

**Faculty Committee on Extended Learning**  
**Wednesday, October 24, 2018**  
**3:15 p.m. – 5:00 p.m.**

**Minutes**

**Committee members present:** *Virginia Kennedy, Joyce Feucht-Haviar, Ahmed Alwan, Ray Calnan, Ivan Guillory, Stephanie Hood, Stephanie Kim, Li Liu, Henrik Minassians, Carol Shubin, John Whitener, and Vickie Yu*

**Committee members absent:** *Svetlana Tyutina*

**Guests:** *Jasmine Arizmendi-Smith, John Binkley, Karen Pak, Linda Moody, Me'Laine Pemberton Hanna*

**Call to Order**

Virginia Kennedy called the meeting to order at 3:19 pm. The meeting was held in Room 375 in the Extended University Commons.

**Old Business**

Review and Approval of April 2018 Minutes

**Committee action:**

Virginia Kennedy asked for a motion to approve the minutes. Henrik Minassians moved to approve the minutes. Ray Calnan seconded the motion. Virginia Kennedy asked for a vote on the motion. The minutes were unanimously approved.

**New Business**

Adam Swenson, the Senate Executive Committee Liaison, introduced himself, then read the Faculty Senate Standing Committee on Extended Learning charge to the committee.

**Committee charge and description of activities**

Virginia Kennedy stated, our charge is to make recommendations. We do not have policy-making authority.

In the last meeting, Ray Calnan proposed to have committee members report back to their colleges. Virginia Kennedy asked if it would be good to have a "brief brief" or talking points. The committee liked the idea. Virginia Kennedy would take the minutes, write it up and distribute it to the committee.

As the dean brings up issues that come up between state side and the committee, the committee would need to work on their communication. E.g. Instructional designers walk the committee through a program, or instructors could come in to show the committee how they

work with Extended Learning, what happens when a new certificate is proposed. Virginia Kennedy will come up with a few topics. The committee is encouraged to propose topics as well.

Virginia will go to the Faculty Senate Committee meeting tomorrow, October 25, 2018. She will stand up and state the committee charge. There have been various attempts to change, update, and expand the charge. To do this is a very long process and has to arrive from the Faculty Senate itself. The committee will keep what they have for now.

### **CSUN Certificate policies – Updates on proposed changes**

Joyce Feucht-Haviar gave a brief introduction of the CSUN certificate policy. Each committee member looked at the certificate policy. No CEU with a signed certificate. No cost to the university. John Binkley stated any college can issue a certificate. The request to issue should be reviewed and approved. The Chair of the College has to give approval to issue the certificate. The certificate does not show up on any long time record. Someone with a grant can put it as their participation.

- Credit certificate has five credit courses. There could have a ten-course certificate but no less than five. Other CSU's have credit certificates that are shorter. CSUN cannot do that because half of the credits that would be given could be part of a master's programs

John Binkley discussed the prerequisite or a degree for a certificate. Ten-course undergraduate financial aid eligible, it is a prerequisite for the master's program. Some opportunities for gainful employment. This is used for GCBA. Gainful employment is a lot of work for financial aid, so the resources are needed to support that. The thought was, no admission to a certificate program because the students are already enrolled, but that is not the case. Graduate studies would have to do a grad check, get approval, then it can be listed on the transcript.

- The University Credit certificate. On our campus, it is a post-baccalaureate certificate. A post-baccalaureate can have undergraduate courses but they have to have a baccalaureate degree first. Communication Disorders is a great example.
- A Certificate in Advanced Professional Development is reviewed by the Faculty Senate Standing Committee on Extended Learning, then approved to move on. It has to be non-credit for those 200-300 credit hours. The notion was brought forward to the committee in the past to have credit courses, but there was confusion. They were not suggesting non-credit courses to become credit courses. The suggestion was to use non-credit and credit courses to create this type of certificate program. An example of this situation was the Metro group and the engineering department. The courses were available but the college could not give the certificate.

Resolution options: Less courses e.g. three or less or a certificate in advanced professional development could be made of approved credit courses. E.g. four or less. Approved credit, approved by Graduate Studies. Perhaps go through the Faculty Standing Committee, then move on to Grad studies.

Ray Calnan and John Binkley met with the chair of GSC. GSC would have to approve it, 1<sup>st</sup> read- go to the Faculty Committee and give comments, 2<sup>nd</sup> read for the Faculty Committee, then back to GSC. They were amenable – it would be helpful for members of GSC to be in the working group to provide the edits. Members from the Faculty Standing Committee and GSC could work together. The approach was to create a new type of certificate. John Binkley and Ray Calnan went to GSC and proposed modifying the current 3 certificates or add a new fourth certificate. Through Faculty Governance, in the role of Associate Dean, John Binkley can provide support, but it is really the chair of both committees who can move and agree to the next steps. AMC and David Nazarian are interested because they are looking at professional development in this way.

The non-credit certificate can really add value when it comes from a university. At CSUN the credit certificate is stated on the transcript. This will allow the university to have more flexibility. Without the student having to pay for another half of a degree. It allows a specialization. Virginia Kennedy asked John Binkley and Ray Calnan to get a sense of what the Faculty Senate Committee/GSC would like to have and give feedback from the Faculty Senate Committee and GSC. Virginia Kennedy asked the Committee for questions and comments regarding the certificate policy and the working group.

Ray Calnan created a spreadsheet for his presentation to GSC. The proposal: to eliminate the fifteen credit hours or to create a new policy. Ray Calnan will send the three columns to the Committee. John Binkley mentioned the LA Coalition email regarding Dominguez Hills getting a grant for Cyber Security. John Binkley emailed Dominguez Hills to find out their certificate policy. Linda Moody mentioned fifteen credit hours seemed to be the number that comes to mind when she has discussions with others. She is in favor of the new policy. Joyce Feucht-Haviar asked, how does one structure the criteria for approval? This seems to be the question of why issue a fourth certificate or refine the current piece. John Binkley mentioned other things to think about with either change. E.g. the University certificate process. A&R adds the certificate to the student's record but it is awarded through Graduate Studies. At Tseng College, Admission and Records (A&R) adds the certificate and Tseng College awards it. A Tseng College certificate is a certificate with a second page that state the student learning outcomes.

Only nine graduate units and twenty-four undergraduate units can be transferred for a degree at CSUN with the student being matriculated into a degree. John Binkley is trying to get clarification to find out if it is possible to get a certificate retroactively. Some students might see a certificate is being offered and will take the courses associated for this certificate but they might not tell anyone when they are finished. How do we track these classes to verify what these students have taken and what has been completed? There is a full list of certificates. This list could be provided to the committee if needed.

John Binkley recently had a request from Financial Aid. They are having to report awards for non-certificates. Certain courses, if they do not have enrollment in five years, falls off of the university catalog. Is that the same for certificates? The committee will need to get clarification from someone from financial aid. Last spring there was also a cleanup request from financial aid for the certificates; to make those certificates enactive from those departments. The catalog currently lists seventeen certificates. The committee asked how a college reactivates a certificate. Contracted training was a topic that Tseng College encountered. It is a curriculum issue that is brought to the College and to GSC. The certificate needs to go through the college and GSC to make sure that the material is still

current as times/technology changes every few years. Curriculum is at the department level. John Binkley could ask the other associate deans how each college is keeping track. John Binkley kept all the documentation of the certificates that were de-activated so that he can easily reactivate it if necessary. Associate deans were in charge of the cleanup. Not sure if they are keeping track. Chancellor's office does not care about certificates but WASC asked them to be added to their list or annual report. Certificates activity needs to be reported to the feds. Not sure if those are IPEDs or A&R/IR.

How does Instructional designers and instructors working on a program help keep track? John as the associate dean made his priority to keep track. John Binkley kept a record of all the certificates that have been approved to go through self-support. E.g. some in the MPA that have become inactive. John Binkley has the information if Urban Planning decides to reactivate the certificate. He would work with the department's associate dean for the re-activation.

Some certificates could be from a third party organization. Tseng College works with the department to make it more valuable for the students to take a certificate at the university instead of from these third-party organizations. Ten years ago or so (2009) there were undergraduate certificates. What can the university do with the changing needs? How do we provide for these students? Li Liu mentioned the potential for a Fast track – three-course program from E & CS. Carol Shubin and Li Liu and Henrik Minassians are interested in working with Virginia Kennedy and John Binkley to go to GSC.

## **Discussion of Extended Learning proposed involvement in Egyptian higher education**

Joyce Feucht-Haviar gave the committee an update on the option of a new university in Alamein, Egypt. Walid Abushakra, the Chairman of Esol Education, stated there is a new capital city outside of Cairo.

With the original plan and current plan, the university owns nothing. Egypt would like an articulated curriculum similar to CSUN. They would like the option for the fourth year to come to America and study at CSUN or stay in their country. We have a curricular relationship with Oman. Several faculty have gone to Oman. Joyce Feucht-Haviar could send a copy of the original curriculum plan to the Committee

A possible plan for the new university in Alamein was discussed. It is possible for the students to come to America for 1 year and obtain a CSUN degree with the CSUN articulation. A certain amount per credit unit could be given to the university whether or not the students attend CSUN because of the CSUN articulation. \$25 per credit unit is what was negotiated. There is also a values criteria. Walid Abushakra was given 140 acres of land in the new capital and wants to open the university in 2020. He would have to work with CSUN faculty to verify what classes could be taken and what faculty would be teaching. Joyce Feucht-Haviar will look at the Alamein policy and see what changes need to be made, as well as speak to the faculty who were involved with that original policy. She asked the committee to look up the new capital city of Cairo and the Al Buraimi College when they had a chance. This November Hilary Baker, the Vice President for Information Technology and Chief Information Officer, will visit the Al Buraimi College graduating students and see the school.

### **Other agenda items – Committee members' issues**

Linda Moody announced that the Master's degree program in Knowledge Management has been approved.

Joyce Feucht-Haviar gave the committee a brief history. John Binkley noted a curriculum modification was used to update the knowledge management degree. Assistive technology and MS in assistive technology were converted to regular status.

Virginia Kennedy suggested to have someone show the committee some of the instructional design. To show how Tseng College works with the university to create a certificate program. The certificate program process will be discussed at the November meeting. Instructional Design team will present at the December meeting.

### **Adjournment**

Having no further business to discuss, Virginia Kennedy adjourned the meeting at 4:53 pm.

*Prepared by Me'Laine Pemberton Hanna*