



EDUCATIONAL POLICY COMMITTEE

Approved 1-29-07

MINUTES OF MEETING: January 22, 2007

PRESENT: P. Arvedson, R. DeChaine, A. Gonzalez, S. Kane, R. Land, J. Momand, J. Moss, J. Rudd,
T. Semerjian, M. Tufenkjian

EXCUSED ABSENCE: C. Haras, S. Xing

GUESTS: C. Cruz, D. Gadish

1. **Call to Order**

T. Semerjian, Chair, called the meeting to order.

2. **Announcements**

2.1 T. Semerjian reported that she received an inquiry from C. Cruz, Associate Dean of Undergraduate Studies, as to the charge of AAS regarding the Ratio of Faculty to Students for Advising Purposes document.

2.2 T. Semerjian reported that the Library Subcommittee expressed concerns about the curriculum process.

2.3 T. Semerjian reported that the Department of Modern Languages and Literatures sent an email regarding developing a foreign language graduation requirement.

3. **Intent to Raise Questions**

None.

4. **Liaison Reports/Appointments**

Program Review Subcommittee

P. Arvedson reported that the Subcommittee is preparing questions for the Department of Child and Family Studies and the Interdisciplinary MA/MS degree.

Executive Committee

R. Land reported that the Committee discussed the Guidelines on Requirement Development and IT Support for Information Systems document that was forwarded by EPC. E. Lipton and P. Quan were time certain guests at the Executive Committee meeting. The Intellectual Property rights document was also discussed.

Academic Advisement Subcommittee

R. DeChaine reported that AAS discussed the Ratio of Faculty to Students document.

Academic Information Resource Subcommittee

J. Rudd reported that AIRS discussed the Wireless Access document and will forward its recommendations to EPC. Also discussed was the on-line upper division theme proposal.

Curriculum Subcommittee

J. Momand reported that the Subcommittee discussed the BA in English and Graduate Credit for Undergraduate Students.

5. **Approval of the Agenda**

M/s/p to approve.

6. **Approval of the Minutes**

M/s/p to approve.

7. **Curricular Items**

Actions Reported by the Executive Secretary

None.

8. **Intellectual Property Guidelines, EPC 06-17**

Discussion continued on this item. The following action was taken:

M/s/p to return this item to the Executive Committee and ask that it be forwarded to the Faculty Policy Committee.

9. **General Education, Block B, Report and Recommendations, EPC 06-18**

D. Gadish, Chair of General Education Subcommittee and C. Cruz, Executive Secretary of GES and Associate Dean of Undergraduate Studies, were time certain guests to discuss this item. The following actions were taken on this document:

M/s/p to approve the recommendation on Course Syllabi that 1) ensure that the GE course syllabus template is provided to new faculty and 2) send to all faculty on an annual basis a reminder of the syllabus policy.

M/s/p to recommend that the Office of Undergraduate Studies facilitate a meeting of the Dean of Natural and Social Sciences and faculty who teach GE Block B to review writing requirements and student learning outcomes and develop implementation strategies for GE Block B courses.

M/s/p to recommend that GES be responsible for the development of a GE Handbook and that the Dean or Designee hold meetings with new faculty to educate them in the role of General Education at CSULA.

10. **Use of Graduate Assistants in Teaching, EPC 06-08**

T. Semerjian provided background on this item. The Committee would like complete data before discussion continues on this item.