

File: Curriculum
Research
Committee
2005/2006

2005-2006 Year-End Committee Report Form

Committee: Curriculum & Research

Chair: Debra David

Chair-Elect for 2006-2007: Debra David, 4-6961, zip 0246, ddavid@sjsu.edu

Number of Meetings held:

12

(Please include phone/zip/email if available)

Items of Business Completed 2005/2006

1. Creation of IRB Task Force
2. Approval of multiple programs/concentrations.
3. (See attached list for status of all action items.)

Unfinished Business Items for 2005/2006

1. Revision of Institutional Animal Use and Care Committee Policy (almost complete)
2. Review of 5-year reports for Organized Research Units (pending receipt of requested information from Graduate Studies and Research.
3. Proposed Honors College

New Business Items for 2006/2007

1. Undergraduate advising policy. (This may be more appropriate for Instruction and Student Affairs or for both committees.)
2. Revisions to Program Planning policy.
- 3.

Please return to the Office of the Academic Senate (ADM 176/0024) by May 30, 2006.

**Curriculum and Research
Status of Items of Business
2005-2006**

Item/Referral	Status
1. Bachelor of Music concentration in Music Education	Approved 9/12/05
2. Transfer of Human Factors/Ergonomics Program	Approved 9/12/05
3. Resolution to create an Institutional Review Board Task Force	Approved 10/17/05 SM F05-1 passed 10/24/05
4. Sense of the Senate resolution on General Education (To Maintain the Purpose and Approach of EO 595)	Approved 10/17/05 SS F05-3 passed 10/24/05
5. B.S. in Justice Studies and Minor in Justice Studies	Approved 10/31/05
6. Resolution from IRB-HS Committee on Children Participants in Research	Tabled.10/31/05 IRB Task Force requested to address
7. Emphasis in Economics, Finance, and Actuarial Science in BS in Applied & Computational Mathematics	Approved 11/28/06
8. Termination of Center for Math and Science Education	Approved 2/6/06
9. B.S. Health Science concentration in Health Professions	Approved 2/6/06
10. Bachelor of Music concentration in Jazz Studies	Approved 2/20/06
11. Global Studies Institute (Organized Research & Training Unit)	Tabled 3/6/06 pending further administrative study
12. Senate Management Resolution to modify IRB Task Force membership	Approved 3/6/06 SM S06-1 passed 3/13/06
13. Termination of Institute for Eurasian Affairs	Approved 3/20/06
14. Resolution on Undergraduate Declaration of Major and Advising	Approved 4/17/06 Revised and approved 5/1/06 S1327 failed 5/8/06
15. Five-year reviews for 3 Organized Research Units	Tabled pending receipt of more detailed information from Graduate Studies)

16. Resolution to revise Institutional Animal Care and Use Committee (IACUC)

Referred back to IACUC committee for minor changes; will vote by e-mail or next year.

17. Resolution to create an Honors College

Not discussed due to lack of time.

Other Items Discussed (no formal action taken; may be items for 2006-2007)

1. Ed.D. degrees. Referred to Graduate Studies and Research Committee for consideration of appropriate criteria to consider.
2. Interdisciplinary programs (particularly degree programs which cross college boundaries). To be continued in 2006-2007.

San José State University
Curriculum & Research Committee
AGENDA
September 12, 2005
2:00 p.m., WSQ 215

- I. Welcome and introductions.
- II. Approve minutes: May 2, 2005
- III. Minute-taking rotation
- IV. Overview of committee charge
 - a. Decisions about curriculum and research
 - b. Developing policy
- V. Action items
 - a. B.M. concentration in Music Education
 - b. Transfer of Human Factors/Ergonomics program
- VI. Discussion: Likely issues to address this year
- VII. Other business?
- VIII. Adjourn

**Minutes: Curriculum and Research Policy Committee
September 12, 2005**

Present: Debra David, Chair; Emily Bruce; Peter Buzanski; Robert Cooper; Caroline Le; Sigurd Meldal; Pam Stacks; Howard Turetsky; Dominique van Hooff; Beth Von Till

1. Introductions
2. Agreed to minute taking procedures – proceeding in alphabetical order; beginning with Bruce; next Dr. Buzanski; and then Dr. Cooper.
3. Minutes from 5/2/05 approved by those present who were in attendance at the 5/2/05 meeting.
4. Overview of the charge to the Curriculum and Research Policy Committee from the Academic Senate; identified committees that report to C & R Committee. Chair will seek clarification regarding this committee's responsibilities regarding the monitoring of animal research.
5. Action Items
 - a. Bachelor of Music concentration in Music Education (m/s)
After discussion motion was approved
 - b. Transfer of Human Factors/Ergonomics Program (m/s)
After much discussion, a friendly amendment was offered: The transfer was approved, but should be re-evaluated if/when there is an organizational structure that is designed for the handling of interdisciplinary programs.
Motion to approve the amendment: m/s/c
Approval of the amended motion was unanimous.
The Chair will discuss a possible referral from the Executive Committee to explore the issue of an organizational structure for interdisciplinary programs.
6. Discussion of issues likely to come before this committee:
 - We will look at issues before this committee from proactive stance rather than from a reactive stance; making decisions regarding program requests from the context of the larger picture
 - Members asked for copies of agenda from committees that report to C & R in order to have a heads up regarding issues that are developing.
 - Discussion of individual responsibility to review documents in preparation for meetings. Decision to have all members review documents rather than have selected members assigned as "experts."
7. Other business: review of the expectation that graduate programs respond to the goals outlined in the University Mission statement. That is not currently the case.

8. Next meeting, Monday, September 19, 2005 at 2:00 pm – two action items currently scheduled for that meeting.

Meeting adjourned at 4:00pm

Submitted by Emily J. Bruce, 9/12/05

San José State University
Curriculum & Research Committee
AGENDA
September 19, 2005
2:00 p.m., WSQ 215

- I. Welcome and introductions.
- II. Approve minutes: September 12, 2005
- III. Action items
 - a. B.M. concentration in Jazz Studies
 - b. B.S. Applied and Computational Mathematics, emphasis in Economics, Management and Actuarial Science
- IV. Discussion
 - a. Institutional Review Board-Human Subjects policies and procedures
 - b. Interdisciplinary Studies
 - c. Other issues identified by committee members?
- V. Other business?
- VI. Adjourn

Minutes of Curriculum & Research Committee Meeting of September 19, 2005

Members present: Emily Bruce, Peter M. Buzanski, Debra David, Chair, Xiaolu Hu, Caroline Le, Michael Kaufman, Shauna Moriarty, Bill Nance, Pam Stacks, Howard Turetsky, Dominique Van Hooff, Beth Von Till.

****Meeting was called to order at 2:04 p.m.** Chair David introduced the new members present today, Xiaolu Hu, Education, Michael Kaufman, Science, Shauna Moriarty, General Unit (Dis, and Bill Nance, AVP/Institutional Research and Planning, replacing retired Kathy Rott.

****Minutes of meeting of 9/12/05 were approved with the correction in item 4, "Faculty Senate" should read "Academic Senate."**

****Bachelor of Music with a Concentration in Jazz Studies:** Following discussion, it was M/S/C unanimously to defer this item until October 3 so that AVP/Undergraduate Studies can discuss with appropriate administrators in the College of Humanities and Arts and the School of Music factors of high cost revolving around private instruction. Additionally, a concern regarding the boiler plate language dealing with Academic Integrity was raised. Discussion revealed the language to be a part of the Academic Integrity policy previously enacted at SJSU. Chair David will determine what should be done about the language and who should deal with the issue.

****Bachelor of Science in Applied and Computational Mathematics:** Following discussion, it was M/S/C to return this degree program to Undergraduate Studies Committee to resolve various issues. Questions were raised regarding the intent of the proposal: what is the purpose? What are the actuarial components? Who will deal with the students expected to enroll in the major? What provisions have been made for advising? What are the justifications for the specific courses chosen? Since Undergraduate students should not enroll in 200 level courses, is there an undergraduate replacement for Math 203? Can the proposal indicate a comparison with the curriculum at other universities offering such a major? Why is the Library Liaison Signature missing, with the notation "Not applicable?" Why is this proposal made up partly with old catalog copy?

****Institutional Review Board, Human Subjects:** A wide ranging discussion revealed that SJSU's IRB policy is more rigorous than federal requirements, that the policy is not user friendly, that is, the policy is too legalistic, especially to those researchers not in the health sciences field, and that the policy needs revision designed to respond to these criticisms. It was agreed that Pam Stacks and Chair Debra David will bring a resolution to C & R with the intent that C & R will ask the Senate to form a Task Force to write a new IRB policy.

****Interdisciplinary studies:** Chair David announced this issue is postponed until mid October.

****Other issues:** A question was raised as to where C & R fits into “the big picture” now being discussed in various venues; a second question concerned the loss of FTE/S when students enter the international studies program overseas. The problem will be forwarded to the International Studies Committee. Finally, C & R was apprised that there is a need for a uniform policy dealing with the Institutional Animal Care and Use Committee acceptable to all seven campuses involved in Moss Landing research for which SJSU is the administrative head.

Adjournment came at 3:45 p.m. The next meeting is **Monday, October 3, at 2:00 p.m.**

Respectfully submitted by Peter M. Buzanski

San José State University
Curriculum & Research Committee
AGENDA
October 17, 2005
2:00 p.m., WSQ 215

- I. Welcome.
- II. Approve minutes: September 19, 2005
- III. Action items
 - a. B.S. Applied and Computational Mathematics, emphasis in Economics, Management and Actuarial Science – response from Math Department.
 - b. Draft Senate Management resolution for an IRB Task Force
 - c. Draft Sense of the Senate resolution on general education in the CSU, referred by the Board of General Studies.
- IV. Other business
 - a. Update on academic integrity “boilerplate” statement
 - b. Update on B.M. in Jazz Studies
 - c. Draft Senate resolution from IRB-HS Committee on Children Participants
- V. New business
- VI. Adjourn

Next meeting, October 31, 2005

Minutes of C&R Committee
October 17, 2005

Members Present: Emily Bruce, Peter Buzanski, Robert Cooper, Debra David, Dominique von Hooff, Michael Kaufman, Caroline Le, Shauna Moriarty, Bill Nance, Pam Stacks, Beth Von Till, Howard Turetsky

1. **Approval of minutes of 9/19/2005.** Unanimous.
2. **BS in Applied Computational Mathematics.** Discussed the questions posed to the Mathematics Department after initial consideration. Some concern was expressed about the degree of responsiveness to the questions posed. Discussion was focused on three issues that were considered central to the approval of the emphasis. It was decided to ask the Mathematics Department to provide further information in response to questions 5, 7, and 8.

Question 5. Ask the Department to provide a correlation between the required courses and the content of the four exams described to assess knowledge in the area. A simple matrix might be an efficient way to communicate this information. Explicit information about the information in the exams that is not covered in the courses should be included.

Question 7. Although the Department did not feel it was necessary to compare the proposed curriculum to that offered by other departments, the Committee felt that it would help inform the Committee's decision. It asks that the Department compare it to at least two other departments' curricula.

Question 8. Although all the courses proposed as part of the curriculum are currently offered, the Committee would still like an analysis of a librarian in order to understand the status of the library collection to support this emphasis. In particular, evaluation of the adequacy of professional materials that would inform students with career goals related to this emphasis were thought to be important.

A motion to request this additional information from the department was unanimously supported.

3. **Resolution for an IRB taskforce.** A draft resolution for an IRB taskforce was discussed. The fifth "whereas" clause was changed to a footnote to the fourth "whereas" clause. The proposed membership was discussed. The chair of C&R was changed to read the chair of C&R for the academic year 05/06 in order to maintain continuity on the taskforce. The current or prior member of the IRB was changed to current or recent member of the IRB. The first "resolved" clause was modified to add a charge that, if changes in policies and procedures are warranted, "make specific recommendations and draft new policies and procedures."

The resolution was passed unanimously.

4. **Sense of the Senate on GE policy.** A Sense of the Senate resolution proposed by the Board of General Studies was discussed. A final “whereas” clause was added. Whereas: we endorse the current policy that provides for approval of units in excess of 120 for programs that require it, therefore be it

Editorial changes including brackets that indicate material added to make the quotation from the Greater Expectations document more understandable were made.

The revised document was approved unanimously.

5. **Academic integrity statement.** The academic integrity statement that was included on the Music greensheets was discussed. Two concerns were identified. One was the ambiguity on the status of the example integrity statement on the Judicial Affairs website and its relationship to the statement required by the new greensheet policy. The second was that the statement might punish students for failures elsewhere in the system. It was pointed out that going over prior exams can be an effective instructional/studying activity. It was agreed that this was not a C&R issue, and that the concerns of the Committee would be communicated to the Instruction and Student Affairs Committee.
6. **Policy Recommendation, IRB – Human Subjects, Children Participants.** After very brief discussion it was decided to return to the agenda for the next meeting.

San José State University
Curriculum & Research Committee
AGENDA
October 31, 2005
2:00 p.m., WSQ 215

- I. Welcome.
- II. Approve minutes: October 17, 2005
- III. Action items
 - a. Draft Senate resolution from IRB-HS Committee on Children Participants.
 - b. Proposed name changes: B.S. in Criminal Justice Administration to B.S. in Justice Studies and Minor in Criminal Justice Administration to Minor in Justice Studies.
- IV. Updates/Follow-up
 - a. Resolutions on IRB Task Force and GE passed by Academic Senate.
 - b. Other
- V. New business
 - a. Strategy for examining interdisciplinary programs.
 - b. Other.
- VI. Adjourn

Next meeting, November 14, 2005

Minutes of Curriculum & Research Committee
October 31, 2005

Members Present: Emily Bruce, Beth Von Till, Peter Buzanski, Dominique van Hooff, Howard Turetsky, Pam Stacks, Bill Nance, Sigurd Meldal, Bob Cooper, Debra David, Shauna Moriarty

- 1. **Approval of minutes of 10/17/05.** Some concerns were raised regarding the way in which the IRB resolution wording was presented. It was noted that the Senate may have approved the resolution with the wording "current" rather than "current and recent" in the Task Force composition clause. Chair David will check what wording was approved during the last Senate meeting and report back.

A motion to approve the minutes was unanimously passed.

- 2. **B.S. in Justice Studies and Minor in Justice Studies.** A question was raised about the B.S. in Criminal Justice Administration subject matter. It was pointed out that the B.S. in Criminal Justice Administration curriculum is almost like applied sociology. A discussion ensued about how departments approve name changes; department name changes are proposed to the Provost. A motion to approve the B.S. in Criminal Justice Administration major and minor name changes to B.S. in Justice Studies and minor in Justice Studies was unanimously approved.
- 3. **IRB Task Force and GE Resolutions.** The resolutions on IRB Task Force and general education (GE), passed by Academic Senate, were discussed. Concerns over the GE resolution were raised during the last Senate meeting. Some senators commented that GE changes should be based on evidence and not on politics. No senators voiced interest in reducing the number of GE units.
- 4. **Draft Senate resolution from IRB-HS Committee on Children Participants.** Maureen Smith from the IRB-HS Committee was present. Introductions were made. It was moved to pass the resolution in order to open discussion. Maureen provided some background on the draft resolution. It would move SJSU closer to Federal guidelines for kids eight years and older and the to Society for Research in Child Development (SRCD) guidelines for kids ages three years and older. According to Maureen, the resolution would give children dignity and an element of personal control. Furthermore, SJSU researchers would be aided by getting better quality data from children who have given their consent to participate in the research. A question arose regarding an inconsistency between the last "whereas" clause in the resolution, "requiring researchers to obtain the assent of children 3 years and older..." and the current Ethical Standards for Research with Children principles, which refers to

children age 8 and older, but does not mention younger children. According to Maureen, the age of three came out of a SRCD symposium. A suggestion was made to change the language of the last "whereas" clause to read, "The Society for Research in Child Development is proposing to include in its guidelines..." It was then suggested that the Committee defer action until SRCD has finalized its standards was seconded and approved. Maureen will email the SRCD to determine further details. A motion to table the discussion on the draft and request the IRB Task Force to take up the issue in a timely manner was approved unanimously.

5. **B.A. in Music and Jazz Proposal.** Bob Cooper said that the Dean of Humanities and Arts will talk with the School of Music and Dance regarding the proposal for the new emphasis.
6. **Mathematics Proposal.** Chair David will forward the C & R Committee's questions to the department for further response.
7. **Institutional Animal Care & Use Committee.** Senator Stacks mentioned that she will be meeting with the Institutional Animal Care & Use Committee on Friday and will then forward the Committee's recommendations to the C & R Committee.
8. **Interdisciplinary Studies.** The Committee discussed the question of whether an institutional structure facilitating mechanism charged with dealing with interdisciplinary studies should be created. Members identified issues related to resources, faculty RTP, governance, and advocacy. It was suggested that, if interdisciplinary programs represent a growing area, then the Committee should look at other models across the country. Several members believe that there is likely to be an increased number of interdisciplinary programs; having clear policies and procedures could facilitate their development at SJSU.

A motion was made and seconded to request that the C & R Chair acquaint the Executive Committee of the Committee's interdisciplinary studies' discussion, seek guidance on how strategic planning might tie into interdisciplinary programs and return that guidance to the C & R Committee; the motion was approved unanimously.
9. **The next C & R Committee meeting will take place on 11/28/05.**

**San José State University
Curriculum & Research Committee
November 28, 2005
2:00 p.m., WSQ 215**

- I. Approve minutes: October 31, 2005
- II. Action item
 - a. Proposed New Emphasis in Economics, Management, and Actuarial Science for the BS Applied and Computational Mathematics Program
- III. Updates/Follow-up
 - a. IRB Task Force
 - b. Interdisciplinary programs
 - c. Other
- IV. New business
- V. Adjourn

Next meeting, February 6, 2006

San José State University
Minutes of Curriculum & Research Committee
November 28, 2005
2:00 p.m., WSQ 215

Members Present:

Emily Bruce, Beth Von Till, Peter Buzanski, Caroline Le, Howard Turetsky, Pam Stacks, Bill Nance, Sigurd Meldal, Bob Cooper, Debra David, Shauna Moriarty, Xiaolu Hu, Michael Kaufman

- I. Approve minutes: October 31, 2005 – A motion to approve the minutes was unanimously passed.

- II. Action item - Proposed New Emphasis in Economics, Management, and Actuarial Science for the BS Applied and Computational Mathematics Program

Dr. Brad Jackson, Chair, Department of Mathematics attended the meeting to answer questions.

Questions were raised regarding several issues: 1) availability of advisement and teaching if the primary faculty member, Dr. Ng, is not available; 2) adequacy of faculty and library resources; 3) the extent to which the emphasis will prepare students to pass required actuarial exams; 4) comparability to other programs; and 5) employment opportunities for graduates. Bob Cooper noted that

The concern was raised whether elective upper division for emphasis is too narrow to be considered management. Students seem to learn more management tools than management itself. Calling it management might mislead students. It was suggested that a more accurate term would be "finance."

Student demand for the change was also questioned. The response was that it is the department's intention to provide students with more options to prepare them better for the world of work.

It was suggested that emphasis be added in the university catalog to help students ascertain what the department offers.

Another concern was whether there is a plan for developing internship or pathways to introduce students to the field. The department indicated that it values internships, but they do not have specific plans for such internships.

A motion to approve the emphasis with a name change to "Economics, Finance and Actuarial Science" was passed.

III. Updates/Follow-up

- a. IRB Task Force – The Task Force is seeking prospective members. Debra will keep this committee informed about the progress of the Task Force.
- b. Interdisciplinary programs – Debra reported that the Executive Committee of the Academic Senate strongly encouraged our committee to develop policy recommendations related to interdisciplinary programs. Also, curriculum matters will be discussion at a campus retreat to be held in January. The issue of interdisciplinary programs might be discussed there. (Several members of the Curriculum and Research Committee will participate.)

Discussion: This is a campus-wide problem that needs to be considered. We should look at how other universities and CSU campuses deal with the issue. Recommendation was made to every committee member to review one university/or university system interdisciplinary program.

- c. Bob gave an update on the Music Department's Jazz program. The department is supporting the program and the program will not need additional resources.

- IV. New business – Pam distributed a draft of a revised university policy regarding use of animals at SJSU, which was briefly discussed. It will be further discussed at the next meeting before inviting experts and the authors of the draft to attend this committee's meeting.

The Next meeting will take place on February 6, 2006.

Meeting adjourned at 3:34pm

Meeting notes submitted by Xiaolu Hu

San José State University
Curriculum & Research Committee
February 6, 2006
2:00 p.m., WSQ 215

- I. Approve minutes: November 28, 2005
- II. Action items
 - a. Termination of Center for Math and Science Education. (See memo from Pamela Stacks on behalf of the Graduate Studies and Research Committee).
 - b. B.S. Health Science Concentration in Health Professions. (See packet from Deanna Fassett on behalf of Undergraduate Studies Committee.)
- III. Discussion
 - a. Campus GE Survey from Statewide Academic Senate GE Advisory Committee
- IV. Updates/Follow-up
 - a. IRB Task Force
 - b. Interdisciplinary programs
 - c. Integrative Learning advisory panel/University Planning Council
 - d. Preview of other Spring, 2006, business
- V. New business
 - a. Information on Operating Committees that report to Curriculum & Research
- VI. Adjourn

Next meeting, February 20, 2006

Minutes of C&R Committee
February 6, 2006

Members Present: Emily Bruce, Peter Buzanski, Robert Cooper, Debra David, Dominique van Hooff, Xiaolu Hu, Michael Kaufman, Caroline Le, Sigurd Meldal, Shauna Moriarty, Bill Nance, Beth Von Till, Howard Turetsky

1. **Approval of minutes of 10/28/2005:** postponed until Xiaolu Hu resends to Debra David

2. **Termination of Organized Research Unit “Center for Math and Science Education.”** Several committee members expressed concern that science and math education are important locally and nationally and that elimination of this ORU would go mean these would not be addressed. Several other members pointed out that many of the roles of this ORU are handled via other groups, especially by the Science Education department.
Motion to terminate passed: 11-0-1

3. **Approval of application for a B.S. in Health Sciences Concentration in Health Professions.** This application was provisionally approved by Undergraduate Studies pending removal of the requirement that the Area S GE course HS 135 be taken as part of the Concentration. Bob Cooper pointed out that this may only be done if the course is required for the major. Health Sciences subsequently removed the requirement, and UG studies gave approval.
Motion to approve the Concentration passed: 13-0-0

4. **Discussion of Campus GE Survey from Statewide Academic Senate, as mandated by Chancellor’s Office:** Bob Cooper led an extensive discussion of the survey, distributed to all CSU campuses. Since BOGS reports to C&R, feedback from C&R was considered important and appropriate. Bob Cooper and Debra David will draft cover letter capturing BOGS/C&R views on the survey questions. Responses are due back to Statewide on 3/1/06.

General comments from BOGS, as conveyed by Bob Cooper:

- There was concern that the language used in the survey wasn’t used consistently between campuses or even within particular campuses, and this may lead to misunderstandings.
- BOGS was happy with the overall structure of GE (48 units, Core + Advanced, and the area definitions)
- BOGS wants relative stability, especially after going through a full review in 1998
- BOGS did not want to change things that did not constrain the campus

Bob Cooper reviewed each of the responses from BOGS on specific questions in the survey. BOGS has reviewed the survey and given two-part responses to each question: answer #1 indicates whether BOGS agreed with the survey statement,

while answer #2 indicates whether BOGS thought the issue raised was an important one. In both cases, a "5" indicated strong agreement, a "1" strong disagreement. Most responses indicated a desire to maintain the current structure.

Several of the questions and responses were discussed at length, and motions were introduced in relation to two of the questions.

Q#17 of the survey asked whether the CSU GE pattern should include a requirement for a language other than English. Bob Cooper conveyed that BOGS was philosophically in favor of this, with a ranking of 4/4. Students entering CSU directly from high school must have taken two years of another language, while transfers (2/3 of our students) have no such requirement. Dominique van Hooff emphasized that ESL students improve their English skills by studying their first language. She also pointed out that learning another language improved a student's chances of participating in study abroad programs and helped students become globally literate. The discussion indicated an interest in a language requirement but not necessarily as a GE requirement. Sigurd Meldal introduced a motion to have the response to the question changed to "1/5" and to have the following statement included in the cover letter to the Statewide Senate: "We find it desirable for students to have some degree of fluency in a second language when they graduate."

Motion passed 7-5-1

Q#31 of the survey asked whether the terms "Western/Non-Western" should be clarified in the GE guidelines. BOGS felt that refining the language represented a thankless exercise and indicated a strong reluctance to clarify. A motion was introduced to include the following statement in our response: "We think the terms Western and Non-Western are so outdated that they must be clarified."

Motion passed 12-0-1

5. Next meeting, Monday February 20, 2006 at 2:00 PM

Meeting adjourned at 4:00 PM

Submitted by Michael Kaufman, 2/13/06

**San José State University
Curriculum & Research Committee
February 20, 2006
2:00 p.m., WSQ 215**

- I. Approve minutes: November 28, 2005 and February 6, 2006
- II. Action item
 - a. B.M. Concentration in Jazz Studies.
- III. Discussion
 - a. Draft revisions to Institutional Animal Care and Use Committee policy
- IV. Updates/Follow-up
 - a. Campus GE Survey from Statewide Academic Senate GE Advisory Committee
 - b. IRB Task Force
 - c. Interdisciplinary programs
 - d. Integrative Learning advisory panel/University Planning Council
 - e. Preview of other Spring, 2006, business
- V. New business
 - a. Integrated approach to B.S./M.S. completion
 - b. Information on Operating Committees that report to Curriculum & Research
 - c. Other new business?
- VI. Adjourn

Next meeting: March 6, 2006

San José State University
Minutes of Curriculum & Research Committee
20 February 2006
2:00 p.m., WSQ 215

Members Present:

Robert Cooper, Xiaolu Hu, Bill Nance, Howard Turetsky, Michael Kaufman, Emily Bruce, Caroline Le, Sigurd Meldal, Dominique van Hooff, Shauna Moriarty, Peter Buzanski, Debra David

Members Not Present:

Beth Von Till

- I. Approve minutes: November 28, 2005 – A motion to approve the minutes was unanimously passed.

Approve minutes: February 6, 2006 – A motion to approve the minutes was unanimously passed.

- II. Action item – B.M. Concentration in Jazz Studies

Cooper met with the dean and chair of the music department and discussed the challenges to recruiting the faculty appropriate to teach jazz studies. The College of Humanities and Art, the dean, and the department support the program. Buzanski referred to the case of Lou Harrison, a past SJSU music composer. The curriculum for the concentration in Jazz Studies met the guidelines of the chancellor office, the program planning committee, and the provost. A concentration in Jazz Studies would have 30-87 units.

A motion to approve the action item was unanimously passed.

- III. Discussion – Draft revisions to Institutional Animal Care and Use Committee policy

Stacks reviewed the sections that were rewritten in the Policy and Assurance for Humane Care and Use of Animals at San Jose State University due to compliance issues. Question was raised about the enrichment versus welfare of the animals. For example, the Rat Rug Thesis. An art student euthanized 30-40 rats to use their pelts for a senior project.

In regards to the policy on vertebrate animals, the committee considered the situations, aspects, oversight, use of language, and extensions to further uses on the issue of vertebrate animals. What is the risk management in terms of environment versus university?

In regards to section II references, the last two acts were struck out.

In section III definitions, what does it apply or what doesn't apply as an animal? There are gray areas in the definition. Buzanski regards it as the Animal Patriot Act.

IACUC is explicit. There will be an electronic update and revision on policy with the remaining pages from Stacks. After discussion among C&R, a representative from IACUC will be brought in, and the policy will be brought back to table.

IV. Updates/Follow-up

- a. Campus GE Survey from Statewide Academic Senate GE Advisory Committee - Buzanski referred to "Perspective Journal" indicating 95% of Ph.D institutions ignore recommendations.
- b. IRB Task Force – Engineering, business, and humanities & art representatives needed on IRB Task Force. Two slots open for student membership on IRB Review Board Task Force. Student member selected by C&R committee. David suggest to recruit students from the Ronald E. McNair Program.
- c. Interdisciplinary programs – What is the definition of interdisciplinary programs? Meldal raise the issues concerning cross- versus inter- versus multi-college degree programs. Which college can have more courses in the proper context? Why are programs in certain colleges?

David and Cooper take up assignment to do online research, whereas Nance takes up assignment to research statistics in CSU.

- d. Integrative Learning advisory panel/ University Planning Council
- e. Preview of other Spring, 2006, business

V. New business

- a. Integrated approach to B.S./M.S. completion – Meldal states there are a high number of students interested in the dual B.S. and M.S. degrees.

Students who qualify may start their M.S. before graduating with a B.S. The benefits include attracting students interested in pursuing higher education, getting students to graduate, as well as further progressing students in the field.

An example a of co-terminal degree can be seen at Cal Poly. Qualification includes high GPA. Master project will replace senior project. Minimum of 150 units to complete B.S./M.S. degrees.

There was an urgency to approve new business due to the catalog deadline. Next meeting, Nance will discuss the graduate application procedures of the integrated approach to the B.S./M.S. completion and have a presentation for the C&R committee.

A motion to approve with the addition to signify eligibility and special actions was unanimously passed.

b. Information on Operating Committees that report to Curriculum & Research

VI. The Next meeting will take place on March 6, 2006.

Meeting adjourned at 4:00 pm

Meeting notes submitted by Caroline Le.

San José State University
Curriculum & Research Committee
March 6, 2006
2:00 p.m., WSQ 215

- I. Approve minutes: February 20, 2006
- II. Action items
 - a. Global Studies Institute (Organized Research & Training Unit)
 - b. Proposed modification to IRB Task Force membership
- III. Discussion
 - a. Continue discussion about draft revisions to Institutional Animal Care and Use Committee policy.
 - b. Interdisciplinary programs
 - i. Information from other CSU campuses (Bill Nance)
 - ii. Assignments for further investigation
- IV. Updates/Follow-up
 - a. Campus GE Survey from Statewide Academic Senate GE Advisory Committee
 - b. Integrative Learning advisory panel/University Planning Council
- V. New business
 - a. Plan to offer an Ed.D. degree at SJSU beginning Fall 2008
 - b. Information on Operating Committees that report to Curriculum & Research
 - c. Possible referrals on "FYE to capstone" themes and about promoting more challenging expectations/standards for students.
 - d. Other new business?
- VI. Adjourn

Next meeting: March 20, 2006

San José State University
Curriculum & Research Committee
March 6, 2006
2:00 p.m., WSQ 215

MINUTES

Members present: Emily Bruce, Peter Buzanski, Robert Cooper, Debra David, Dominique van Hooff, Michael Kaufman, Sigurd Meldal, Shauna Moriarty, Bill Nance, Beth Von Till, Howard Turetsky

Minutes: Sigurd Meldal

- I. *Approve minutes: February 20, 2006*
No minutes submitted for approval.

- II. *Action items*
 - a. *Global Studies Institute (Organized Research & Training Unit)*
Motion: Table the item until Pamela Stacks can attend.
M/S/P unanimous

 - b. *Proposed modification to IRB Task Force membership*
Motion: [Attached]
M/S/P unanimous

- III. *Discussion*
 - a. *Continue discussion about draft revisions to Institutional Animal Care and Use Committee policy.*
Motion: Table the item until Pamela Stacks can attend.
M/S/P unanimous

 - b. *Interdisciplinary programs*
 - i. *Information from other CSU campuses (Bill Nance)*
Bill Nance reported on the responses received from some of the other CSU campuses. There was information about Sacramento State and Sonoma State, but nothing conclusive.
Discussion ensued – issues mentioned included
 - General incentives for faculty collaboration across college boundaries
 - RTP implications for faculty members in multi-department and multi-college programs.
 - The distinction of multidisciplinary *support* vs. *partnerships*.
 - The notion of student identity and sense of an academic home
 - Program advocacy

ii. *Assignments for further investigation*

Robert Cooper will provide a list of comparable universities (besides the CSU campuses)

Debra David will draft and circulate a list of questions to ask, and for the members to augment.

IV. *Updates/Follow-up*

a. *Campus GE Survey from Statewide Academic Senate GE Advisory Committee*

No action taken.

b. *Integrative Learning advisory panel/University Planning Council*

Debra David and Emily Bruce gave a brief overview of the organization and the current state of the process.

V. *New business*

a. *Plan to offer an Ed.D. degree at SJSU beginning Fall 2008*

Debra David and Peter Buzanski provided background and process status information, incl. an overview of conclusions from a task force of the statewide academic senate, in particular those regarding the resource situation – no new resources have been promised for the new programs. Discussion ensued.

Motion: The committee asks the College of Education to initiate without prejudice the process of preparing a proposal to add the Ed. D. program to the academic master plan.

M/S/P unanimous.

b. *Information on Operating Committees that report to Curriculum & Research*

Withdrawn.

c. *Possible referrals on "FYE to capstone" themes and about promoting more challenging expectations/standards for students.*

Debra David provided a brief background overview.

d. *Other new business?*

No action taken.

VI. *Adjourn*

Next meeting: March 20, 2006

Minutes: Bill Nance

I. Approve Minutes

Minutes of the March 6, 2006 meeting were approved.

II. Action Items

a. Termination of the Institute for Eurasian Affairs

The committee was informed that this Organized Research Unit is essentially inactive, with no funding or active faculty participation.

Motion: Recommend termination of the ORU

M/S/P unanimous (Robert Cooper left the meeting before the vote)

III. Discussion

a. Continue discussion about draft revisions to Institutional Animal Care and Use Committee

Stacks led the committee through a review of the proposed IACUC revisions, identifying and seeking questions that the committee may want IACUC representatives to address regarding the proposal. The committee agreed to invite IACUC representatives to a future committee meeting to discuss questions including, but not limited to the following:

- Preamble: What is the intent of adding the phrase "and to enrich their lives"?

- Section I: How does the proposed expansion of the policy to include invertebrates correspond to federal guidelines?

- Section III: How does the proposed definition of "Facilities" affect off-campus SJSU sites such as NASA/Ames, Moss Landing Marine Laboratories, or other locations not situated on the main campus?

- Section IV, Part B: Can the organizational structure and accountability for the Institutional Official be clarified? For example, is there any fiscal authority or budget assigned to the IO? What is the role of the Dean of the College of Science relative to the IO? Is this proposed policy revision revenue neutral to the university?

- Section IV, Part D: Is it expected that the IO would have authority to discipline individuals? Should this be referred to the Office of Faculty Affairs and to the Academic Senate for review relative to policies such as the Board of Professional Responsibility and questions regarding Academic Freedom?

- Section IV, Part D: Questions regarding the structure of the committee involve the definition of the term “non-scientific,” term lengths for committee members, and whether five members is the optimal committee size.
- Section V: What is the overall purpose and goal of this section’s set of revisions? Why are they needed and what do they intend to accomplish?
- Section VI, Part B: What resource and accountability expectations does this section impose on the Office of Graduate Studies & Research?
- Section VI, Part C: What is the intent of adding the phrase “or welfare” to the Veterinarian’s authority to suspend animal activities?
- Section VI, Part D: Why is the Dean of the College of Science specifically identified as opposed to other Deans with faculty who conduct animal teaching or research?
- Section VI, Part F: Why are IACUC meetings closed door? Should the statement on closed-door sessions perhaps be separated out into its own paragraph?

b. Further discussion of Ed.D. proposal, guest: Dr. Susan Meyers, Dean, College of Education

The committee asked Dean Meyers to review the history and current status of CSU’s independent Ed.D. program and any potential proposal that may be forthcoming regarding SJSU’s development of such a program. The committee is particularly interested in learning whether she believes the program should be placed on the CSU Master Plan.

- There is no current proposal to add a third Ed.D. beyond the two joint programs that are currently operating. One major reason, among others, is a lack of sufficient funding for successful implementation.
- The decision to potentially host an independent doctorate was made at the university level, not at the college. The university chose to participate as a “second wave” campus within the CSU’s program.
- The committee suggested that the College of Education start working on the program development and approval process so that in the event it is thrust upon us as a campus, we will have already begun to gather some of the data, costs, timelines, etc.
- Dean Meyers responded that since there is no funding in sight, we would be wise to wait if possible. Existing commitments need to be met successfully, and it is not clear whether sufficient demand exists statewide to warrant us and/or other second wave campuses adding these programs. If and when a decision is made to proceed, we will want and need to bring all parties together as an opportunity to fully develop a quality program. She believes, though, that this is not yet the time, as we must have the university’s full support and resources required to be successful.

c. Interdisciplinary Programs

Nance provided brief updates on three CSU institutions that have responded to his previous inquiry: Sacramento, Bakersfield, and Sonoma. Cooper provided a list of other non-CSU institutions considered “comparables” to SJSU. David will assign committee members to do further research at those institutions.

IV. Updates/Follow-up

- a. Resolution to add a member from General Unit to IRB Task Force
Motion: see attached Senate Management Resolution
M/S/C unanimous

V. New Business

- a. Organized Research Unit reviews

Stacks reported that three ORU reviews will be forthcoming and that the five-year reports will be distributed electronically.

VI. Adjourn

Next meeting: April 10, 2006

**SENATE MANAGEMENT RESOLUTION
ADDITION TO MEMBERSHIP OF THE IRB TASK FORCE**

WHEREAS, SM-F05-1 created an Institutional Review Board (IRB) Task Force to review SJSU IRB policies and procedures and determine if any changes are warranted; and

WHEREAS, broad representation of key SJSU stakeholders is important to assure that any recommendations reflect their views; and

WHEREAS, the Task Force membership specified in SM-F05-1 does not include any representation of faculty from the General Unit; therefore be it

RESOLVED That a representative from the General Unit be added to the IRB Task Force.

Consulted: Executive Committee of the Academic Senate
Associate Dean, Graduate Studies and Research

Approved: March 6, 2006

Present: Emily Bruce, Peter Buzanski, Bob Cooper, Debra David, Michael Kaufman, Sigurd Meldal, Shauna Moriarty, Bill Nance, Howard Turetsky, Dominique Van Hooff, Beth Von Till.

Absent: Xiaolu Hu, Caroline Le, Pam Stacks.

Vote: 11-0-0

Financial Impact: None

San José State University
Curriculum & Research Committee
April 10, 2006
2:00 p.m., WSQ 215

- I. Approve minutes: February 20, 2006 and March 20, 2006
- II. Action items
 - a. Proposed policy on undergraduate declaration of major and advising.
 - b. Five-year review decision for the Center for Applied Mathematics and Computer Science (CAMCOS).
 - c. Five-year review decision for the Institute for Modern Optics.
 - d. Five-year review decision for the Biotechnology Education and Research Institute.
 - e. Proposal for joint Occupational Therapy doctoral degree.
- III. Discussion
 - a. Continue discussion about draft revisions to Institutional Animal Care and Use Committee policy. Guests: IACUC representatives.
 - b. Interdisciplinary programs
 - i. Comparable universities
 - ii. Questions for further investigation
- IV. New business
- V. Adjourn

Next meeting: Apr 17, 2006

San José State University
Curriculum & Research Committee
April 10, 2006
2:00 p.m., WSQ 215

MINUTES

Members Present: Emily Bruce, Peter Buzanski, Robert Cooper, Debra David, Michael Kaufman, Caroline Le, Shauna Moriarty, Sigurd Meldal, Bill Nance, Pam Stacks, Howard Turetsky, Dominique van Hooff, Beth Von Till

Minutes: Pam Stacks

I. No minutes to review.

II. Action Items

a. Policy recommendation forwarded by Undergraduate Studies Committee on "Undergraduate Declaration of Major and Advising".

The committee was informed that this Organized Research Unit is essentially inactive, with no funding or active faculty participation.

Motion: Approve policy recommendation on declaration of major and advising M/S/Agreed in principle with the policy recommendation. Sub-committee of Emily Bruce and Pam Stacks will reword the policy for consideration at next C&R meeting.

Amendment: Replace the wording – "a faculty advisor (or program advisor and attend scheduled faculty led advising sessions)" with "program-designated faculty or other advisor."

M/S/P unanimously

III. Discussion

a. Discussion associated with the Declaration of Major and Advising Policy:

- Use of "will" in the policy – appropriateness?
- What happens if departments do not comply with the policy?
- Students who do not get advised at the appropriate times will have their registration blocked by PeopleSoft. (The implementation is already available.)
- Is the policy flexible enough to accommodate different situations within the University?
- College of Business was explicitly contacted by Ug. Studies as was CFA. Both thought the policy was okay.
- SAC = Student Advising Center in Student Services Center does advising of undeclared Majors.
- EDCO 004 is a course that assists students choose a major. FYE (First Year Experience) will also help students choose majors.
- Literature shows interactions with faculty outside of class leads to better student retention.
- Want to ensure everyone is consulted about the new policy.

- One of the benefits to faculty being involved in major advising is that these faculty members will better understand the complete curricula of the major.
 - Discussed the role of different types of advisors.
 - Fiscal impact? Ug. Studies was uncertain how to calculate.
 - Many faculty members feel comfortable with career advising but are uncertain about all of the various issues of student advising.
 - Perhaps C&R could also consider a Sense of the Senate Resolution dealing with the fiscal impact of the policy and determining what baseline information is needed to ensure proper advising can take place.
 - Real problems exist with misinformation being given out.
 - There are inadequate advising resources available (including a real dearth in the Student Advising Center which has 7-9 advisors who deal with undeclared students as well as a variety of other issues, and in the DRC which only has one academic advisor).
 - C&R needs to rewrite in its own language so that it can be defended on the floor of the Senate.
 - The CSU coded memorandum indicates deadline dates for improving advising.
 - Accurate information is absolutely essential.
 - Bob Cooper indicated that the current Ug Studies policy recommendation is already a document that represents a compromise. The original idea was to have advising every semester, but there was real concern about workload issues.
 - Students report that they would like to talk with faculty about questions like "Is this the right major for me?"
 - The policy deals more with the "life cycle" of a student – periodic advising at 60, 90 and every semester after the total number of units meets or exceeds the minimum units required for the degree.
 - Reinforced that accurate information is absolutely essential.
 - Pam Stacks brought up the advising proposal that the Enrollment Management Panel of the University Planning Council is considering to try to create a means to provide baseline, accurate, and current advising information.
 - The amendment was suggested to allow maximum flexibility for programs to designate their own advisors.
 - In the 2nd resolve clause, "all students who have not declared a major by 40 units will meet with an advisor", it is not clear who the advisor is.
 - In the 4th resolve clause, should it be changed to 60 & 90 semester or equivalent units.
 - The committee decided they agreed in principle with the policy but wanted further wordsmith modifications.
- b. Discussion of what is needed for the committee to review ORU recommendations by the GS&R committee.
- Want the original MOU front pages and the 5 year report.
 - The committee was asked to consider what role it should have in the review of ORUs and Program Planning.
 - The committee could create a flow chart of all C&R activities divided into three categories
 - a) approval role and have enough information to make the decision,
 - b) simply acting as a rubber stamp (since it does not have sufficient information), and
 - c) C&R is bypassed.

- If the ORU approval is in the research arena, is the Program Planning approval the parallel in the curriculum arena?

- Another major area for C&R consideration is examining Joint Doctoral Program guidelines and policies. An argument was made to wait until Fall 2007 when the University gets new leadership. The counter-argument was made that settle the issue now enables the faculty to state their position prior to the arrival of new leadership. Debra David will make a referral to the GS&R committee to identify criteria to be considered when evaluating Joint Doctoral degrees.

c. Interdisciplinary Programs

Debra David assigned committee members to do further research at comparable institutions and gave out a handout indicating the questions that should be addressed as committee members search websites or contact campus representatives. There are two more meetings this semester. It is our goal to conclude this phase of our investigation by the last meeting.

IV. Adjourn

Next meeting: April 17, 2006. There will be a 2:15-2:30 time certain with members of the IACUC to answer committee questions about the proposed modification to the IACUC policy.

**San José State University
Curriculum & Research Committee
April 17, 2006
2:00 p.m., WSQ 215**

- I. Approve minutes: March 20, 2006; and April 10, 2006
- II. Action items
 - a. Proposed policy on undergraduate declaration of major and advising – updated resolution
- III. Discussion
 - a. Continue discussion about draft revisions to Institutional Animal Care and Use Committee policy. **Guests:** IACUC representatives.
 - b. Interdisciplinary programs – reports on research
- IV. New business
- V. Adjourn

Next meeting: May 1, 2006 **Last AY 2005-2006 meeting**

San José State University
Curriculum & Research Committee
April 17, 2006
2:00 p.m., WSQ 215

MINUTES

Members Present: Emily Bruce, Peter Buzanski, Robert Cooper, Debra David, Michael Kaufman, Caroline Le, Shauna Moriarty, Sigurd Meldal, Bill Nance, Pam Stacks, Howard Turetsky, Dominique van Hooff

Minutes: Howard Turetsky

- I. Minutes of 3/20 approved pending corrections regarding attendance.

Minutes of 4/10 approved pending a modification to note that Robert Cooper exited the meeting prior to the vote on the resolution on "Undergraduate Declaration of Major and Advising."

- II: Discussion regarding the language (specifically the first & last "Whereas") on the revised/amended "Undergraduate Declaration of Major and Advising". Vote taken to "strike" the first "Whereas"; vote in favor of striking it, 11/0/1.

- III. Discussion regarding the "Institutional Animal Care and Use Committee" (IACUC) policy. Representatives from IACUC, Larry Young (Operations Manager) and Dr. Bill Murray (Professor of Microbiology & Veterinarian), attended to address/clarify our questions, concerns, and comments. The main discussion issues, which will be addressed in modifications/revisions to the policy, are summarized:

- Language "to enrich their lives" should be reworked to reflect the intent of providing stimulation, mental well-being, and overall comfort of the animals.
- Clarification regarding the use of the term "invertebrate" animals; revisit sections of policy where inclusion of "invertebrates" is appropriate.
- Clarification relative to the rules governing who can sit on the committee (IACUC).
- Clarification as to what "facility" means (i.e. which sites are included); the intent is to have a broader definition that will cover all facilities.
- Presently the policy stipulates that only the Dean of the College of Science (pursuant to the budget being from the College of Science) sits on IACUC; however, the appointment should come from the university level. It was suggested that the policy read "or other university administrator so designated by the President."

- Question as to whether the policy is revenue neutral. It seems likely that the policy will lead to an increase in paperwork and the concomitant increase in staff/cost. If the budget is not in place to support the increased cost, work will cease. The government expects that the resources necessary to maintain the facility will be there. Committee members agree that institutional resources should be committed by the President's office.
- Question regarding who is responsible for disciplinary actions;. There should be a referral to the appropriate university official.
- Clarification that the federal authorities are consulted when a question arises as to who can serve on IACUC.
- Discussion relative to "term limits": it was suggested that, while continuity of members is a positive, "new blood" should be allowed and the committee chair should change every 3-5 years.
- Regarding which activities should be monitored: clarification given that the language is in place to satisfy the federal authorities. There should be a protocol for each and every study involving animals.
- IACUC review of student research involving animals is important to safeguard student rights. Approval cannot be granted retroactively, so that a thesis that has not been reviewed before the research is conducted would need to be rewritten.
- Clarification that the health/welfare of animals is concerned with NOT stressing the animals; the "3 R's" of reduction, replacement, and refinement should govern a research study involving animals.
- Euthanasia of animals for research is a "balancing" act (similar to a cost-benefit analysis) where animal welfare is weighed against the value of the study.
- Questions regarding IACUC meetings being "closed": There was some discussion about whether/when meetings should be open in order to comply with the Brown Act. It was suggested to change the default so that sessions are generally "open" (instead of closed), unless the committee decides to go into closed-sessions for proprietary or personnel reasons.

Discussion of research on interdisciplinary programs was postponed until the May 1 meeting.

NEXT MEETING: May 1, 2006

**San José State University
Curriculum & Research Committee
May 1, 2006
2:00 p.m., WSQ 215**

- I. Approve minutes: February 20, 2006; and April 17, 2006
- II. Action items
 - a. Proposed policy on undergraduate declaration of major and advising – possible revisions.
 - b. Proposed policy on the animal care and use.
 - c. Proposed Honors College
- III. Discussion
 - a. Interdisciplinary programs – reports on research and plans for next year's follow-up.
- IV. New business
- V. Adjourn

This is the last meeting of 2005-2006.

Members present : Emily Bruce, Peter Buzanski, Robert Cooper, Debra David, Xiaolu Hu, Michael Kaufman, Caroline Le, Sigurd Meldal, Bill Nance, Pam Stacks, Howard Turetsky, Dominique van Hooff, Beth von Till.

Members not present : Shauna Moriarty

I. Approval of minutes

Approve minutes : February 20, 2006--A motion to approve the minutes was unanimously passed.

Approve minutes : April 17, 2006-- A motion to approve the minutes was unanimously passed.

II. Action Items

- a. Proposed policy on undergraduate declaration of major and advising—possible revisions.

Debra David summed up the discussion at the Senate concerning AS 1327 policy. Issues raised by senators :

- First issue : We made it through the system without advising.
- Second issue : Increase of faculty workload without additional resources.
- Third issue : Students senators were consulted ; they said that they need more advising and they support the proposed resolution.

It is Debra's opinion that we need a new advising policy. The proposed policy, AS 1327, will be a first step that is needed now because of WASC as well as a mandate from the Chancellor's Office. We also need a more comprehensive revision of S89-10, but that needs to be done with the Instruction and Student Affairs Committee with more study.

A lively discussion ensued. There were questions and opinions raised by members of the committee regarding lack of resources and faculty workload. However, we also have a great need for better advising for students, which is tied to better retention.

AVP Bob Cooper commented that SJSU does not look good compared to other CSU institutions in the area of retention and graduation rates.

It was suggested that a one size fits all approach is not the best ; perhaps each college could choose their own advising policy.

It was noted that students are frustrated with poor advising. If students are not happy now, they will not be very enthusiastic and generous alumni in the future. Previously, advising was done by faculty in the major. Now advising for general education and for undeclared majors is done through Academic Services. There are only 8 advisors for GE for the entire campus. Clarification from the chair : This is a policy concerning advising in the major, not about GE advising.

Committee members discussed changes to the proposed policy. An amendment was suggested about the financial impact and then withdrawn.

A friendly amendment was added after the last "Whereas" and approved by the committee as follows: "Whereas a process for improved student guidance requires an initial step..."

A friendly amendment was approved for the fourth "Resolved" clause to replace "(that is, 60 and 90 semester units or the equivalent)" by : "(that is, when the students have reached or surpassed 60 units and again at 90 units)".

Finally, the committee approved as a friendly amendment a final "Resolved" clause to the policy as follows : "One year after implementation, the C&R Committee will report to the Senate the impact of the implementation of this policy for use in considering further improvement of the advisory process."

Vote : It was moved and seconded to approve AS1327 as amended. The motion passed unanimously.

Members discussed ways to present the revised AS1327 to increase the likelihood of passage by the Academic Senate. In the event that the policy is not passed, it was suggested that it be reintroduced in the form of a "Sense of the Senate" resolution.

b. Proposed policy on animal care and use.

AVP Pam Stacks explained the many changes made to the original policy. Committee members agreed with most changes but did not approve of the proposal that Institutional Animal Care and Use Committee (IACUC) meetings would generally be closed. It was agreed that C&R members want the IACUC meetings to be open unless there is a compelling reason to close them. Pam will bring this recommendation back to IACUC. With

that change, a resolution to approve the revised IACUC policy will be sent to C&R committee members for a vote via e-mail.

c. Proposed Honors College

Due to lack of time, the resolution to create an Honors College was deferred until the next Academic Year. Committee members were requested to forward comments and questions about the proposal to Debra for future consideration.

III. Discussion

There was no time to discuss research on interdisciplinary programs. Debra requests that member who identified any degree programs that cross college boundaries forward that information to her.

IV. Wrap-up

Debra expressed her appreciation for the contributions of the members of the committee. In return, committee members congratulated Debra for her outstanding work as the Chair of the C&R committee.

Have a great summer !

Minutes submitted by Dominique van Hooff.