

Faculty Committee on Extended Learning
April 16, 2008
Minutes

Committee members present: Virginia Kennedy (chair), Helen Heinrich, Brian Connett, Rachel Friedman Narr, Xiaojun “Ashley” Geng

Committee members absent: Renee Moreno, Sabina Magliocco, Radha Ranganathan, Tina Kiesler, Beth Phillips, James Kelley, Tina Kiesler, James Decker, Joyce Feucht-Haviar

Guests present: Kim Badrkhan, Jennifer Kalfsbeek, Henrik Minassians, Mary Baxton, Bessie Karras-Lazaris, Julia Potter

Virginia Kennedy, committee chair, called the meeting to order at 3:20 p.m. The meeting was held in the Executive Conference Room in The Tseng College. Because Joyce Feucht-Haviar was not able to attend the meeting, Kim Badrkhan (deputy to the dean) attended as her representative. Since this is the last meeting of the academic year, Virginia Kennedy thanked the Committee members for their service. The members of the Committee thanked and applauded Virginia Kennedy for her service as chair for the past two years.

1. Approval of the Minutes for the February 20, 2008 meeting

Virginia Kennedy stated that she had made some revisions to the draft minutes sent previously to the committee via e-mail. Printed copies of her revised minutes were distributed and time was allowed for each committee member to read them. After some discussion and further refinement from Rachel Friedman Narr, the committee agreed to make some additional changes to the draft. Virginia Kennedy asked for a motion. Brian Connett moved that the minutes be approved as amended. Helen Heinrich seconded the motion. Virginia Kennedy asked for a vote on the motion. The motion was approved unanimously.

2. Update on the Programs Presented to the Committee this Year

Virginia Kennedy introduced Kim Badrkhan, deputy to the dean for The Tseng College. He told the committee members that program directors from the College had been invited to the meeting to provide the committee an update on the status of programs presented to the committee during the academic year. Each program director was asked to briefly present an update:

a. Master’s Degree in Humanities: Jennifer Kalfsbeek, director of Private Sector Programs, reported that the Mater’s degree program in Humanities was approved enthusiastically by the Graduate Studies Committee.

b. Master's Degree in Public Policy: Henrik Minassians, director of Public Sector Programs, reported that the program was approved by the Graduate Studies Committee with little concern about the content. He added that the Committee seemed particularly interested in the online modality of the program. It will be submitted to the CSU as a pilot program. The program's start date will be determined as soon as the production schedule is prepared by the College's distance learning group. He is hoping for a Fall 2009 launch.

c. Modification to the Master's of Public Administration: Henrik Minassians reported that the proposal to modify the Master's of Public Administration was approved by the Graduate Studies Committee. Implementation will begin this fall with the release of three of the four tracks.

d. Board Certified Behavior Analyst (BCBA) University Certificate: Jennifer Kalfsbeek reported that the BCBA program was approved by the Graduate Studies Committee. She added that the refinements to the BCBA program that were suggested by the members of the Faculty Committee on Extended Learning when she presented the program during the February meeting had been incorporated into the proposal for Graduate Studies. These refinements, she believed, significantly improved the proposal resulting in approval by Graduate Studies. She stated that the start date will be Fall 2008 and that many prospective students had contacted the department to inquire about enrollment. She added that the Los Angeles Unified School District had made an inquiry about the program.

Virginia Kennedy recommended a special topic in Autistic Spectrum Disorders. She stated that she and Rachel Friedman Narr have broad resources in the field and would be happy to offer feedback on the program.

In responding to a question from Virginia Kennedy, Jennifer Kalfsbeek stated that the first cohort of the program is post-masters. She added that preparation for the practitioner examination is part of the program and that tracking the pass rate on that examination will be part of the assessment process.

It was discussed and agreed that the final program proposal that was submitted to the Graduate Studies Committee will be sent to the Committee members. If any member of the Committee has any additional questions or comments, Jennifer Kalfsbeek is available to talk with them.

Ashley Geng commented that there should be consideration about training parents. Jennifer Kalfsbeek answered that parent training is not

addressed specifically but that it is a theme woven into the program generally.

3. Update on Lean Operations Non-Credit Certificate

Virginia Kennedy noted that this agenda item, an update on the Lean Operations Non-Credit Certificate program, had been added to the agenda after it had been sent to the committee members. She then asked Jennifer Kalfsbeek to present the update.

Jennifer Kalfsbeek stated that the Lean Operations program needs more seat time to adequately present the material. The increase is from 111 hours to 120 hours for the program. There is no change to the curriculum.

Virginia Kennedy asked if this required a change to the cost or to the number of C.E.U.s.

Jennifer Kalfsbeek responded that the cost will change slightly and that the C.E.U.s will change from 11.1 to 12. She continued that this additional seat time will mean that all four classes in the program will have the same amount of class time – 30 hours each. She commented that the faculty teaching the courses had suggested this change after they realized that the initial program that was approved in 2005 at 11.1 C.E.U.s did not provide enough time for the classes, and now that they have taught the course for two years they are confident the more seat time will benefit the students.

Virginia Kennedy asked for any additional questions or comments from the committee members. No additional questions or comments were made.

It was noted by Rachel Friedman Narr that there were not enough members present for a vote (there were four in attendance at this point in the meeting). It was discussed and agreed by those members present that an endorsement by the committee would be adequate. **It was unanimously agreed that the committee will endorse the change to the number of instructional hours in the Lean Operations program from 111 to 120 total.**

5. Accept Nominations for Committee Chairperson for the 2008 – 2009 Academic Year

Virginia Kennedy stated that she sent e-mails to those current members who had another term to serve on the Committee asking for nominations for Committee Chair for the 2008-09 academic year. Those returning members are Ashley Geng, Renee Moreno, Sabina Magliocco, Radha Ranganathan, Brian Connett and Rachel Friedman Narr. She did not receive any nominations before this meeting. She stated that she reviewed the by-laws for election procedures. She asked for nominations from the floor, but none were made. She stated that the

election would be by e-mail, which is how she was elected last year. She stated that she would email the returning members and ask for nominations and voting to be completed by April 25th. It was agreed that this is the procedure that would be followed.

5. International Programs and Partnerships Presentation

Virginia Kennedy asked Kim Badrkhan to begin the presentation of The Tseng College's international programs and partnerships. He introduced Mary Baxton, director of admissions for the College, and Bessie Karras-Lazaris, academic director for the College's Intensive English Program (IEP).

In addition to her role as director of Admissions, Mary Baxton reported that she is also doing international recruitment for the College. She travels extensively to attend recruiting fairs, meet with agents and families, and present at international conferences. She explained the process of enrolling students into the IEP program and the process of a "conditional admittance" to the University for students needing improved scores on the TOEFL (Test of English as a Foreign Language) examination.

Bessie Karras-Lazaris continued that we are an official testing site for the administration of the TOEFL examination, offering it once a month.

In addition to preparation for the TOEFL examination, Mary Baxton reported that we are also looking into offering the IELTS (International English Language Testing System) examination. It is becoming more popular as a measuring tool.

Since joining the College last year, Mary Baxton has added staff to facilitate international recruitment and admissions. She stated that the diversity of nationalities for IEP students is changing. We now receive students from around the world, including Japan, China, India and the Middle East. The active recruitment of international students supports the University as well as The Tseng College.

Mary Baxton also discussed The Tseng College's academic partnership with Al Buraimi College in Oman. She described her participation in and experiences during a site visit there last year.

Bessie Karras-Lazaris provided a brief history of the 30 year-old IEP program. Currently we have 220 students enrolled in the program with about half coming from mainland China. Most of the students are between 18 and 27 years of age with a high school degree. In addition to the course of study, the program includes tutoring, field trips, and cultural activities. Students live in CSUN dormitory number 12 and have a meal plan. High-level students in the program serve as ambassadors for new students, especially during orientation, and also write a newspaper (The Outlook) for the program.

Ashley Geng asked if all courses in the IEP are non-credit. Bessie Karras-Lazaris responded that they are. She added that IEP students are not required to matriculate into CSUN degree programs but that we are promoting CSUN to the students.

Virginia Kennedy asked if a citizen of the United States could enroll in the program. Bessie Karras-Lazaris replied that it was possible but not typical.

Helen Heinrich commented that the inclusion of all the IEP textbooks in the Oviatt library is important. Bessie Karras-Lazaris said that the materials were there and were updated regularly.

Kim Badrkhan distributed one of The Tseng College's brochures, "Overview", which describes international programs and partnerships, individual CSUN online courses available to international students, programs and services available via contract to international partners, professional development courses and training programs, and general academic services. He described Dean Joyce Feucht-Haviar's recent trip to Egypt and the Middle East to meet with international partners, education ministry government officials, and potential investors as well as to visit sites for potential new Universities in the region. He reported that we are in discussions for the establishment of a new American university in Egypt, a new woman's college in Abu Dhabi, and a two-year college in Qatar. He also described the academic partnership with Al Buraimi College, which Mary Baxton had commented upon earlier. He also described a collaboration with CSUN faculty member Dr. Nhut Tan Ho, currently on a Fulbright Scholarship in Vietnam, to establish a relationship with a school there. We are also working with a school in China to offer contracted courses. Finally, he reported that we have just recently begun talks with a university in France for a possible collaboration.

Virginia Kennedy asked how the College prioritizes the opportunities. Kim Badrkhan responded that the selection is based upon realistic outcomes.

Virginia Kennedy asked Julia Potter to send copies of the "Overview" brochure to those members not present. She thank the Tseng College staff members for their presentations.

Virginia Kennedy asked if there was any further business to discuss. No further business was presented. With no further business to conduct, the meeting was adjourned at 4:35 p.m.

This is the last scheduled meeting of the Committee for the academic year.

(No policy changes were discussed or recommended during this meeting.)

Prepared by: Julia Potter