



**California State University, Long Beach
Curriculum and Educational Policies Council**

Minutes – AY2024-25 – Meeting 16
Wednesday, May 14th, 2025, 2:00-2:15 PM
Zoom: <https://csulb.zoom.us/j/87893439081>
Meeting ID: 878 9343 9081

Attendance: **Jeff Bentley, Craig Macaulay, Chloe Pascual, Danny Paskin, Christine Scott-Hayward, Amanda Fisher, Kelly Leah Stewart, Manny Pulido, Laura Forrest, Chris Marino, Daria Graham, Jermie Arnold, Pei-Fang Hung, Shamim Mirza, Henry O'Lawrence, Babette Benken, Robert Moushon, Praveen Shankar**

1. Meeting called to order 14:00
2. Approval of the organizational meeting agenda
3. Welcoming new CEPC members Shamim Mirza from COE, Chris Marino from COB, and Daria Graham from Student Affairs.
4. Bentley explained the CEPC has representatives from across the University and proposals come to us before they go to the Academic Senate. We rely on diverse perspectives from across the University.
5. Election of CEPC Officers for AY2025-2026
 - a. Election of Chair
 - i. Craig Macaulay nominated for Chair
 1. Has served as CEPC Vice Chair for many years and will run the meetings efficiently and with an emphasis on collegiality
 2. Vote: Yes 93%, No 0%, Abstain 7%
 - b. Election of Vice Chair
 - i. Vice Chair fills in for the Chair when they are not available. You get insight into how CEPC works behind the scenes. Leadership role on a University Committee.
 - ii. Christine Scott-Hayward nominated
 1. Has vast experience running meetings efficiently
 2. Vote Yes 92%, No 0%, Abstain 8%
 - c. Election of Secretary



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- i. Chloe Pascual nominated
 - 1. Experience and accuracy
 - 2. Vote Yes 92%; No 0%; Abstain 8%
 - 6. Determination of meeting mode for AY2025-2026
 - a. We will Zoom next year with 1 in-person meeting
 - 7. Adjournment 14:23



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Guests: Joseph Kim

1. Meeting called to order 14:25
2. Approval of the agenda
3. Approval of minutes from April 23rd, 2025 meeting
4. Announcements
 - a. Chair Bentley thanked 2024-2025 CEPC members for their service
 - b. Pei-Fang Hung - Academic Senate voted a Writing Resolution down. The Senate will have another First Reading of the GEAR Policy in Fall 2025.
5. Consent Calendar: GE Supplement 99 from GEGC for Spring 2025
 - a. Danny Paskin presented on the GE proposals. It was surprising that there were not many GE-E courses that were requested to be moved to another GE area. No issues with any of these changes.
6. New proposed **Minor in Heavy Civil Construction** – (Second Reading)
 - a. Joseph Kim- We made changes based on the CEPC First Reading
 - i. ENGR 492B will be 2 units
 - ii. CEM 424 now has prerequisites CEM 324 or a minor in Heavy Civil Construction for non-Construction Management BS students and CEM 406. This minor will need to be approved.
 - iii. Electives- students will take 2 of them. They can take E 325 as a GE and CEM 486 during or after taking CEM 424.
 - iv. Paid internship course was removed from the proposal. Internship ENGR 492B is part of the minor.



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- b. There is a large demand for people with these skills.
 - c. Comment: Now all Engineering or CSULB students can enroll in this Minor and benefit from the training.
 - d. Comment: The road map is missing the 2nd year Spring semester.
 - i. Response: The Department is currently offering these courses every semester so this shouldn't be a problem. This column was accidentally omitted.
 - e. Comment: ENGR 492B has recently been changed from 3 to 2 units and this minor now reflects that. Changing prerequisites for CE 424 will require the regular course change process.
 - f. Question: Can we require students to take courses during the summer, such as the ENGR 492B internship proposed in this program?
 - i. Response: Previously that would have not been allowed. Now that summer courses have been moved to state side that has been relaxed.
 - g. Comment: The library report is now included in the proposal and satisfactory.
 - h. Question: Can students in COE majors complete their major and this minor within 120 units?
 - i. Response: Some COE majors yes, but maybe not all majors
 - ii. This would be 137 units, less than the 144 maximum
 - i. Question: Would this minor fit into the curriculum of other COE majors or just Civil Engineering?
 - i. Response: It would be beneficial to have other COE majors take this minor because of the demand for these skills. Changing CE 424 prerequisites should help make this minor more accessible to other COE majors
 - ii. Comment: Chemical Engineering students could easily add this minor. Aerospace Engineering students could take the minor with one course substitution. Computer Engineering might be a little more difficult.
 - iii. Approved: Yes 12; No 0; Abstain 0
7. Revision of PS 11-09 **Grade Appeals Procedure** – (Second Reading)
- a. Section 1.7 The grade appeals process must be confidential and the membership of the university grade appeals committee is confidential. Does this need to be clarified?



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- i. There is confidentiality to protect the student and to protect the people on the committee.
 - ii. Question: Has there been concern at College or Department levels with having membership of grade appeals committees be public?
 - iii. Response: There hasn't been any concern, but maybe the confidentiality should be reaffirmed here to grade appeals committees. Added language to 1.7 to clarify. Passed by acclamation

b. Section 1.8

- i. Should this section be moved to the Introduction or remain here?
- ii. What does advisor mean here?
 - 1. The student can choose a Professor or Advisor or Attorney or someone to help advocate for them during the process. In practice it can be any person the student chooses. Added language to clarify this person is not restricted to academic advisor.
 - 2. Question: Could it be their parent or anyone?
 - 3. Response: Yes, it could be anyone the student chooses.
- iii. Can students be represented by an attorney during the grade appeals process? We should use language parallel to the CSULB Disciplinary Actions Policy. Donna Green checked during the meeting and attorneys are allowed to represent students at University Disciplinary Actions and so should be allowed during the grade appeals process.
- iv. Do any Colleges have their own Grade Appeal policies and do they allow oral argument? What is the purpose of this?

c. Section 1.9

- i. There is some antiquated language about communication in this section
- ii. Proposed revisions on privacy around documents and communications related to grade appeals. Paused policy work at this point.

8. Adjournment 15:33