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**EDUCATIONAL POLICY COMMITTEE**

**Approved by Mail Ballot**

**MINUTES OF MEETING:** May 22, 2006

**PRESENT:** M. Abdullah, P. Arvedson, K. Chuang, J. Cleman, C. Flint, A. Gonzalez, C. Haras, J. Momand, T. Semerjian, P. Sharp

**EXCUSED ABSENCE:** F. Balderrama, M. Tufenkjian

1. **Call to Order**

C. Flint, Chair, called the meeting to order.

2. **Announcements**

2.1 C. Haras reported that a link to an Information Literacy survey has been sent out; she asked that all members please respond to the survey.

2.2 C. Flint reported that R. Garcia, Chair of the Academic Senate, sent a memo to A. Ross, VP for Student Affairs, P. Quan, VP for Information Technology Services, and E. Lipton, AVP for Academic Affairs, regarding the recommendations made by EPC and the Academic Advisement Subcommittee on Recommendation A4, the use of technology as a mechanism to routinely notify students on advisement issues.

2.3 C. Flint reported that the Ad hoc Reading Skills Committee submitted their findings, and that their recommendations will be agendized in the Fall.

3. **Intent to Raise Questions**

P. Arvedson asked on behalf of the General Education Subcommittee, "What can/will EPC do to explore implementing the Class Syllabus policy?"

4. **Liaison Reports**

**Executive Committee**

J. Cleman reported that the Executive Committee would like the Actions by the Executive Secretary more widely published.

**Curriculum Subcommittee**

K. Chuang reported that the subcommittee approved the new MFA degree in Television, Film and Theatre, but will be notifying the department of several concerns that the college should address before the review by EPC. The subcommittee also discussed the MS in Chemistry and approved the Master Credit for Doctoral-Level Coursework document.

**General Education Subcommittee**

P. Arvedson reported that GES is currently reviewing the course syllabi for courses in GE Block B. Several concerns were raised regarding the Class Syllabus Policy.

5. **Approval of the Agenda**

M/s/p to approve as amended; add Class Syllabus Policy and Establishment of an Outstanding Advisor Award.

6. **Approval of the Minutes**

M/s/p to approve.

7. **Curricular Items**

**Actions Reported by the Executive Secretary**

M/s/p to reflect in the minutes.

8. **Establishment of an Outstanding Advisor Award, EPC 05-26**

The Committee reviewed the transmittal from the Executive Committee and took the following action:

M/s/p to forward this request to the Academic Advisement Subcommittee to develop policy for the establishment of an Outstanding Advisor Award.

C. Flint will provide language in the transmittal as to the vote on this item by the various committees.

9. **Class Syllabus Policy**

The Committee discussed the concerns of GES regarding the class syllabi. The following action was taken:

M/s/p to request that the Provost ask the appropriate person to disseminate the Class Syllabus Policy to all faculty within the next month.

Discussion will continue once the history on the ADA compliance requirement is received.

10. **Proposed Policy: Masters Student Enrollment in and Credit for Doctoral-Level Coursework, EPC 05-09a**

The Committee discussed this proposed policy from the Curriculum Subcommittee. After making changes to the policy, the following action was taken:

M/s/p to approve the new policy for Master's Student Enrollment in and Master's Credit for Doctoral-Level Coursework.

11. **Proposed Policy: Modes of Delivery, EPC 05-24**

The Committee continued its discussion on this item.

**ACTIONS REPORTED BY  
THE EXECUTIVE SECRETARY**

**Course Modification**

**MUS 170 Introduction to Music: Music Literature (2)**

Change suffix, course number, and prerequisites.

**Course Deletion**

**MUS 170B Music Literature (2)**