been distributed.
- 2. The Minutes of November 5, 2003 had not yet been distributed.

- B. **Time Certain: 2:15 p.m.** – College of Business and Economics' Associate Dean William Roberts spoke to the proposal to change CSUN's class meeting Schedule to MW, TTh (1.5 hours) and Friday or Saturday (3 hours). The College of Business and Economics has already been using the new schedule. William Roberts stated that while empirical results were not presently available, the schedule change has been viewed as successful throughout the college. While TTh class scheduling was in excess demand, there had been a limited demand for MWF class scheduling. The college found that MW classes fill at the same rate as TTh courses. The college is currently considering setting up a Friday only class schedule after the PACE model, but a 4-5 year program must be set up first. The Friday classes in demand would be scheduled from 2-5:00 p.m. or 6-9:00 p.m. If the whole university adopted a Friday morning schedule, there would no longer be a problem with overlapping. His college is even interested in offering Saturday and Sunday classes which would especially benefit working students. Overall, there appeared to be no change in the way rooms were being used. Additionally, this schedule has taken the pressure off of evening classes and available space. One-third of the students attend part-time. William Roberts also added as an anecdote that 4 to 5 years ago, a few departments had tried a MW 8-9:30 class schedule and found that there was no overlap. William Roberts offered that the college has not heard complaints with upper division classes, but there might potentially be a problem with lower division and GE courses.

Elliot McIntire, Associate Dean of the College of Social and Behavioral Sciences, offered that 7 or 8 of his college's departments were in favor of the schedule change. Elizabeth Say, Associate Dean of the College of Humanities, stated that all departments in her college were in favor of the change as well. Margaret Fieweger asked if any of the Associate Deans had discussed this with the Provost and then said she would bring it up at the next Provost's Staff meeting.

Upon being asked by A.S. representative Debra Aiken whether student opinion was sought before the College of Business and Economics switched to this schedule, William Roberts replied that student clubs had been asked and consented to the change but that a formal survey was not conducted. She then asked how soon, if adopted, would the schedule change be implemented. Margaret Fieweger replied that the Spring 2004 schedule build begins January 20, 2004. Debra Aiken then said that the A.S. does not want a lot of Friday block classes and that many students prefer the status quo. Greg Truex asked how this might affect lower division GE because the MWF morning classes in lower division might be lost. William Roberts replied that ECON 160, 161, and BLAW 280 are MWF and if the schedule changes for these courses, the college expects greater enrollment in them. He added that the advantage of a Friday 8-11:00 a.m. or 11-2:00 p.m. is that the disadvantaging "start-up" time disappears, gaining student contact time. Greg Truex asked if longer classes might bring about "brain-packing." William Roberts replied that most community colleges are already on 3-hour class schedules. Mary Pardo asked whether there could be 7:00 a.m. classes. William Roberts replied that there is even a demand for 6:30-8:00 a.m. classes. Diane Schwartz asked why the university couldn't operate on both schedules, traditional and this proposed schedule. Margaret Fieweger replied that this might interfere with space availability. Diane Schwartz said that it seemed unlikely that students would elect to attend Friday classes since that is the day when attendance is consistently lower. Cynthia Rawitch said that some courses such as Music have to remain on the MWF and she hoped that the opportunity to be aberrant would not disappear with the adoption of a new schedule. Margaret Fieweger replied that departments such as this would control their own rehearsal space. Elizabeth Say said that all day classes are an increasing interest for working adults. She posed the question of whether there would be enough language lab space available.

The Chair said that Saturday classes would be especially convenient for Credential students. Margaret Fieweger said the university might consider a cohort-based college concept that incorporates online assignments that would assist graduation rates. The Chair said that the schedule change might require a flexible transition, especially for some departments. Greg Truex was concerned about faculty having to compete for certain slots to which Diane Schwartz added that finals schedules would have to be carefully revised. She also said that, for some subjects, a 3-hour class might prove too difficult for the students. Lynn Lampert said that on Fridays, the library's computers are packed. Margaret Fieweger then said she would bring the issues to the Provost Council. Debra Aiken asked if she could bring feedback from the A.S. Margaret Fieweger stated that she would assist Debra in the details of arranging a meeting with the Director of Institutional Research for tools to conduct a fair survey. The Chair said that departments should be able to figure out what works best for them. Margaret Fieweger said that it might be better to start with a spring semester with fewer students and get some feedback. Lynn Lampert asked if the University Calendar system would be accommodated.

- C. The discussion of the "Standards into Credit by Exam Policies" published by The College Board was postponed until the next meeting. (A photocopied document was distributed to members on 8-21-2003 via campus mail)

III. Items Pending for 2003-2004

- A. In Spring 2004, review Annual Report on Medical Withdrawals from Student Health Center
- B. Subcommittee for Online-Instruction Course Assessments - Discuss EPC's role in assessment for alternative delivery courses (e.g. online)
- C. Review of the Academic Calendar Proposed for the 2004-2005 Academic Year
- D. New Curriculum Manual and Forms (SOLAR specific) will be reviewed in Late Spring 2004.
- E. **General Education – Postponed pending formation of GE Task Force**
- G. Process of Certification and Recertification of GE courses: postponed pending formation of GE Taskforce.
- H. Pattern Modifications - Discuss allowing upper division GE courses to count in the GE pattern modifications listed on pages 44-45 in the catalog (Estelle Hekkers, A & R): postponed pending formation of GE Taskforce.

The meeting was adjourned at 3:00 p.m.

The next meeting will be held on December 3, 2003, in University Hall (UN) 211, 2:00-4:00 p.m.

-----Attachment below-----

(Attachment: Item I.G: Recommendation #7 of GRTF report on next page. The proposal will go before the Faculty Senate Executive Committee on November 20)

COMMITTEE REPORT OF APPROVAL OF GRTF RECOMMENDATION

Date of Report: 11-05-03

To: Faculty President Michael Neubauer

From: Educational Policies Committee

By: _____ (Executive Secretary)
Margaret Fieweger

Approval of Graduation Rates Task Recommendation #7

At its meeting on May 21, 2003, the Educational Policy Committee (EPC) unanimously approved Recommendation 7 of the GRTF report. The motion was stated in two parts, as follows:

- 1. Students who have completed 140 or more semester units and have not graduated will return to the lowest registration priority until filing for graduation at which time they will receive graduating-senior registration priority.*
- 2. Students who receive graduating-senior registration priority twice and who do not graduate will return to the lowest registration priority.*

Rationale behind “Recommendation 7” as stated in the GRTF report:

In Spring 2002, there were 2,216 students who had completed 140 or more units. Of these, 887 students had already filed for graduation at least twice.

Students with large numbers of units and students who fail to graduate after multiple filings reduce the opportunities for other students to enroll in needed courses. The proposed changes to registration priority are intended to reduce some abuses and to encourage students to avoid taking excessive units. It should be noted that if students file for graduation at 140 units, they will receive priority status twice so they actually have priority up to a number of units that is greater than 140.

This recommendation is herewith reported to the Faculty President for transmittal, via the Executive Committee of the Faculty Senate, for final recommendation by the Faculty Senate.

file Name: GRTF Rec 7 to Senate.doc