

California State University
Northridge

MINUTES OF EPC MEETING: **September 12, 2007**
APPROVED BY COMMITTEE September 26, 2007
SUBMITTED TO EXECUTIVE COMMITTEE _____
SUBMITTED TO ACADEMIC SENATE _____
APPROVED BY ACADEMIC SENATE _____

MEMBERS PRESENT: S. Morgan (Chair), D. Rodriguez, A. Akers, R. Horowitz, R. Cohen,
L. Lampert, E. Adams, K. Baker

MEMBERS ABSENT: M. Zakhor, H. Hertzog

GUESTS PRESENT: T. Williams-Leon, D. Schwartz., M. Filbeck., M. Rubin, E. Forbes,
E. Hekkers, V. Pedone, M. Afifi, K. Kearns, R. Fischbach, J.
Hennessey, S. Babikan

STAFF: G. Mena

I. Announcements

A. EPC Members: EPC welcomed the new EPC member. EPC is missing one member. S. Morgan announced that the Senate Executive Committee is accepting nominations and that a new member will come after September 20.

B. The EPC meeting dates for 2007-2008 are:

Fall 2007	Spring 2008
9/12/2007	1/30/2008
9/26/2007	2/27/2008
10/10/2007	3/12/2008
10/24/2007	3/26/2008
11/14/2007	4/09/2008
11/28/2007	4/23/2008
	5/07/2008

C. Curriculum deadlines and College review dates

Sept 26: **Experimental/Selected Topics and HHD**
October 10: **CECS, CSM**
October 24: **SBS, AMC**
November 14: **HUM, CBE**

D. The following EPC members volunteered to be EPC program review representatives:

CTVA: **Richard Horowitz**
Health Science: **Randy Cohen**
Linguistics: **Katherine Baker**
Pan African Studies: **Alyce Akers**
Psychology: **Elizabeth Adams**
Women Studies: **Lynn Lampert**

II. Business

- A. The minutes from **May 9, 2007 were approved.**
- B. Review of the 2006-2007 EPC Annual Report **was postponed** until September 26, 2007.
- C. Review of the Standard Operating Procedures **was postponed** until September 26, 2007. V. Pedone said that Associate Deans will bring forward a proposal to move toward a paperless circulation of curriculum.
- D. The GE Recertification Subcommittee recommended the recertification of all Basic Subjects courses with the exception of Math 131.

EPC approved the recertification of all Basic Subjects courses with the exception of Math 131.

GE Recertification Subcommittee revised the Course Portfolio Guidelines and compiled a list of suggestions on how improve the process. [\[Attachment IID\]](#)

Shannon Morgan and Elizabeth Adams volunteered to lead the GE Recertification Committee.

- E. Shannon Morgan asked EPC members to volunteer in pairs to review at least one College's curriculum in depth and to summarize it for EPC. EPC members were asked to respond via email after the meeting.
- F. Shannon Morgan volunteered to be the Chair of the GE Council Subcommittee. Because of lack of time, the charge of the GE Council will be discussed on September 26, 2007.
- G. Maureen Rubin presented new academic disqualification policy.

EPC **approved to split the proposed policy** into two separate policy statements.

1. EPC **approved** the 2.00 GPA Probationary Students Policy [\[Attachment IIG1\]](#)
2. EPC **approved** and Reinstatement after the Third Disqualification policy. [\[Attachment IIG2\]](#)

[Attachment IID]

Recommendations for Improving the GE Recertification Process

As 2006-2007 was the first year the campus carried out the new GE recertification process, the GE Recertification Committee continually reflected on the GE recertification process itself and over the course of the year suggested the following ways to simply, clarify or make the process more effective:

1. Modify the required course materials in the course portfolio as follows :
 - a. Require a standardized table of contents for the course portfolios to make it easier for the committee to find the material in the course portfolio.
 - b. Change Table D so that it aligns the student learning outcomes of the GE section directly with the student learning activities and feedback of the course.
 - c. Clarify exactly what is required in the course portfolio. Many of the portfolios were missing crucial information and had to be returned to the departments for revision.
 - d. Change the notation on the Course Alignment Tables so that S(Strong), W(Weak) and N(None) indicate the strength of the alignments.

The revised Course Portfolio description and the revised tables are attached to this memo.

2. Clarify exactly what is required in the course assessment plans that are part of the course portfolios. This was the most difficult part of the portfolios to assess since the details of the course assessment plans varied widely. A model course assessment plan (even multiple model plans) would be very useful for the departments.
3. Set the submission deadline for the course portfolios early enough so that departments can be given feedback on missing or incomplete or otherwise problematic portfolios. For example if the portfolios were available on Dec 1, a subset of the GE Recertification Committee could scan them for completeness and ask the departments to resubmit a revised portfolio by Feb1.
4. The committee discussed the possibility of submitting *some* of the portfolio material (i.e., course syllabi, projects and tests) by posting the material on a website. Some technical help would be needed to establish and maintain the web site. This recommendation should be reviewed by the 2007-2008 GE Recertification Committee for feasibility.
5. We need to define what will be required in the GE Assessment Reports that need to be submitted to EPC, starting in fall 2009. These reports are due five semesters after a course is recertified.

Required Course Portfolio Contents for Recertification of GE Courses REVISED Spring 2008

1. Cover Sheet: Include Course Title, Course Number, GE Section, special IC or WI Designation(s) if applicable, and Signatures of Department Chair/Coordinator and College Associate Dean.
2. Table of Contents
 - a. Narrative Summary
 - b. Assessment Plan
 - c. Enrollment Data (from Institutional Research)
 - d. Alignment of Course Objectives and Student Learning Outcomes(Tables A, B, C)
 - e. Alignment of Course Activities and Student Learning Outcomes (Table D)
 - f. Course Syllabus

- g. Course Assignments
- h. Course Exams/ Tests

3. Narrative Summary

- a. Brief overview of course. Include general size of the course offerings each semester(number of sections; number of students; mode of instruction)
- b. How are multi-section courses coordinated to ensure that instruction provided in all sections adequately teaches the SLOs?
- c. Discuss sufficiency of resources to support instruction (space, computers, faculty, etc.)
- d. Discuss challenges and vision for the future.

4. Assessment Plan: Develop an assessment plan that, over the next six years, will be used to assess how the course meets the student learning goals and student learning outcomes of the GE section the course is in. For courses in GE Subject Explorations, each course must assess at least two of the SLOs from the GE section. Indicate which two will be addressed. For courses with IC and/or WI designation the assessment plan must also assess all SLOs for the IC and/or WI designations.

5. 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.

6. Course Alignment 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)
- d. Alignment of GE Student Learning Outcomes, Learning Activities and Feedback/Grading. (Table D)

7. 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.

[Attachment IIG1] 2.00 GPA PROBATIONARY STUDENTS POLICY

Current and Proposed Student Academic Standing Policies and Timeline (*Italics indicate language that will be eliminated. RED indicates new policy language.*)

Good Academic Standing

Students must achieve and maintain a GPA of 2.0 or higher to be in Good Academic Standing.

Probation

Students with less than a GPA of 2.0 are on Probation.

Removal from Probation

Students are removed from Probation when they achieve a Cumulative GPA and CSUN GPA of 2.0 or above.

Basis for Disqualifications

In the semester following a student's placement on probation, the student will be disqualified according to units **earned** and GPA as follows:

Freshman 1-29 units earned	1.50 or Less
Sophomore 30-59 units earned	1.70 or Less
Junior 60-89 units earned	1.85 or Less
Senior 90 or above units earned	1.95 or Less

Renewal Semester **First Disqualification**

Beginning with the Spring 2006 semester, undergraduate students who have received a first disqualification from Cal State Northridge will be allowed an additional semester of enrollment to improve their academic performance. This applies only to the semester (Fall or Spring) immediately following the first disqualification. This additional semester will be known as the "renewal" semester. Enrollment for subsequent semesters will be permitted only if continued improvement in academic performance is demonstrated (i.e. an increase of 0.05 or more in the GPA). Students who fail to make measurable improvement during the renewal semester will be unable to enroll for a minimum of one semester and will be required to reapply. If this occurs, the student will be charged with a second disqualification.

Students who receive a First Disqualification are allowed to re-enroll for the semester immediately following the semester during which they received the disqualification. During this semester, they must demonstrate improvement in academic performance by earning a 2.00 GPA or higher. These students will be advised to complete certain support activities to increase their chances for academic success. They must continue to earn a 2.00 GPA or higher each term while on probation. Failure to do so will result in a second disqualification.

Second Disqualification

Students who fail to demonstrate a 0.05 GPA improvement in their academic performance will be required to leave the University for a minimum of one semester and must reapply to the University by established deadlines.

Students will receive a Second Disqualification if they (1) fail to earn a 2.00 GPA in any semester after a First Disqualification or (2) achieve Good Academic Standing after a First Disqualification, but return to probation and subsequently lower their GPA below the thresholds defined by the number of units earned. These students will be required to leave the University for a minimum of one semester and must reapply to the University by established deadlines to be considered for readmission.

Third Disqualification

Students who are readmitted to the University after a Second Disqualification and fail to achieve a .05 GPA improvement while on probation will be disqualified and will never be able to reenroll at the University.

Students who are readmitted to the University after a Second Disqualification will receive a Third Disqualification if they (1) fail to achieve a 2.00 GPA in any semester while on probation after a Second Disqualification or (2) achieve Good Academic Standing after a Second Disqualification, but return to probation and subsequently lower their GPA below the thresholds defined by the number of units earned. Students who receive a Third Disqualification are not eligible to seek readmission to the University for a minimum of five years.

[Attachment IIG1] REINSTATEMENT AFTER THE THIRD DISQUALIFICATION POLICY.

Academic Reinstatement to the University after a Third Disqualification

After five years, a student who has been disqualified for the third time may elect to reapply to the University. The student will have to provide evidence that demonstrates acquired skills or achievements that would support a successful return to the University. These students will be required to achieve a GPA of 2.00 or higher each term while on probation, and will be given no further opportunities for readmission.

Presented to EPC September 12, 2007