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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

EDUCATIONAL POLICY COMMITTEE

MINUTES OF MEETING: October 9, 2019

PRESENT: S. Baker, S. Balan, D. Chavez, D. Finocchiaro, K. Fisher, C. Flint, C. Flores, M. Hawley, A. Jamehbozorg, J. Kennedy, A. Raj, M. Shim

EXCUSED ABSENCE: Y. Ba, M. Wild

1. **Call to Order**

A. Jamehbozorg, Chair called the meeting to order.

2. **Announcements**

None.

3. **Intent to Raise Questions**

A. Jamehbozorg – Why are we just getting the final exam schedule? Dr. Hawley had discussion with T. Enders and reported back to the committee. This led to other questions about final exams and the committee decided to invite T. Enders for a Time Certain next week.

- K. Fisher – How reliable is the preliminary final exam schedule and what should be put on the syllabus?
- C. Flint – Why do courses taught in the 4:30 pm – 5:45 pm time module get scheduled for final exams in the 2:30 pm – 4:30 pm time module?

J. Kennedy – Is there a policy for faculty to take CETL training before teaching online courses?

4. **Liaison Reports**

Academic Advisement Subcommittee (M. Wild) – *Submitted report*

Academic Information Resources Subcommittee (K. Fisher) – *Did not meet*

Curriculum Subcommittee (D. Finocchiaro) – *Did not meet*

Executive Committee (C. Flint) – *Did not meet*

General Education Subcommittee (J. Kennedy) – *Submitted report*

Graduate Studies Subcommittee (S. Balan) – *Submitted report*

Library Subcommittee (A. Raj) – *Did not meet*

Program Review Subcommittee (Y. Ba) – *Did not meet*

5. **Approval of the Minutes**

It was m/s/p to approve the minutes.

6. **Approval of the Agenda**

It was m/s/p to approve the agenda as amended.

7. **Curricular Items**

None.

8. **Class Syllabus Policy, EPC 16-15**

M. Hawley reported back to the committee about her discussion with University Counsel. The committee made additional revisions to the policy. A. Jamehbozorg will bring new draft policy for committee to review.

9. **AP Credit Policy, EPC 18-05**

The committee began discussion of this item and decided to table it for next week. M. Hawley suggested the committee consider merging related policies like *Timing of Undergraduate Advisement* into one document similar to Long Beach's *Timely Graduation for Undergraduate Students* policy.

10. **Definition of a Graduate Study Load for Purposes of Assigning Veteran Benefits Policy, EPC 19-05**

The committee discussed this item. A. Jamehbozorg will ask K. Brown if she has considered merging this policy with the Full-Time Unit Load for Graduate Students Policy? He will share her response with the committee at the next meeting.

11. **Potential Policy for Substituting Core Program Requirements, EPC 18-07**

The committee began discussion of this item. C. Flint will ask A. Ellis if he can provide specific cases he has encountered.

12. **Relationship between Syllabus, Course Proposal, and Academic Freedom, EPC 18-11**

a. *Request to discuss Potential Policy on Lecture-Lab Courses, EPC 18-06*

b. *Potential Policy on Course Grades, EPC 18-08*

c. *Potential Policy for Timing of First-Graded Assignment, EPC 18-09*

The committee did not discuss these items.

13. **Final Examinations Policy, EPC 18-10**

The committee did not discuss this item.

14. **Adjournment**

A. Jamehbozorg adjourned the meeting at 2:55 pm.