I. Announcements
   A. Hillary Hertzog announced that the Majors and Minors policy will be taken to the Senate Executive committee a second time for review before the first reading.

II. Business
   A. The minutes from February 10, 2010 and February 24, 2010 were both MSP.
   B. SBS Regular Curriculum
      1. MSP: Psychology: 1 course modification, 1 blanket memo regarding recommended preparation wording for a series of classes
      2. History: 1 one course modification (approved in Fall 09; listed here for information purposes since it came mid-cycle to EPC in Fall 09); 1 new GE Course, HIST 366, in Lifelong Learning. MSP
      3. Urban Studies and Planning: 5 course modifications. MSP
         A. URBS 494A,B,C (Internship): Change current basis of grading from letter grade to c/nc to bring grading more in line with nature of how URBS internships are conducted and evaluated.
         B. URBS 340A, AL, B, and BL (a series): Proposes to streamline how methods are taught in the department. Takes away what were separate labs (AL and BL) and differentiates between quantitative (A) and qualitative (B) methods. A will precede B sequentially. MSP for Fall 10.
            i. URBS 340A: Urban Research Methods—change unit value from 2 to 3 units; change course title to “Quantitative Urban Research Methods”, change current catalog description and course abbreviation, change
subject abbreviation number to URBS340AL, change requisites to delete reference to “corequisite: URBS340AL.”

ii. URBS 340AL: Urban Research Methods Lab – delete course.

iii. URBS 340B: Urban Research Methods — change unit value from 2 to 3 units; change course title to “Qualitative Urban Research Methods”, change current catalog description and course abbreviation, change subject abbreviation number to URBS340BL, change requisites to delete reference to “corequisite: URBS340BL” and insert reference to “corequisite: URBS340AL”.


4. Geography: 8 course modifications:
   A. GEOG 206 (Introduction to Geographical Information Science and Lab): Proposal to update the catalog course description for Geography 206 to reflect a more contemporary approach in teaching GIS. **MSP Spring 11**
   B. GEOG 306 (Intermediate Geographical Information Systems and Lab): Proposal to update the catalog course description for Geography 306 to reflect a more contemporary approach in teaching GIS. **MSP Spring 11**
   C. GEOG 406 (Advanced Geographical Information Systems and Lab): Proposal to update the catalog course description for Geography 406 to reflect a more contemporary approach in teaching GIS. **MSP Spring 11**
   D. GEOG 303 (Environmental Geography): Delete Course. **MSP**
   E. GEOG 334 (Southwest Pacific): Change course title to Geography of Oceania; change course abbreviation and catalog course description, and add course to GE Social Sciences Section. **WITHDRAWN**
   F. GEOG 407/L (Remote Sensing and Lab): Change C/S classification (it is a 2/1 course with 2 units now at C-4 and 1 unit now at C-16. The latter will switch from C-16 to C-13. Other changes proposed: course description and requisites.
   G. GEOG 408A (Human/Cultural Applications in GIS and Lab): Change pre-requisites. **MSP Spring 11**
   H. GEOG 408B (Environmental Applications in GIS and Lab): Change pre-requisites. **MSP Spring 11**

C. The EDUC S/C factor Curriculum was **MSP** for Fall 10:

1. Deaf Studies
   - DFST 300 S25 – S48
   - DFST 370 S25 – C4
   - DFST 380 S25 – S48
   - DFST 381 S25 - S48
   - DFST 482 S25 – S48

2. Special Education
   - SPED 403 DHH S25 – S48
   - SPED 403 MM S25 – S48
D. Hillary Hertzog and Cynthia Rawitch communicated two of the major issues the Faculty Senate Executive committee had with the Major and Minor Policy: (1) Some students might believe that administrative graduation policy would essentially make the graduation process automatic and (2) the role and make-up of the University Appeals Board should be clarified.

The revisions to the Major/Minor Policy were MSP. See attachment IID for the version as of April 2, 2010.

E. EPC discussed the issue of Online/Hybrid Course Definitions and Policy Issues. Ashley Skylar and Hillary Hertzog reviewed CSUN IT annual survey results related to online instruction. They also presented the definitions from San Diego State University. Finally, the circulated a draft of proposed definitions for technology based courses which included definitions for “online synchronous”, “online asynchronous”, “hybrid online synchronous” and “hybrid online asynchronous” courses. No vote was taken on these definitions. New definitions will be brought to EPC on April 18, 2010 following consultation with GSC and ATC.
Undergraduate Policies and Procedures

MAJORS AND MINORS

Choosing a Major: Choosing a major means deciding on an area of academic specialization. The major functions as a student’s academic home at the University, so it is crucial for a student to decide on a major as soon as possible. Faculty in the student’s major are an excellent source of academic advising, as are the professional advisors in each College’s Student Services Center/EOP.

CSU Northridge offers students more than 50 different undergraduate majors.

Most majors require a student to complete at least 45 units of the bachelor’s degree in the major field, but some require substantially more units or even a few less than 45. (Degree requirements for each major are explained at the start of each academic department’s listing in the middle section of this Catalog.) Factors to consider when choosing a major include personal interests, academic strengths, faculty advice and career or professional goals. Each student’s major will be printed on the CSUN transcript and on the diploma after graduation. A freshman or sophomore student who is undecided about the major may enroll in undecided status. However, once a student nears junior standing without declaring a major, he or she will be required to obtain additional academic advisement at the Advising Resource Center/EOP.

Specific major and career advisement is required for any undecided student who has completed 45 units toward graduation. Students must declare a major by 60 units. University policies regarding declaring and/ or changing a major are stated below.

Choosing a Minor:

Although a minor is not required for a baccalaureate degree, many students elect a minor to strengthen preparation in areas related to the major field or to career choices. Students may, in conjunction with a CSUN bachelor’s degree program, elect to complete the requirements for one or more minors which have been approved and are listed in the catalog. A student who plans to complete a minor should choose it early so that General Education classes can be selected to satisfy requirements for both GE and the minor simultaneously. The student must formally notify the University when choosing a minor by filing a Declaring/Changing a Minor form with Admissions and Records. The name of the completed minor is noted on the student’s transcript and diploma at graduation. The minimum number of units required in a minor program is 18; the minimum number of Upper Division units required in a minor program is 8. A minimum of 6 units of Upper Division work in the minor must be completed as a registered student at CSU Northridge. Restrictions against overlapping credit in the General Education program are not applicable to courses in the minor program. Failure to complete a declared minor program may delay a student from obtaining a bachelor’s degree. Contact Graduation Evaluations in Bayramian Hall 150 or (818) 677-3781. University policies regarding adding a minor are stated below.

Maximum Number of Majors and Minors:

A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honor’s major in the same program are considered to be a single major. Exceptions to the 140-unit completion rule can be made for CSUN bachelor’s degrees that require more
than 120 units to complete. Students who receive an exception must be able to complete the second major and any additional minors within 20 units beyond the number of units required for the bachelor’s degree in their first major.

Declaring a Major:
Students who start at CSUN as freshmen must declare a major by completion of 60 earned units. Transfer students must declare a major in their transfer application. Student requests to change their major from Undecided or Undeclared to a decided major must be approved by the department chair of the new major. Students who have earned 60 units and have not declared a major will have a registration hold placed on their ability to register for the following semester’s courses. These students will not be able to register for courses until they declare a major. Note: Courses numbered below the 100-level do not count toward the 60 units. Advanced Placement (high school) units do count toward the 60 units.

Adding a Second Major:
Students can add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Appropriate department-approved coursework taken to satisfy the requirements for one major may also be used to satisfy requirements in the second major.

Changing Major or Option:
Students seeking to change majors/options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new major/option. Requests to change majors or options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

Adding a Minor:
Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the minor can be completed within 140 units.

Changing a Minor:
Students may drop their current minor at any time. They may add a new minor as long as they satisfy the policies and procedures for adding a new minor.

Earning a Major and Minor or More than One Minor from the Same Department:
Departments may offer a major and a minor to the same student, or more than one minor to the same student only if the major and minor(s) are associated with different academic degree programs.
Departments seeking exceptions to this policy require the approval of the Educational Policies Committee. Note that different options in the same degree program are not considered different academic degree programs for this policy.

**Transfer Units:**
When computing the earned unit limits on adding majors and minors, a maximum of 70 community college transfer earned units or a maximum of 90 four-year college/community college combination transfer earned units will be counted.

**Administrative Graduation:**
Upon review by the Office of Undergraduate Studies, students who accumulate over 140 earned units may be graduated administratively if they have completed any major, whether or not they have declared that major. Enrollment beyond the 140 units will be restricted to courses required to graduate in the major for which the student has accomplished the highest percentage of requirements.

**Appeals Process:**
Students who wish to appeal this policy or a related decision can apply to a University Appeals Board composed of associate deans, a representative of Undergraduate Studies and a faculty member selected by the Faculty President. For example, students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the University Appeals Board to change majors even though they may need to exceed the 140-unit limit to complete their new major.

**Summary of approvals needed for adding or changing majors, minors and options.**

<table>
<thead>
<tr>
<th></th>
<th>Student has &lt; 90 earned units</th>
<th>Student has &gt;= 90 earned units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add second major</td>
<td>Approval by dept chairs of both majors. Must complete within 140 units.</td>
<td>Approval by dept chairs of both majors and associate dean of second major. Must complete within 140 units.</td>
</tr>
<tr>
<td>Changing major/option</td>
<td>Approval by dept chair of new major/option. Must complete within 140 units.</td>
<td>Approval by dept chair of new major/option and associate dean of new major/option. Must complete within 140 units.</td>
</tr>
<tr>
<td>Adding a first or second minor</td>
<td>Approval by dept chair of new minor. Must complete within 140 units.</td>
<td>Approval by dept chair of new minor. Must complete within 140 units.</td>
</tr>
<tr>
<td>Changing a minor</td>
<td>Approval by dept chair of new minor. Must complete within 140 units.</td>
<td>Approval by dept chair of new minor. Must complete within 140 units.</td>
</tr>
</tbody>
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