# **Faculty Committee on Extended Learning**

**February 18, 2015**

**3:15 pm - 5:00 pm**

**Minutes**

**Committee members present:** *Luiz Mendes, Joyce Feucht-Haviar, Nanci Carr, Rick Covington, Virginia Kennedy, Joo Kim, Patricia Miller, Denise Sandoval, Shane Stecyk,* and *Scott Sturgeon, Felicia Vertrees,*

*Required quorum present*

**Committee members absent***: Alexander Alekseenko (excused),*

*Theresa White (excused)*

**Guests:** *Paul Phung, Pratima Dutta, Nicole Wilson*

**Call to Order**

Committee Chair, Luiz Mendes, called the meeting to order at 3:21 p.m. The meeting was held in the Executive Conference Room in the Bookstore Complex.

**Old Business**

**Approval of November 19, 2014 Minutes by Committee Members**

The draft minutes from the November meeting were reviewed by the committee. Luiz Mendes asked if there were any questions or comments concerning the draft minutes.

Luiz Mendes requested a change on page three of the minutes. Under Adjournment, agenda item #7 was changed to agenda item #8.

Patricia Miller inquired about page two of the minutes under Board Action. She wanted to know if a vote was called. The Committee confirmed that no vote was needed.

**Board Action:** Chair moved to approve the minutes; Patricia Miller and Scott Sturgeon seconded. Chair asked for a vote to approve the minutes and the minutes were unanimously approved.

**New Business**

**Chair’s Updates and Announcements**

Chair announced a new committee member. Felicia Vertrees from the University Library will be replacing Anna Fidgeon.

Chair, Luis Mendez said that he will send the link to the Faculty Senate Minutes to all Committee members. Topics discussed were Impaction information, Policies and Faculty Elections.

**Demonstration of New Faculty Committee Web Site**

Chair announced that Paul Phung, Web Developer and Integrated Technology Specialist from Tseng College, is assisting with the New Faculty Committee Website. Helen Khusit a Graphic Designer and Website Project Manager from Tseng College is also assisting with the new website. It was expressed that both Paul Phung and Helen Khusit are doing an excellent job. The Chair explained that the New Faculty Committee Website will include minutes, agendas and annual reports. The website completion is still pending and will follow the standard layout of the Faculty Senate website. There is no launch date and all members will receive a link to the website once it is active.

Joyce Feucht-Haviar mentioned that the website will be a reference that anyone can use, not just committee members.

Patricia Miller inquired if Moodle would still be used for internal communications. Luis Mendez, the Chair explained that Moodle would still be used for internal communications for Faculty Committee members.

**Update on CSU Approach to Options with Degrees**

John Binkley gave a brief overview of the CSU Approach to Options with Degrees. Executive Order 1071 gives the authority to the President to approve options. The Chancellor’s Office requires notification of new options. The notification is not just a notification. Notifications have to be approved by the Chancellor’s Office. The notification is in the form of a memo to the Chancellor’s Office. It has been recently discovered that several options to existing Degree Programs are missing notification to the Chancellor’s Office. Maggie Shiffrar, Assistant Vice President for Graduate Studies is working on resolving the issue. She is requesting that all departments provide all the information for notification at the time of presentation of the curriculum to the Graduate Studies Committee.

Chair inquired about how many options were identified and whether or not it would affect self-support. John Binkley gave a brief summary of the areas identified and how it affects self-support. It was explained that Crist Khachikian expressed a desire for a common core with all options.

Joyce Feucht-Haviar explained that more information will be given to each department regarding the Options with Degrees that still require notification. Maggie Shiffrar is working with the Deans and Associate Deans to resolve the prevailing issue.

**CSU Survey of 400 Level Courses in Graduate Degree Programs**

John Binkley discussed the use of 400 level courses in Graduate Degree Programs. A maximum of 9 units of 400-level coursework may be used on a master’s program of study. CSUN masters students cannot count more than 9 units of 400 level coursework towards their master’s degree. This is not an issue in self-support programs because a cohort format is used for all master programs.

On campus, several master’s programs are currently under review to determine if the degree requires more than 9 units of 400 level courses. Joyce Feucht-Haviar explained that taking more than 9 units of 400 level courses becomes a financial aid issue. Federal loans prohibit graduate students from taking undergraduate courses. Many graduate students use federal loans.

Joyce Feucht-Haviar discussed how there are several graduate students taking undergraduate courses because the CSU system stopped allowing second bachelor degrees. Graduate students should not use their loans to take 100, 200, or 300 level courses. A solution discussed was using a certificate program that prepares a student to apply for graduate school rather than having a student admitted to graduate school and take prerequisite undergraduate courses.

Felicia Vertrees asked if graduate students taking undergraduate courses affects undergraduates. Joyce Feucht-Haviar replied “yes” and explained how it affects the FCS target.

**Introduction of New Director of Distance Learning**

Joyce Feucht-Haviar introduced Pratima Dutta. Pratima is the new director of Distance Learning. Joyce Feucht-Haviar asked if there were any questions. Virginia Kennedy asked if Pratima Dutta had any ideas for Distance Learning. Pratima Dutta gave a brief explanation of organization of Distance Learning and the future direction of the unit.

Joyce Feucht-Haviar gave a brief overview of new developments in Distance Learning. Jennifer Kalfsbeek, Assistant Dean of Program Development in the Tseng College recently wrote an article titled “Attracting and Retaining Adults: Top 10 Features of Programs Designed for Busy Adult Students”. The Article was based on Jennifer Kalfsbeek’s UPCEA Presentation. Jennifer Kalfsbeek was asked to write a series of articles for an online, lifelong learning-focused publication. A copy will be forwarded to all committee members.

**CSU5 Update**

Joyce Feucht-Haviar gave a brief overview of the CSU5. The CSU5 is working on gaining support to lead proposals. One proposal is more efficient than competing proposals and can help gain grants. The goal of the CSU5 is to have collaborative thinking among the various universities.

Denise Sandoval inquired if there is a budget for faculty members to work on grants. Joyce Feucht-Haviar explained that it depends on the project. Each department can determine rather or not to give release time. Virginia Kennedy inquired if there were talks taking place between Faculty members about collaborating on projects and meeting. Joyce Feucht-Haviar discussed the current meetings taking place between the Deans.

**CSU Commission on Extended University’s Survey of Innovation on the 23 Campuses**

Joyce Feucht-Haviar is the Co-Chair on the Commission of Extending University’s Survey of Innovation. Joyce explained the survey in detail and explained that an electronic digital copy will be given to the Committee Members. The survey has the CSU Commission Committee members contact information. All members of the Faculty Committee on Extended Learning were encouraged to review the survey.

Committee chair asked if anyone had any questions. No questions were posed.

**Adjournment**

The meeting was adjourned by Luiz Mendes at 4:50pm.

*Prepared by Nicole Wilson*