



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

Minutes – AY2026-27 – Meeting 3
Wednesday, September 23rd, 2026, 2:00-4:00 PM
Zoom: <https://csulb.zoom.us/j/85806555081>
Meeting ID: 858 0655 5081

Attendance: Craig Macaulay (Chair), Chloe Pascual (Vice Chair), Mark Beirn, Susan Bloom, Ryan Fischer, Lisa Fish, Amanda Fisher, Laura Forrest, Donna Green, Daria Graham, Nat Hansuvadha, Monica Kabutey, Ann Kim, Michael Lahlou, Eshan Madadi, Mariya Mileva, Robert Moushon, Henry O'Lawrence, Sharon Olson, Danny Paskin, Judy Prince, Mehran Rahmani, Lora Stevens, Kirsten Sumpter, Chris Swarat, Alysa Turkowitz, Rebecca Bustamante (Guest), Don Haviland (Guest), Matt Reimers (Guest), Gwen Shaffer (Guest)

1. Approval of Agenda

- a. Approved unanimously

2. Approval of Minutes from September 9, 2026 meeting

- a. Approved unanimously

3. Liaisons

- a. Academic Appeals Committee (AAC) – Susan Bloom volunteered to serve; no objections
- b. Graduation Writing Assessment Requirement Committee (GWAR) – Henry O'Lawrence volunteered to serve; no objections

4. Announcements – CEPC Meeting on 11/11

- a. Given Veterans Day holiday (11/11), Zoom poll was conducted to vote on an out-of-cycle meeting on either Nov 4th or Nov 18th
- b. Zoom poll resulted in majority vote for **November 18th**
- c. Please calendarize meeting on 11/18; meeting will be canceled if it is determined we do not need to meet

5. 2nd Reading – Syllabi & SCO Policy (11-07)

- a. Unanimous edits were made during meeting as listed below; Craig will revise syllabus policy draft based on shared recommendations and upload clean copy
- b. Line 27: "The syllabus must be made available in electronic form, either through university email or a sanctioned LMS. The instructor must provide instructions on



how to access the syllabus. Unless circumstances dictate otherwise, the syllabus must be provided on or before the time of the first class meeting.”

- c. Remove lines 30-34
 - d. Line 44:
 - i. Remove office telephone phone number
 - ii. “Email” without hyphen
 - iii. Insert “**University** email address”
 - e. Line 46: “Class term, meeting times, **mode of instruction**, and location”
 - f. Line 47: New item C: How instructor will communicate with students (Ann Kim will draft language)
 - g. Line 48: New item D: How students will communicate with each other (Ann Kim will draft language)
 - h. Line 51: “Course goals/objectives, defined as the aims and topics the instructor has for the course.”
 - i. Line 53: Expected Student Learning Outcomes, defined as the expectations for what students should be able to do/accomplish by the end of the course in relation to those aims. These should include any up-to-date general education learning outcomes, when applicable”
 - j. Line 58: An outline or schedule of the subject matter to be covered. It may be thematic and/or sequential.”
 - k. Line 60: “Types and sequence of assignments (with specific connection to course learning outcomes), and basis for assigning course grade;”
 - l. Line 71: Move up item regarding minimum computer hardware and software requirements for the class
 - m. Request to use a standard syllabus template that reflect the University Syllabus & SCO Policy
6. **Community College (CC) Instruction Certificate Proposal – Don Haviland (3:15pm Time Certain)**
- a. Brief inquiry regarding suggestion for Credit for Prior Learning (CPL) but currently there is no policy for CPL for Certificate programs; non-issue per consultation with Pei-Fang
 - b. CECIP voted to unanimously approve the CC Instruction Certificate
7. **Certificate - Technology, Influence, Society – Gwen Shaffer (3:30pm Time Certain)**



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- a. Gwen reported that she would like to add two new courses that can satisfy criteria for Certificate program, but no revised proposal was submitted.

i. CEPC recommendation

1. Gwen will revise and email proposal with two new electives and attach letters of support from relevant department chairs to Craig and Robert Moushon
2. Robert Moushon will review elective courses and department chair approvals in discussion with Pei-Fang
3. Earliest CEPC vote will occur during October 14th meeting
4. If program is approved, new certificate program can be implemented Fall 2027

8. Adjournment

Next meeting: October 14, 2026, 2-4 PM

Additional info:

CEPC website (has schedule, agendas, minutes, etc.) –

<https://www.csulb.edu/academic-senate/curriculum-and-educational-policies-council-cepc>

CEPC Canvas (where all docs will be shared) - <https://csulb.instructure.com/courses/58033>