

2015-2016 Year-End Committee Report Form

Committee: Curriculum & Research

Chair:

Ravisha Mathur

Chair-Elect for 2016-2017:

Ravisha Mathur

4-3666/0075/ravisha.mathur@sjsu.edu

(Please include phone/zip/email if available)

Number of Meetings held: 16

August 24, 2015
 August 31, 2015
 September 21, 2015
 September 28, 2015
 October 19, 2015
 October 26, 2015
 November 9, 2015
 November 16, 2015
 February 1, 2016
 February 15, 2016
 February 22, 2016
 March 14, 2016
 March 21, 2016
 April 11, 2016
 April 18, 2016
 May 2, 2016 (rescheduled Jan. 25th meeting)

Items of Business Completed 2015/2016

Curriculum

1. Approved TMC PE Waivers for Biological Sciences (5 programs), Business Administration (2 New concentrations), and Social Science (Teacher Prep, Single Subject).
2. Reviewed ISE, Concentration in Applied Experimental Psychology and provided recommendations for improvement. This proposal was withdrawn by the department.
3. Reviewed and recommended discontinuation for two degrees: BA Life Sciences, Preparation for Teaching and BA Biological Sciences, Preparation for Teaching
4. Reviewed and recommended approval for a Minor name change: Bioengineering to Biomedical Engineering.
5. Reviewed and recommended approval for a new Minor: Applied Research Methods.
6. Reviewed and recommended approval for a Degree title name change: MA, Child Development to MA, Child and Adolescent Development.
7. Reviewed and recommended approval for a Concentration name change: MS, Biological Science Organismal and Conservation Concentration to Ecology and Evolution.
8. Reviewed and recommended approval for a Program name change: Creative Arts to Creativity Studies.
9. Reviewed and recommended approval for a new undergraduate degree: BS, Justice Studies New Concentration in Criminology.
10. Reviewed a Department name change: Department of MIS to School of MIS. This name change was referred to O&G.
11. Reviewed and recommended approval for a MA, Special Sessions: Project EPICS.
12. Reviewed and recommended approval for a MS, Special Sessions: Family Nurse Practitioner
13. Reviewed and recommended approval for a new MS degree (offered via Special Sessions): Criminology, Concentration in Global Criminology.
14. Reviewed and recommended approval for a change of Degree Title: Master of Arts in Music Degree to Master of Music Degree.

15. Reviewed and recommended approval for a new Minor: Event Management.

Organized Research & Training Units (ORTUs):

1. Reviewed and recommended approval for: Center for Organizational Resilience.
2. Reviewed and recommended approval for: Service Systems Engineering and Innovation.
3. Reviewed and recommended approval pending changes for: Center for Smart Technology, Computing, and Complex Systems (as of 6/2/16 not fully approval, still pending).
4. Reviewed and recommended approval for: Center for Aquaculture at Moss Landing Laboratories.

Policy Recommendations

1. F15-5 Credit by Exam for Challenge Examinations
2. F15-11 Amends the Credit by Exam for Challenge Examinations (F15-5) University Policy
3. S16-4 Minimum Criteria for Undergraduate Minors
4. S16-12 Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
5. S16-14 Internships, Service Learning, and Off-Campus Learning Experiences
6. S16-17 Academic Certificate Programs: Review and Approval Process
7. Amendment to PE waivers (first reading in the senate, withdrawn by the committee)

Unfinished Business Items for 2015/2016

1. ORTU review of Center for Smart. Technology, Computing, and Complex Systems (approval pending changes).
2. Diversity in the Curriculum Referral, referred to this committee Spring 2015.
3. Review of Program Planning policies, referred to this committee Fall 2015 (discussed, but not completed).
4. Review of S93-14, Curricular Priorities, referred to this committee Fall 2015,
5. Review of S94-8, RSCA policy, referred to this committee Spring 2016.

New Business Items for 2016/2017

1. Creating a C&R orientation guide for new members.
2. Reviewing S14-9: Guidelines for Concentrations to align with changes in the Chancellor's office.

Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2016.

Curriculum & Research

Agenda

Monday, August 24, 2015

2pm-4pm, SH 331

1. Introduction of new members, review scope of work for the semester
2. Approval of previous minutes, April 20, 2015
3. Review of last year's work and outcomes-
 - a. Feedback from the Provost's Office regarding Credit-by-Exam Policy
4. Biology, PE Waiver
5. PE Waivers (Transfer Model Curriculum Waivers – SB1440)
6. Challenge Exam Policy
7. Referrals on Minors (S75-4, Referral and List of Minors on Campus)
8. Review of university RSCA policies

Curriculum & Research
Meeting Minutes

Monday, August 24, 2015
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Pat Baker, Peter Buzanski, Scott Heil, Ravisha Mathur, Toby Matoush, Robert Sibley.

Absent: Stephanie Coopman, Pam Stacks, Winifred Schultz-Krohn,

Start: 2:10pm

1. Welcome and Introductions
2. Old Business from last year
 - a. Policy referrals from last year
 - b. Minor Policy
 - i. Current policy is only a sentence.
 - ii. Transfers can transfer in all minor curriculum from a community college.
 - iii. How should minor be reviewed in program planning reviews?
 - iv. Units for minors vary from 12 to 30 + units.
 - c. Certificate Policy revisions
 - d. Restoring Options for Disabled students- B4 options
 - e. Credit By Exam Policy was referred back to C&R by President after it was approved by senate.
 - i. Waivers are allowable on campus as is, so we can leave that part of the policy out
 - ii. Credit by challenge exam policy is not in alignment with CO policy
 - f. Internship and Service Learning policy on Agreements for off campus activities.
 - i. We will need to ensure the agreements can meet all needs of the various academic units on campus.
 - ii. Concerns around turn around time of Purchase Requisitions by Contracts & purchasing to approve the "contract" or agreements.
 - g. RSCA Referral from Gilles Muller (AD Research)
 - i. Review policies on Research and Scholarly Activity
3. Welcome by Senate Chair Michael Kimbarow.
4. Approval of Previous Meeting Minutes

****ACTION-** Approved Meeting Minutes with amended changes for April 20, 2015: **5-Yes, 0-No-2-Abstain**

5. PE Waiver for SB1440-TMC for Biology
 - a. 13-3 says C&R needs to approve PE Waivers. Last November C&R approved a group of TMC waivers. University policy does not seem to allow us to assign this over to AVP for GUP.
 - b. ***Table the issue** about whether we can give GUP the authority for SB1440 PE Waivers. Reconsider after consultation with Senate Executive.

****ACTION-** Approved TMC PE Waivers for Biological Sciences (5 programs), Business Administration (2 New concentrations), Social Science (Teacher Prep, Single Subject): **7-Yes, 0-No- 0-Abstain**

6. Credit by Exam

- a. Currently FTES are generated by enrolled students attempting to obtain credit through challenge exam.
- b. Funding issues-
 - i. How does department benefit from offering challenge exams.
 - ii. Testing office has limited capabilities.
 - iii. Discussion around testing office charging a fee and then some of the funds being distributed between testing office and department,
 - iv. Costs associated with a department to offer/grade it should be considered administrative costs.
 - v. Costs are average around \$90 for just testing office to proctor.
 - vi. Check with Josee on costs for administrative fees for exams
- c. 28 days before the end of the semester (not to be on weekend).
- d. We need to set a maximum amount of units to ensure a student can't attempt to challenge exam out of every course a student needs from their requirements.
- e. There should be an official list of courses that a department will offer challenge exams for. Departments need to think about ensuring someone can grade the exam, and that they have a process in which they review and update list.
- f. Multiple component courses (lecture/lab, lecture/activity) are not accounted for in policy. Easy to say how a student challenges lecture, how would lab be challenged?
- g. Should GE courses be challengeable?
- h. Is there a max units for AP exams?
 - i. Only allowed to challenge course once. Not able to take multiple times.
 - j. We should look at no less than 9 units. We allow 30 units of CLEP.
- k. Management of all exams should be out of Testing office, as it needs to have central location to proctor and ensure it is administratively done correctly and nothing gets lost by an individual department. Students will register for all tests via testing office by 5pm at least 28 days after last day to add classes.
- l. Exempt writing intensive courses? At least SJSU Studies courses. Exclude 200 level courses.
- m. Cross-listed course: Challenge exams are determined by home department only.
- n. It is important to give more flexibility to departments to determine special circumstances in which they would create a challenge exam for a specific course.

Meeting Adjourned 4:00pm

Curriculum & Research Agenda

Monday, August 31, 2015

2pm-4pm, SH331

1. Approval of previous minutes (8/24/15)
2. Challenge Exam Policy
 - a. Draft of Policy, EO1036, Residency Requirements
3. Internships and Service Learning Agreement
 - a. Draft Policy, EO 1064, University-Organizations Agreement, Issues/Concerns from previous meetings
 - b. Guests: Tabitha Hart, Michael Fallon, Steve Branz
Outline of Presentation
Time Certain: 2:30pm
4. Minor Policy
 - a. S75-4, Referral
5. Program Planning Policy
 - a. Draft policy

Curriculum & Research
Meeting Minutes
Monday, August 31, 2015
2pm-4pm, SH 331

Present: Thalia Anagnos, Pat Baker, Peter Buzanski, Ravisha Mathur, Winifred Schultz-Krohn, Robert Sibley

Absent: Damian Bacich, Stephanie Coopman, Scott Heil, Toby Matoush, Pam Stacks

Guests: Tabitha Hart (IFAC Chair), Michael Fallon (Director of Community Learning), Steve Branz (AD UGS)

Start: 2:00pm

1. Approval of previous minutes (8/24/15)

****ACTION-** Approved Meeting Minutes from August 24, 2015: **6-Yes, 0-No- 0-Abstain**

2. Challenge Exam Policy

- a. Early discussion and revision on policy occurred prior to Quorum
- b. Information about costs have been taken out.
- c. Obtain a static link for the CBE from GUP
- d. Removed max units and GUP could develop guidelines for departments to use in identifying allowable challenge exams.
- e. CBE fails will not appear on transcript

****ACTION-** Approve Challenge Exam Policy moving to Senate for First Reading : **6-Yes, 0-No-0-Abstain**

3. Internships and Service Learning Agreement (Hart, Fallon, Branz)

- a. Guests from the Internship Faculty Advisory Committee addressed concerns the committee has had with the internship policy that they prepared for C&R review.
- b. Committee was developed in an effort to develop a policy around Executive Order 1064 which requires risk management of off campus activities.
- c. The agreement will cover liability for both student and university. The University liability holder requires the off campus site to sign a UOA (University Organization Contract) to be covered.
- d. There are Issues around the processing of Purchase requisitions by the Purchasing department to “approve” these UOA’s. Risk management stated they would not let the bottleneck in purchasing prevent a department from using a site. The contracts have to be renewed every 5 years per state law.
 - i. Concerns over bottleneck issue with processing in Purchasing and how long it will take to be processed by a single part-time staff person.
 - ii. Financing would like data to show how long it took/takes to process agreements.
 - iii. The S4 system does allow for sites to be used while on a pending review/approval.

- e. All UOA approved sites will be housed in a CSU Database called S4. The S4 site (called SJS4 for San Jose State) will be used by faculty and students to identify appropriate learning sites and assign/place a service site for a student.
 - i. The timeline for approval seems like it will take all semester, how will a student (looking for credit) access a site if it is still sitting as pending with purchasing throughout the semester? The hope is that the student will develop the internship relationship the semester before so that it has the time to be processed by purchasing in time. Is this a realistic timeline?
- f. Information from IFAC meetings does not seem to be making it back to the departments which is creating concerns around this process. It sounds like issues are being addressed but the resolves are not being brought back to the departments to update them.
- g. UOA should clarify a few points regarding SJSU sign off. Are they looking for sign off from an "Official"
- h. Gather information from pilot group about how effective the S4 is. Specific information should be collected from Business, CASA, and Engineering.

****ACTION-** Business, CASA, and Engineering Committee members will consult with their college deans and faculty regarding the policy and, separately, the current UOAs.

4. Minor Policy

- a. Please read the referral, and think about what needs to be included in the proposal for the next meeting.

Curriculum & Research Agenda

Monday, September 21, 2015
2pm-4pm, SH331

1. Approval of previous minutes (8/31/15)

2. Challenge Exam Policy- Preparation for Final Reading

Draft of Policy

Items to consider:

- What do you want in the policy regarding these exams and meeting GE requirements?
- Should allow students to challenge exams for courses that meet multiple GE requirements (e.g., AAS 033A)?

3. Internship and Service Learning Policy

Draft of Policy, EO 1064, EO-1012, RM-2011-01, Feedback from colleges

Items to Consider:

- Are there alternatives to consider regarding student liability and risk management?
- How do other CSUs comply with this policy?
- Does this policy include both for academic- credit and non-academic internships?
- What additional data do we need to collect before we move this forward to the senate?

4. Program Planning Policy

Draft of Policy, Program Planning Guidelines Draft

Items to Consider:

Initial feedback for the Program Planning Committee

Review of Program Planning Guidelines

5. Minor Policy

S75-4, Referral, Minors on campus

Items to Consider:

What is reasonable to include as a revision/replacement policy?

Assessment of minors

Curriculum & Research
Meeting Minutes

Monday, September 21, 2015
2pm-4pm, SH 331

Present: Thalia Anagnos, Peter Buzanski, Damian Bacich, Craig Clements, Scott Heil, Ravisha Mathur, Toby Matoush, Josh Romero, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Pat Baker, Stephanie Coopman

Start: 2:00pm

1. Approval of previous minutes (8/31/15)

****ACTION-** Approved Meeting Minutes from August 31, 2015: **6-Yes, 0-No- 3-Abstain**

2. Updates

- a. More items on C&R agenda
 - i. GE Guidelines developing a pathway approach and incorporating changes requested by WASC.
- b. Developing a google spreadsheet to track all the various discussions on referrals. This way we can check status for our colleagues if requested.

3. Challenge By Exam Policy

- a. First reading occurred last week.
- b. Feedback we received will be valuable in developing and clarifying the policy.
 - i. What do you want in the policy regarding these exams and meeting GE requirements?
 - ii. Should the policy allow for students to challenge exams for courses that meet multiple GE requirements (e.g., AAS 033A)?
 1. Course/Challenge should meet and require students to meet all the requirements that are expected of a student in the course.
 2. Students are not included in FTEs so they are not reflected in program numbers.
 - iii. Committee has done their due diligence regarding developing a policy that addresses fees, administration (tracking, enrollment, grade distribution), identifying what courses, and amount available to take.
 - iv. We might want to soften language around cross-listed courses, and include that the home department consults with other cross-listed departments and include those that are approved will list together (i.e. HIST/POLS 15A: HIST offers exam, POLS doesn't. Only HIST 15A will list). GUP should develop a form with sign off and/or documents of support/review by each cross-listed department.
 - v. Testing office will determine costs of administering the exam and propose fee to the course fee advisory committee.

****Action Items:** GUP will develop a form for departments to outline their approved CBE courses, and include a space for additional documentation for CBE cross-listed courses.

****ACTION-** Approve moving the adjusted Credit By Examination policy update to senate: **9-Yes, 0-No- 0-Abstain**

4. Internship and Service Learning Policy

- a. Chancellor's Office Executive Order 1064, applies to all internships credit or otherwise (degree requirement).
- b. It is unclear how the student Individualized Learning Plan (ILP) goals are connected back to course learning outcomes and goals. While it might be individualized the student should be able to align the goals with the course learning outcomes. If Internship is a program requirement and not necessarily a course, then the ILP goals should link to the program outcomes.
- c. Adding language to the UOA that outlines specific minimums for a site to have in order for students to be able to place there.
- d. Add resolution around: Student and faculty will develop an Individualized Learning Plan that connects course and/or program learning outcomes to the learning goals at the chosen Internship/SL site.

****Action Items:** Continue to hold discussions in College for feedback. Will also get more information from Bethany Shifflet regarding her students going out with UOAs.

5. Program Planning Policy

- a. One major change is that most changes that PPC wants to make will be made by them and not have to obtain approval from C&R (as current policy requires).
- b. What is considered a 'minor change' to guidelines?
- c. What happens to the oversight that C&R can currently provide with the guidelines?
- d. Provides more credence to adjustments when not only approved by the committee (PPC) but their (C&R) overarching committee as well.
- e. This committee wants to keep the focus on shared governance in the guidelines.
- f. Request clarification on the addition of the RSCA activities.
- g. There is an adjustment to look at RSCA activities but what about service activities to the University?
- h. How will these concepts tie to the new RTP guidelines, how is it connected to RSCA, what does the level of meeting these requirements mean to the overall assessment process (benchmarks, metrics, etc), and departments who aren't just doing research?
- i. How will departments systematically review their RSCA?
- j. We will revisit this at next meeting, as some items have changed per recommendations from WASC.

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, September 28, 2015
2pm-4pm, SH331

1. Approval of previous minutes (9/21/15)
2. Updates
3. Guest: Melinda Jackson, Director of Assessment
4. Industrial and Systems Engineering, Concentration in Applied Experimental Psychology
5. Internship and Service Learning Policy
Draft of Policy, EO 1064
Items to Consider:
 - Review of additions to draft policy
 - Feedback from colleges
6. Program Planning Policy
Draft of Policy, Draft of Guidelines
Items to Consider:
 - Complete feedback of Policy for Program Planning
 - Feedback of the Guidelines
7. Minor Policy
S75-4, Referral, Minors on campus
Items to Consider:
 - What is reasonable to include as a revision/replacement policy?
 - Assessment of minors?
8. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
Referral, Potential Draft Policy, Previous options
Note: Referral was the potential draft policy
Items to Consider:
 - Critical stakeholders to consult

Curriculum & Research
Meeting Minutes

Monday, September 28, 2015
2pm-4pm, SH 331

Present: Thalia Anagnos, Pat Baker, Peter Buzanski, Damian Bacich, Craig Clements, Stephanie Coopman, Scott Heil, Ravisha Mathur, Robert Sibley, Pam Stacks

Absent: Toby Matoush, Josh Romero, Winifred Schultz-Krohn,

Guests: Melinda Jackson (Director of Assessment)

Start: 2:00pm

1. Approval of previous minutes (9/21/15)

****ACTION-** Approved Meeting Minutes from September 28, 2015: **5-Yes, 0-No- 2-Abstain**

2. Updates

- a. PE Waivers- We had a request to allow the AVP in Graduate and Undergraduate programs to approve SB1440/TMC PE Waiver requests. The Executive committee said we can provide a referral to adjust the policy.
 - b. Pathways Project- Jan English-Leuck and Ravisha met to discuss the project, this would be an optional pathway for students to take GE courses through a common theme (Global Engagement, Sustainability, and Creativity). It may be four GE Areas will be covered in a specific pathway, but it does not appear that the GE guidelines would need to be adjusted. We should suggest they do a survey of students, about what they think and value in General Education. This project is thought of as an interdisciplinary approach to advising students through General Education.
3. ISE Human Factors and Ergonomics, Concentration in Applied Experimental Psychology
 - a. Coursework does not seem to align with this type of field. The proposal lacks depth.
 - b. There are over 7 hidden prerequisites
 - c. The use of Experimental Psychology does not seem appropriate for the type of interdisciplinary degree. This may cause confusion among students as noted by GS&R.
 - d. List faculty who are from a different department as Affiliated Faculty instead of Adjunct which alludes to their being a part-timer and not full time.
 - e. The need does not address the need for this specific concentration.
 - f. Does this sparse out the potential student participation, i.e. they will serve a different type of student than the psychology program would.

****ACTION-** Provide initial feedback to the department and invite them to the next meeting for discussion if they revise.

4. Internship and Service Learning Policy

- a. Bethany has 144 sites that have submitted UOA's and the dollar purchase requisite and has had no issue with the turn around by the Purchasing

department. However, she is not tracking whether or not she ends up duplicating sites and agreements.

- b. What are the consequences for not following policy? If we don't have anything than no one will align with the policy.
- c. Implementation and training will be developed and overseen by GUP.
- d. All programs shall be compliant with policy by Fall 17. Policy is effective Fall 16.
- e. Motion to vote on a motion to move forward: 6 Yes, 1 No, 1 Abstain

****ACTION-** Approve Internship Resolution going forward for a first senate reading: **9-Yes, 1-No-0-Abstain**

5. Program Planning Policy and Guidelines Feedback

- a. Reviewed comments from the last meeting regarding the policy (keep C&R review to foster shared governance).
- b. RSCA does allow us to see what our faculty are engaged in outside of the classroom.
- c. There should be a give and take on the areas included in the plan, i.e. you want to add a section on RSCA, then another area from plan should be removed in order to keep the length of content contained at a reasonable page limit.
- d. RSCA is different for all departments depending on their field of study. Committee discussed advantages and disadvantages for including this aspect as a goal.
- e. The narrative page limit should stay at 25.

6. Minor policy

- a. Set-up a subcommittee to get started on the policy recommendation. Pat and Scott volunteered to serve on the subcommittee with Ravisha.

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, October 19, 2015
2pm-4pm, SH331

1. Approval of previous minutes (9/28/15)
2. Updates
 - Credit-by-Exam, Challenge Exams
 - Internship & Service Learning Policy Recommendation
3. MS, Biological Science Concentration Name Change, Department of Biological Sciences
4. MA Degree title change, Department of Child and Adolescent Department
5. Name change, Department of Geology
6. Department name change, Department of Management Information Systems
7. Review of Minor Policy Subcommittee Meeting
8. Question from Program Planning
Memo to PP Chair
From Brandon White, Chair of Program Planning
"What is the role of program planning at SJSU?"
9. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
Referral, Potential Draft Policy, Previous options
Note: Referral was the potential draft policy
Items to Consider:
 - Critical stakeholders to consult

Curriculum & Research

Meeting Minutes

Monday, October 19, 2015

2pm-4pm, SH 331

Present: Thalia Anagnos, Pat Baker, Peter Buzanski, Damian Bacich, Stephanie Coopman, Scott Heil, Ravisha Mathur, Joshua Romero, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Craig Clements, Toby Matoush

Start: 2:00pm

1. Approval of previous minutes (9/28/15)

****ACTION-** Approved Meeting Minutes from September 28, 2015: **8-Yes, 0-No- 1-Abstain**

2. Updates

- a. Credit By Exam Policy was approved at the last Senate meeting, awaiting presidential signature.
- b. First reading of the Internship policy went well. More to discuss from feedback received.
 - i. Could we develop a fee for students to pay should they attempt to use a site that does not have UOA? This fee would be an insurance coverage item that would cover the student while at site.
 - ii. The purchasing office will work with sites in order to make any adjustments to the UOA if needed/required.
 - iii. We need to include Practica in the off-campus activities section. We should ensure that faculty have input in adjusting future UOAs; that this process would not only be done by Purchasing.

3. Program Planning

- a. Focus at the UCCD presentation on Program planning
 - i. Revolved around the CIES being involved in cycle which was well received.
 - ii. The move from a 5 to a 7 year cycle was a big discussion item and how you would ensure programs that already go over 5 years won't go over 7 years.
 - iii. Discussion about why campus won't accept accreditation reports as replacement for program planning reports.
 - iv. Why such a heavy focus was on graduation and retention rates?
 1. There is data differences between Baccalaureate and Masters.
 2. The metric use for Masters is different than that of Bachelor degrees. Master programs are focused on working professionals and therefore graduation rates will vary in those types of programs.
 - v. GE Program review process, GE Guidelines regarding annual assessment and how BOGS does not review any assessment materials

until the 5 year program review cycle. It was discussed this process needs to be adjusted.

- b. The program planning process now incorporates an Action Plan Meeting in which a list of priorities for the department to work on in the next 5 years is developed.
4. Name Change for MS Biological Sciences Concentration to Ecology and Evolution
 - a. They had provided a previous proposal to C&R in AY 13/14 and the committee at the time wanted to see courses that reflected the title of Ecology to align with the change in CIP Code that will be required.
 - b. Two issues, do they align with the CIP code for ecology, and that they are not in alignment with new concentration policy (not enough shared core units).
 - c. Why do they not want to include courses that include evolution and ecology as part of their core?
 - d. How is the title representative in course work and concentration requirements?
 - e. Committee is ok with name change, however they would like the concentrations to align per the policy.
 - f. The intent of C&R discussion on concentration policy was that 30% core courses were common across concentrations.

****ACTION-** Send feedback to the department requesting alignment with university policy on concentrations.

5. MA CHAD name change

- a. In 2004 the department requested the name to be changed and it was found that only the BA name change was sent and approved by Chancellor's Office

****ACTION-** Approve MA Child and Adolescent Development Name Change: **11-Yes, 0-No- 0-Abstain**

6. Department of Geology Name Change

- a. Committee members discussed how alumni and students are not universally in agreement with this name change. There was concern that this name change reflects less rigorous curriculum (e.g., high school curricula).
- b. The Department of Meteorology and Climate Sciences has some concerns with the name change and requests additional time to discuss this name change within their college (submitted a memo of concerns to C&R).
- c. This is not a change to degree name just department.
- d. This is the second time the department has attempted to change their name.

****ACTION-** Motion to table Geology Name Change until College can have discussion : **11-Yes, 0-No- 0-Abstain**

7. Department of MIS Name Change

- a. It was noted that they are not submitting per [F92-5](#) policy on department to School name change. [S14-4](#) regarding not being able to "name" a department.
- b. The faculty vote is not recorded. There is also no comparison with other departments/schools.
- c. The "school" approval will have to be reviewed by Organization and Government (O&G), C&R can only approve the name change.
- d. We can not do a partial approval since it currently incorporates the title school.

- e. How many universities are considered “comparable” are we looking for them (i.e. consultation on name change with other departments, or what other universities use naming convention)?
- f. There is support from campus entities for the name change.
- g. We could do a straw vote to show we are generally favorable to the name change of Information Systems. 10-Yes and 1 Abstention
- h. Previously approved programs as “School” will be addressed by O&G.

****ACTION-** Refer back to O&G

8. Minor Policy Recommendation

- a. We will only be providing a rationale and resolves.
- b. Criteria will have to be met by Fall 2018.
- c. There will be caps on minimum (12) and maximum units (24).
- d. Will incorporate 12 units distinct from one’s major coursework.
- e. At least 25% has to be taken at SJSU.
- f. The large unit minors will have to be consulted with the fact that these changes may be coming down the line.
- g. The minor has to have a well-defined purpose and justification as well as coherent focus or survey of field.
- h. Assessment: There is no tracking on minors since they don’t have to declare until graduation, so there is no way to capture the data required to assess appropriately. It’s not a program so why there is a need for PLO’s?
- i. The assessment piece comes from PPC, although not a referral, they do have discussions around minors quite often and are not sure how to work with programs when they just have a minor and a masters program.
 - i. If you are including a minor as part of your major requirements, then you should assess that minor and whether it is meeting the needs of your program, whether or not the minor is owned by the department.

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, October 26, 2015
2pm-4pm, SH331

1. Approval of previous minutes (10/19/15).
2. Approval of last meeting minutes AY14/15 (4/20/15).
3. Updates

Curriculum

4. Discontinuations
 - BA Life Sciences, Preparation for Teaching
 - BA Biological Sciences, Preparation for Teaching
5. Department of Biological, Chemical, and Materials Engineering, Minor Name Change
6. Department of Political Science, New Minor (Applied Research Methods)

Policy

7. Program Policy
Response to C&R Discussion, Revised PP policy, Revise PP Guidelines
 8. Internship and Service Learning
Discussion of draft policy
 9. Minor Policy Draft
 10. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
Referral, Potential Draft Policy, Previous options
Note: Referral was the potential draft policy
- Items to Consider:
- Critical stakeholders to consult

Curriculum & Research
Meeting Minutes

Monday, October 26, 2015
2pm-4pm, SH 331

Present: Thalia Anagnos, Pat Baker, Peter Buzanski, Damian Bacich, Craig Clements, Scott Heil, Ravisha Mathur, Toby Matoush, Joshua Romero, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Stephanie Coopman

Start: 2:00pm

1. Approval of previous minutes (10/19/15)

****ACTION-** Approved Meeting Minutes from October 19, 2015: **8-Yes, 0-No- 0-Abstain**

2. Approve meeting minutes from AY14-15 April 20th meeting

****ACTION-** Approved Meeting Minutes from last AY14-15 April 20th: **4-Yes, 0-No- 4-Abstain**

3. Update

- a. CBE policy was signed by President
- b. HFE- Experimental Psychology proposal was withdrawn
- c. Internship policy will not go for final reading on November 2nd.
 - i. The Humanities Program was not happy with the UOA and the internship agreements due to the type of internships the departments in their college do. They felt very uninformed.

4. Discontinuations- BA Life Science Preparation of Teaching and BA Biology Preparation for Teaching.

****ACTION-** Approve Discontinuing BA Life Science and Biology teacher preparation programs: **8-Yes, 0-No- 0-Abstain**

5. Name Change of Bioengineering to Biomedical Engineering

- a. Proposal for requirement adjustment has a huge amount of prerequisites
- b. Who is the target audience for this minor, are they majors who technically have the prerequisites met.
- c. There is no minor policy to direct them for curricular guidance.
- d. Name change does not affect curriculum directly.
- e. Approval letter will state that they need to work with GUP to work on curricular issues.

****ACTION-** Approved Name Change to Biomedical Engineering: **6-Yes, 0-No- 2-Abstain**

6. New Minor in Applied Research Methods

- a. Why is History not included?
 - i. History appears to not have curriculum that aligns with the other coursework listed
- b. There are various routes a student can take to get through the minor (i.e. getting through courses with prerequisites).

****ACTION-** Approve Minor in Applied Research Methods: **7-Yes, 0-No- 1-Abstain**

7. FYI- O&G will be presenting a policy on calling-in to senate committee meetings.
8. Note of Process: If making notations or comments in the meeting minutes, please inform the chair you have done so so that she can show the document at the meeting with comments.
9. Program Planning Policy
 - a. How do we want to spend our time? Going through guidelines first or through policy first?
 - b. Should curricular priorities drive strategic planning or reverse?
 - c. We can approve policy and guidelines will stay under C&R control.
 - d. What is the purpose of Program Planning?
 - i. What do we want out of PP?
 - ii. Aside from checking the box to prove we do it, what do we want?
 1. We want to do a health check on programs.
 2. It is a backward reflection to evaluate what works and doesn't in order to help you make your projectory.
 - iii. The fundamental goals as discussed in our meeting and outlined on the policy don't change the burden that is placed on departments to complete their reviews.
 - iv. The data element portion of the review has improved immensely from what the process was in the past. The RDE's are much easier to obtain and assess than the hunting and gathering done prior to office of institutional effectiveness and analytics developing reports.
 - e. The guidelines (or goals) are never informed that it is not a one size fits all, but that they can make adjustments to highlight the more weighted areas.
 - f. Justify reasons for more than 25 pages.
 - g. Accredited programs and assisting them in meeting the campus required review should be looked at more, page limits and information that should be included compared to what accreditors need.
 - h. PPC missed our note about Service, they assumed we meant Service Learning when we meant, Service to the community that benefits student success, so items like Service Learning, Internships, Community Projects, etc.
 - i. Motion to move to separate issues (curricular priorities vs. policy vs. guidelines)
 - j. Timeline: If we want to keep them together when they go to senate for vote, then we need to ensure we spend enough time to look at the guidelines.
 - i. Review and make final comments on policy and ship back to PPC
 - ii. Then we will edit guidelines
 - k. RSCA seems important, what was its alternative in past?
 - l. Should RSCA be a separate goal? Perhaps subsume it under another goal. Separating it as its' own goal indicates its' priority in the PP report.
 - m. If it is going to be a clause we should ensure that a department is not penalized if they aren't doing a lot of RSCA activities.

****TABLE-** Conversation on PPC Policy

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, November 9, 2015
2pm-4pm, SH331

1. Approval of previous minutes (10/26/15).
2. Discussion of new F15-5 Credit via Challenge exam policy: Rescinding/Amending F73-8

Curriculum

3. MS, Biological Science Concentration Name Change, Folder of Additional Materials
Time Certain 2:10pm: Dr. Jeff Honda, Chair, Department of Biological Sciences

Policy

4. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
Referral, Previous options, Potential Draft Policy

Note: Referral was the potential draft policy

Items to Consider:

-Any critical stakeholders to consult?

5. Internship and Service Learning

Discussion of changes to the first reading policy recommendation

6. Minor Policy Draft

Items to Consider:

- Any critical stakeholders to consult?

7. Certificate Policy

Referral, Review Current Policies (S13-10, S12-5)

Curriculum & Research
Meeting Minutes

Monday, November 9, 2015
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Scott Heil, Ravisha Mathur, Toby Matoush, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Pat Backer, Peter Buzanski, Craig Clements, Stephanie Coopman, Joshua Romero

Start: 2:00pm

1. Approval of previous minutes (10/19/15)

****ACTION-** Approved Meeting Minutes from October 19, 2015: **7-Yes, 0-No- 0-Abstain**

2. CBE did have another policy that it affected, F73-8
 - a. With approval ask Executive committee to add this old policy to the recently passed 15-5 version. That is, to add this as an editorial change to policy as part of the amended policies.
 - b. The committee may review F73-8 again in the future.

****ACTION-** Approve having F73-8 placed on the amended list of policies listed on F15-5: **7-Yes, 0-No- 0-Abstain**

3. Name change of Organismal and Conservation Concentration to Ecology and Evolution
 - a. Visitor: Dr. Jeff Honda, Chair of Biological Sciences
 - b. The department used to offer courses that focused on conservation, but curriculum has changed.
 - c. They are now looking at elevating the concentrations into full programs.
 - d. The department is also currently recruiting additional faculty for this concentration.

****ACTION-** Approve the concentration name change to Ecology and Evolution with curricular clean up done with GUP: **7-Yes, 0-No- 0-Abstain**

4. Program PlanninPrograms with professional accreditation should have a different policy. Currentlytheir process should align with campus cycle. There is a policy on this, F03-4, changes in the draft new policy may weaken the language.

5. B4 Substitution or Waiver- Draft
 - a. Policy would address process for students with Dyscalculia (disability linked to quantitative reasoning) so that they can petition to meet the requirement in an alternate process.
 - b. This is a policy asking to develop policy?
 - c. Numbers of students it would impact?
 - d. We need to make the draft more concise and remove a few of the whereas'.
 - e. Look at other policies that might discuss waiving students with disabilities from other general education requirements.
 - f. This looks like more a modification than an accommodation.
 - g. What type of accommodations besides waiver could they complete?
 - h. This policy would keep consistency with these types of students.
 - i. Do other CSU's have anything similar, if so what type of accommodations are made?

6. Internships and Service Learning

- a. Too many resolves, we should reduce the number and make sure that the items are essential resolves
- b. Practicum needs to be included, but not clinical practica.
- c. We should adjust the resolve on changes to the UOA including faculty input/consultation as changes should not be made by Contracts and Purchasing. Thalia will work on cleaning up the language in this resolve.
- d. Deans had concerns around insurance, whether companies will be willing to sign these agreements, and what happens while these agreements are in pending status.
- e. MS Accounting has the biggest concern in College of Business. Mostly due to the fact that the major businesses they work with are not responding in approving the UOA and since it is a legal document it could be getting lost in the large corporation legal departments.
- f. Insurance Rider, process less onerous, can programs be exempt on the campus level?

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, November 16, 2015

2pm-4pm, **SH449 (note room change for this meeting)**

1. Approval of previous minutes (11/16/15).

Curriculum

2. Name change from Creative Arts to Creativity Studies

Time Certain 2:05pm: Shannon Rose Riley, Chair, Department of Humanities

Policy

3. Review of AS1585- feedback to O&G

4. Minor Draft Policy

5. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
Policy Draft

Time Certain 3:00pm: Cindy Marota, Director, Accessible Education Center

6. Program Planning

Current Revision of Policy

Time Certain 3:40pm: Brandon White, Chair of Program Planning

Organized, Research, and Training Unit

7. Center for Organizational Resilience

Curriculum & Research
Meeting Minutes

Monday, November 16, 2015
2pm-4pm, SH 449

Present: Thalia Anagnos, Damian Bacich, Pat Backer, Peter Buzanski, Scott Heil, Ravisha Mathur, Toby Matoush, Joshua Romero, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Craig Clements, Stephanie Coopman

Guests: Shannon Rose Riley (Chair of Creative Art), Cindy Marota (Director of Accessible Education Center), Brandon White (Program Planning Chair)

Start: 2:00pm

1. Approval of previous minutes (11/9/15)

****ACTION-** Approved Meeting Minutes from November 9, 2015: **6-Yes, 0-No- 2-Abstain**

2. Updates

- a. Small addition to the CBE policy (including the old policy that was found), will have to go to the senate.
- b. F13-2 Hybrid and online program policy will need to be reviewed by us due to the Proctor "Who Should Pay" issue.

3. Creative Arts Name Change to Creativity Studies (Shannon Rose Riley)

- a. Creative Arts is the only program in the CSU since 1973, It was formerly known as Interdisciplinary Arts and the name no longer exists nationally.
- b. More and more the CA degree does not serve students when they go into the field. There is an assumption they are artists, when they are not.
- c. It was noted that the program does not train artists, so there is no need for the word art at the end of the name.
- d. Preparation for Teaching focus of Creative Arts name will stay. There is discussion this degree may fold under the Liberal Studies Teacher Prep program in Humanities.
- e. Some courses will be changing titles and may move to electives once name change has been approved.
- f. Within the program there are 60 current students and about 14 teacher preparation students; possibly 15-20 minors.
- g. GUP will need to identify an appropriate HEGIS/CIP Code for Creativity Studies if approved.

****ACTION-** Approve Creative Art Name Change to Creativity Studies for the BA and Minor: **10-Yes, 0-No- 0-Abstain**

4. Committee Governance Issue regarding BOGS policy from O&G

- a. GEAP creep, too many oversight committees
- b. BOGS mission creep into too much oversight over GE approvals

- c. American Institution specific courses should not be approved by BOGS, maybe a sub committee, as BOGS members do not have the discipline experience to review.
 - d. Has been looked at by BOGS all these years due to D2 and D3 usually being included with course.
 - e. There is a committee that looks at GWAR (the WRC), why not AI.
 - f. It is best to include AI as part of the structure instead of developing brand new structures to help with process.
 - g. Feedback was sent to the O&G chair.
5. B4 Substitution for Disabled students (Cindy Marota)
- a. Referral is requesting course substitution NOT a waiver for quantitative reasoning.
 - b. Dyscalculia is a specific disability related to math reasoning.
 - c. AEC works with students who choose fields that require math and find alternate routes for them to take that would be more successful.
 - d. They do not feel students should be exempt from requirement, but be able to find an alternative to allow them an equal playing field to prove their skillset.
 - e. The process that used to be in place for students was inconsistent and was not a policy. This would put a policy in place to ensure that students who need this substitution won't have issues in future when administration changes.
 - f. It is not a special accommodation (this term is specific to K-12), it is an accommodation for auxiliary aids, needs or services.
 - g. Process: AEC would identify a student as being eligible for this substitution.
 - h. Previous AVP's for undergraduate studies have not completely supported policy. They would like to ensure that the overall skillset of an educated person stay intact.
6. Program Planning Policy (Brandon White)
- a. College of Education and College of Applied Sciences and Arts have asked for exemption from campus program planning process due to their colleges having programs that are professionally accredited and in some cases the programs are reporting more often than others regarding assessment of programs.
 - b. PPC Chair, AVP for GUP and Deputy Provost have been in conversations with these colleges about alternatives for their campus review. Campus "Internal" review is part of the Chancellor's Office policy on program planning.
 - c. However, these exemptions may set up a double standard for programs.
 - d. What is the value in program planning being cookie cutter? If all programs are not cookie cutter in development and requirements, why make the program planning process this way?
 - e. PPC should not be responsible for reading 400+ pages that is submitted by some professional accredited programs.

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, February 1, 2016
2pm-4pm, SH 331

1. Approval of previous minutes (11/16/15).
2. Updates

Organized, Research, and Training Units

3. Center for Organizational Resilience
4. Center for Service Systems Engineering and Innovation
Time Certain 2:30pm: Dr. Louis Freund, Dr. Ayca Erdogan

Policy

5. Minor Policy Draft
6. PE Waiver Policy Draft
7. Certificates discussion (review of two policies)

Curriculum & Research
Meeting Minutes

Monday, February 1, 2016
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Pat Backer, Toby Matoush

Guests: Dr. Louis Freund (ISE), Dr. Ayca Erdogan (ISE)

Start: 2:05pm

1. Approval of previous minutes (11/16/15)

****ACTION-** Approved Meeting Minutes from November 16, 2015: **7-Yes, 0-No- 0-Abstain**

2. Updates

- a. The MIS name change was approved.
- b. The Creativity Studies name change was approved on campus, but rejected at Chancellor's office. They will have to resubmit as a new degree program if they want to offer their degree as Creativity Studies.

3. Organized, Research, and Training Units

- a. Center for Organizational Resilience
 - i. The proposal seemed light on where they would get funding. Proposal is loose about what type of foundation and grants they would pursue.
 - ii. The committee discussed the associate ORTU Cybersecurity which is not doing too much right now. This ORTU proposal will focus more on the business aspects of cybersecurity.
 - iii. The seed money is from Tower foundation. Some were concerned about additional funding resources and sustainability long term.
 - iv. The committee discussed how ORTUs have different purposes and how some may be shorter-term or have varying goals that explain how they plan their funding and are structured in terms of activities and plans.

****ACTION-** Recommend Approval of the Center for Organizational Resilience: **8-Yes, 0-No-0-Abstain**

- b. Center for Service Systems Engineering and Innovation

- i. The proposal evolved from a Centers for Excellence proposal competition held by the College of Engineering for engineering departments.
- ii. Service Science and Service Engineering are increasing research areas, innovation to understanding all the new technologies that are coming down the line. This will help make SJSU a leader in this area.
- iii. There is a commitment of \$150,000 from College of Engineering each year for the first two years.
- iv. This ORTU is an interdisciplinary center with opportunities for faculty from the College of Business.

- v. Workshops would conclude with participation certificate, not an official university certificate.
- vi. Plenty of graduate students who are interested. Would like to start planning now and then hold first program this summer, this way more faculty can be involved.
- vii. Funds are not limited to engineering faculty or students.
- viii. The idea is that the center will get some flow back from funding obtained through specific research grant opportunities. Something the faculty and the college have agreed to do.

****ACTION-** Recommend Approval of the Center for Service Systems Engineering and Innovation: **8-Yes, 0-No- 0-Abstain**

4. Policy

a. Minor Policy Draft

- i. This draft will go before senate for first read next week.
- ii. Should prerequisites be counted? All other programs offered on campus count prerequisites this should not be different.
- iii. Minors can be offered with just lower division, shouldn't we add more breadth by having upper division requirements of at least 6 units?
- iv. Assessment should be left to the Program planning policy or guidelines, however it should be noted that if a department requires it as part of a degree requirement then it should be involved in their program planning cycles.
- v. There will be a workload impact in the initial first year, curricular issues could be more substantive

****ACTION-** Approve taking minor policy for a first read: **7-Yes, 0-No- 0-Abstain**

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, February 15, 2016
2pm-4pm, SH 331

1. Approval of previous minutes (2/1/15).

Curriculum

2. New Degree: BS, Justice Studies, Concentration in Criminology
Time Certain 2:00pm: James Lee, Chair Department of Justice Studies
3. Degree title change: Master of Arts Music (MA) to Master of Music (MM) degree
Time Certain 2:40pm: Fred Cohen, Director, School of Music and Dance

Policy Initiatives

4. Minor Policy: Senate Questions and Input
Minor Policy Draft, Questions to consider
5. PE Exemption Policy Amendment to S14-11
S14-11, Policy Draft
6. Certificate Policy: Review of Policies and Needed Changes
S12-5, S13-10, Referral, Additional Changes
7. Math B4 Substitution: Discussion of Cindy Marota's presentation (Nov. 16th meeting) and
policy referral
Policy Referral Draft

Curriculum & Research

Meeting Minutes

Monday, February 15, 2016

2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Pat Backer, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Robert Sibley, Nadim Sarras

Absent: Winifred Schultz-Krohn, Toby Matoush, Pam Stacks

Guests: Fred Cohen, James Lee

Start: 2:04pm

- 1) Approval of previous minutes (2/1/16)
****ACTION-** Approved Meeting Minutes from February 1, 2016: **7-Yes, 0-No- 1-Abstain**
- 2) BS, Justice Studies New Concentration in Criminology
 - a) Guest: James Lee, Chair, Department of Justice Studies
 - b) This concentration used to be in Sociology, but then was terminated. This new concentration will get criminology back on the books at SJSU. The courses will be offered in the Department of Justice Studies.
 - c) Would the department consider making this into a separate BS or MS degree altogether? It could be its own major and degree program, but it is not necessarily needed at this stage. Although there is faculty expertise in the department, new courses would need to be developed and the curriculum would need to be re-thought in terms of separating content in the already existing courses.
 - d) There is only the baseline degree, there are no other concentrations in the department. Graduate and Undergraduate Programs has reviewed the proposed concentration and it is aligned with the university concentration policy.
****ACTION-** Approved New Concentration: **8-Yes, 0-No- 0-Abstain**
- 3) Degree change from MA to Master of Music Degree
 - a) Guest: Fred Cohen, Chair, Department of Music
 - b) NASM Accreditation made a suggestion to change the degree because it is not really a MA general music degree.
 - c) Student feedback is positive; they would be happy with this change.
 - d) Students already have an emphasis in a specific area and there was discussion on whether this shows up on the diploma.
 - e) To approve this at Chancellor's office, the department will need to compare MM degree with other campuses and show how this degree compares with current degree.
 - f) This is not a degree elevation; it needs to be treated as a change in degree. In addition, each MM may have concentrations beyond emphases.
 - g) The committee will get back to Fred regarding whether or not this proposal should be a change in degree. Then a different proposal will be needed to move through the Chancellor's office.
 - h) The committee will hold off on a decision for now. The proposal will come to C&R as it was already approved by GS&R.

- 4) Minor Policy (AS 1597)
 - a) Committee reviewed current proposal. Language should be parallel to the major. The minor shows on the transcript and one minor goes on the diploma.
 - b) Should we eliminate prep for the minor as counting as units for the major? Prerequisites will need to be counted for the minor. We will include the phrase, "Prerequisite courses will be counted in the unit count and/or statement of proficiency should be included in the minor."
 - c) We will note only one minor can be on the diploma.
 - d) Percentages can be challenging to interpret. Instead we will use the phrase, "For any minor with required units between 12-18, 3 units must be taken at SJSU, minors with required units between 19-24 units, 6 units must be taken at SJSU."
 - e) We will hold off on additional discussion until our next meeting.
- 5) PE exemption Policy Amendment to S14-11.
 - a) For the next meeting, look at language for compliance. Make sure resolveds are consistent with past policies.
 - b) Confirm that we want the exemptions to be reviewed through the Program Planning Committee.
- 6) Certificate Policy: Break off in sub- workgroup for additional discussion. Need to discuss brief overview in next meeting. Workgroup members: Pat, Scott, Ravisha, Pam (will ask her)
- 7) Math B4 Substitution Policy: Break off in sub- workgroup for additional discussion. Need to discuss brief overview in next meeting. Workgroup members: Thalia, Craig, Wynn (will ask her)
- 8) Next meeting, we will adjourn at 3:45pm in order to attend Presidential Reception.

Adjourned 4:00pm

Curriculum & Research Agenda

Monday, February 22, 2016
2pm-4pm, SH 331

1. Approval of previous minutes (2/15/16).

Policy Initiatives

2. Minor Policy: Senate Questions and Input
Minor Policy Draft, Questions to consider

3. PE Exemption Policy Amendment to S14-11
S14-11, Policy Draft

4. Certificate Policy: Review of Policies and Needed Changes
S12-5, S13-10, Referral, Additional Changes
Workgroup: Pat, Scott, Pam, Ravisha

5. B4 Substitution
Policy Draft
Workgroup: Thalia, Craig, Wynn

6. Review of Work

Curriculum & Research
Meeting Minutes

Monday, February 22, 2016
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Pat Backer, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Toby Matoush, Winifred Schultz-Krohn, Robert Sibley

Absent: Pam Stacks

Guests: Nadim Sarras

Start: 2:17pm

1. Approval of previous minutes (2-15-16)

****ACTION-** Approved Meeting Minutes from February 15, 2016: **7-Yes, 0-No- 1-Abstain**

2. Minor Policy

- a. Prerequisite courses will be counted in unit count or a statement of expected level of proficiency/coursework equivalency that is wanted.
- b. Should we include a statement about when minors should be declared?
- c. Prerequisites must be clearly outlined in catalog description requirements.
- d. If a program has a level of proficiency their prerequisite coursework will not be included in the total unit count.
- e. GUP will re-work the header "preparation for the minor."

****ACTION-** Approve taking adjusted minor policy back to senate for final reading: **10-Yes, 0-No- 0-Abstain**

3. Physical Education TMC/SB1440 Exemption for BS Behavioral Science

****ACTION-** Approve BS Behavioral Science TMC PE Exemption: **10-Yes, 0-No- 0-Abstain**

4. PE Exemption Policy

- a. We have been asked to submit as an amendment instead of new policy.
- b. Workload increase to AVP for GUP.
- c. Changed whereas to resolved.

****ACTION-** Approve PE Exemption Policy amendment for senate final read: **10-Yes, 0-No- 0-Abstain**

5. Certificate Policy working group review of changes needed

- a. Provost has issues with signing BASIC certificate proposals when Open University students are eligible to enroll in certificate coursework, as they may take the seat from the matriculated student.
- b. There is no way to track or identify OU students that are/would be in certificate programs.
- c. Bring any concerns about certificates to the work group members or join group.

6. B4 Substitution

- a. Are there these types of accommodations for students other disabilities (eg. dyslexia)?
 - b. Only covers a small percentage of SJSU students.
- 7. Policy Referrals for the year
 - a. Internship policy was reviewed with a group of stakeholders this morning, will now be shared with a larger group of stakeholders before coming back to C&R
 - b. Diversity Policy referral?
 - c. Still have not heard back from Brandon White on PPC guidelines and policy update.

Adjourned 3:47pm to attend Incoming President Reception

Curriculum & Research Agenda

Monday, March 14, 2016
2pm-4pm, SH 331

1. Approval of previous minutes (2/22/16).

2. Updates/Discussion Items

- Review of Senate Meeting Policy Items
- April 18th C&R meeting

Curriculum

3. New Program: Project EPICS, Graduate Distance Education Program (Special Sessions),
Time Certain 2:05pm: June McCullough, Professor, Department of Communicative Disorders & Sciences

4. New Concentration: MS, Nursing, Family Nurse Practitioner Concentration

Time Certain 2:30pm: Ruth Rosenblum, Assistant Professor, DNP Program Coordinator, Valley Foundation School of Nursing

5. New Concentration: MS, Justice Studies Concentration in Global Criminology, Law and Justice

Time Certain 3:00pm: James Lee, Chair Department of Justice Studies

Policy

6. Draft Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
Policy Draft

7. Certificate Policy

Discussion questions from the working group
Merged Certificate Draft

8. Amendment to PE Exemptions Policy

PE Policy Draft, Questions from Senate

9. Amendment to F13-2: Technology Intensive, Hybrid and Online Courses and Programs
F13-2, Referral

Curriculum & Research

Meeting Minutes

Monday, March 14, 2016
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Pat Backer, Scott Heil, Ravisha Mathur, Nadim Sarras, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Peter Buzanski, Craig Clements, Toby Matoush

Guests: June McCullough (CD&S, EPICS), Ruth Rosenblum (Nursing), Susan G. McNiesh (Nursing), James Lee (Chair, Justice Studies)

Start: 2:10pm

1. Approval of previous minutes (2-22-16)

****ACTION-** Approved Meeting Minutes from February 22, 2016: **6-Yes, 0-No- 1-Abstain**

2. Updates-

- a. Certificate policy needs feedback from full committee.
- b. PE Exemption for SB1440/TMC did not go over well at senate. We may consider not bringing it back for senate review.
- c. B4 exemption should be ready to go.
- d. April 18th is a strike day, should we reschedule or just cancel?

3. Project EPICS, Graduate Special Sessions, Communicative Disorders & Sciences

- a. \$1.25 million grant for speech pathology from US Office of Special Education (OSEP).
- b. OSEP contacted them regarding putting together a training program to provide a graduate program in Speech Pathology through a satellite distance-education program to the Pacific Island entities.
- c. Grant funding will support release time and full professor replacement cost.
- d. Started with 20 students in cohort (undergraduate prep course program), two of those students have chosen not to continue.
- e. Program applicants have to be at a certain level for speech and writing. Cost has also been an issue for the native islanders. If they decide not to continue they will need to repay their government.
- f. Departments of Education in the Pacific Islands entities are paying for these students to take these prerequisites.
- g. People who have degrees in this field do not have to take prerequisite courses, so far most have needed or want the refresher aspect of the prerequisites.
- h. EDSP 269 is not listed on course requirements, although it is listed as a prerequisite. This will be an externship course. The prerequisites in the sequential listing of courses are not accurate.
- i. We need to develop a better process to ensure that departments working on grants for new programs work simultaneously with academic offices so that the loop can get closed at the same time (with the same leadership).

- j. Requesting additional information and cleanup of proposal before final approval.
4. Nursing Family Nurse Practitioner
- a. Offered as a program until 2009.
 - b. With changes in health care (Affordable Care Act), the need for primary and specialty care has grown tremendously.
 - c. How much of your degree is governed by your accreditation agency? Should be able to adjust some requirements.
 - d. Part of the proposal was written to describe the economies to scale. They have been told they can not supplant and are reworking their practice.
 - e. Are you thinking of any global or language requirements? This may be critical considering the area we serve.
 - i. The plan is to evaluate the 200 level course and see what they can include about cultures, languages, etc.
 - f. Discussing possibly having an FNP Certificate.
 - g. They do not have issues with students attempting to switch between state and self-support.
 - h. Rework side by side under new concentration understanding and revised curriculum.
 - i. Nicole will get budget from CIES.
 - j. Requesting additional information and cleanup of proposal before final approval.
5. Justice Studies, Global Criminology, Law and Justice
- a. They set-up the program with understanding that the concentration in Special Sessions had to be completely different than the base degree stateside. Based on recent information from the Chancellor's office, this isn't the case and they have been reworking the program to meet the guidelines and policies on campus.
 - b. They took essential coursework from the base degree and worked with it to align with similar coursework and still keep the curricular set-up they wanted to have for the Global concentration.
 - c. No intention to offer on campus. It has a different audience than their typical degree. The target audience is for professionals all over California and potentially international students who are interested in this global focus on criminology.
 - d. The applied project will be similar to stateside program. The interesting piece is that since this is online there should be a variety of projects presented.
 - e. They have a few courses waiting in the wings to be put on the books when this program is approved.
 - f. They want to restrict the electives in this concentration.

****ACTION-** Approve MS Justice Studies, Global Criminology, Law and Practice: **Unanimous 9-Yes, 0-No- 0-Abstain**

Adjourned 4:06pm

Curriculum & Research Agenda

Monday, March 21, 2016
2pm-4pm, SH 331

1. Approval of previous minutes (3/14/16).
2. Updates/Discussion Items
 - Review of Senate Meeting Policy Items
 - Amendment to PE Exemptions Policy (questions)
 - April 18th C&R meeting

Curriculum

3. New Program: Project EPICS, Graduate Distance Education Program (Special Sessions)-
Revision

Policy

4. Draft Policy Recommendation: Restoring Options for Students with Quantitative Reasoning
Disabilities Affecting Math Skills
Policy Draft
5. Certificate Policy
Discussion questions from the working group
Merged Certificate Draft
6. Amendment to F13-2: Technology Intensive, Hybrid and Online Courses and Programs
F13-2, Referral
7. Internship, Service Learning, and Off-Campus Learning Experiences
Policy Draft

Curriculum & Research
Meeting Minutes

Monday, March 21, 2016
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Craig Clements, Scott Heil, Ravisha Mathur, Toby Matoush, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

Absent: Patricia Backer, Peter Buzanski, Nadim Sarras

Guests: Nicole Loeser

Start: 2:05pm

1. Approval of previous minutes (3-14-16)
****ACTION-** Approved Meeting Minutes from March 14, 2016: **7-Yes, 0-No- 1-Abstain**
2. Updates
 - a. Discussion of PE Exemption for SB1440/TMC first reading at the Senate.
 - i. Not as urgent as it was when referred. Based on conversation in senate it sounds like this is not worth pursuing.
****ACTION-** Approve not moving forward with updating PE policy for TMC Exemptions: **8-Yes, 0-No- 0-Abstain**
 - b. C&R policy activities moving forward
 - i. We will hold off on diversity curriculum until new diversity officer is hired (process is underway).
 - ii. For the S93-14 curricular priorities referral, members should review the policy and submit responses/ideas before next meeting.
 - iii. RSCA policy referral has been submitted and will need to be reviewed.
 - iv. We will discuss Restoring options to B4 draft recommendation today.
 - v. Internship Policy Recommendation will be reviewed today in committee.
 - vi. Overview of the SOS Resolution for Textbook Affordability Act- Reducing costs of textbooks to students, but still allow faculty the opportunity to choose the text for their courses.
 - c. We only have 2 meetings left, one of which is during potential CFA Strike. We could reschedule the first Spring semester meeting to May 2nd to ensure we can finish the business from Spring.
****ACTION-** Approve rescheduling January 25 meeting to May 2nd : **9-Yes, 0-No- 0-Abstain**
3. Project EPICS Graduate Special Sessions resubmission
 - a. The courses in the proposal are not chronological.
 - b. There are a few concerns around field work, but we will work that out with the Chancellor's Office regarding the fact that we can substitute as needed.
 - c. June did mention that a majority of courses would be taught by SJSU faculty.

- d. Practicum courses will be supervised by speech pathologists that are associated with the agencies who will be supporting program locally in the Pacific Island entities.
- e. EDAU 177 appears to be an issue and we need clarification as to how it fits into the program (i.e., prep, etc)

****ACTION-** Approve recommending the MA EPICS program proposal pending clarification of EDAU 177: **9-Yes, 0-No- 0-Abstain**

- 4. Restoring options for Quantitative Reasoning draft policy recommendation
 - a. Developed whereas statement that contains information that direct students with this need into approved substituted coursework to ensure success.
 - b. AEC has had a chance to review the proposed policy to address the ADA accommodations that are needed for this disability.
 - c. This will be a substitution NOT a waiver.
 - d. The skills of critical thinking and logical reasoning will still remain intact in the courses that will be used to help accommodate those with this disability.
 - e. How do we address the notion that there are other disabilities that would want to use this type of accommodation for students?
 - f. There will be workload issues with: departments who offer curriculum, the student, GUP and AEC to develop a reasonable accommodation.

****ACTION-** Approve moving forward as a first read Restoring Options for Quantitative Reasoning: **9-Yes, 0-No- 0-Abstain**

- 5. F13-2- Removing Proctoring exemplar from policy
 - a. Not sure if this differentiates between special session and stateside support.
 - b. Are there regulations about increasing course fees in order to accommodate the proctoring costs? The AVP of finance has expressed that statement before.
 - c. Remove proctoring as an exemplar due to Executive Orders (EOs).
 - d. EO 1078 on SSETF and EO 1102 Category III reference acceptable fee use.
 - e. The course fee website lists what type of fees are allowed, it appears proctoring does not fall within their classifications.
 - f. We cannot make an editorial change. A rationale to resolve the issue has to be submitted.
 - g. Created a draft recommendation during the meeting and will send out revision to committee via email for approval.
- 6. Certificates
 - a. Open University can not be included in the policy, the Provost is not supportive of it.
 - b. Based on OU regulations, OU was not designed to distribute coursework as a “program”.

Adjourned 4:06pm

Curriculum & Research Agenda

Monday, April 11, 2016

2pm-4pm, SH 331

1. Approval of previous minutes (3/21/16).

Curriculum

2. New Organized Research & Training Unit Proposal: Center for Smart Technology, Computing, and Complex Systems

Time Certain 2:00pm: Dr. Jerry Gao, Professor, Department of Computer Engineering

3. Change of Degree Title: Master of Arts in Music Degree to Master of Music Degree

Policy

4. Final Reading Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills

Policy Draft

5. Final Reading Policy Recommendation: Amendment to F13-2: Technology Intensive, Hybrid and Online Courses and Programs

Policy Draft

6. Final Reading Policy Recommendation: Internship, Service Learning, and Off-Campus Learning Experiences

Policy Draft

7. Sense of the Senate Resolution: Supporting Efforts to Reduce Student Costs for Textbooks by Encouraging Development and Use of High-Quality OER Course Material

8. Certificate Policy Revision

Discussion questions from the working group

Merged Certificate Draft

9. Program Policy Revision

Draft Policy Recommendation

10. RSCA Referral

Referral

Curriculum & Research
Meeting Minutes

Monday, April 11, 2016
2pm-4pm, SH 331

Present: Thalia Anagnos, Patricia Backer, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Winifred Schultz-Krohn, Robert Sibley, Pamela Stacks

Absent: Damian Bacich, Toby Matoush, Nadim Sarras

Guests: Nicole Loeser, Jerry Gao (CMPE Faculty)

Start: 2:00pm

1. Approval of previous minutes (3-21-16)

****ACTION-** Approved Meeting Minutes from March 21, 2016: **4-Yes, 0-No- 2-Abstain**

Curriculum

2. New Organized Research & Training Unit Proposal: Center for Smart Technology, Computing, and Complex Systems

- a. It was part of the College of Engineering Centers for Excellence proposal competition that, if approved, the COE would support this center for 2 years.
- b. Several pieces to the center: smart campus with smart learning research and opportunities, provide a smart city projects with San Jose City (3 planned projects), smart environment and smart living projects are future projects.
- c. Long term sustainability will occur through additional grant proposals, hosting mini-conferences, offering non-credit courses.
- d. They will minimize overhead in first year. Instead of administrative staff, student assistants will be in supporting roles such as webmaster and lab assistants.
- e. There is no discussion about how or if SJSU students would be involved in summer camps.
- f. They will need to get additional grants to ensure the equipment needed can be obtained. They plan to do this by developing multi-disciplinary relationships.
- g. Projects in the proposal do not align with projects listed in table 3.1. Seek clarification of projects in the narrative and ensure they match up with table.
- h. The Director release time does not seem to make sense. The release time and benefits did not seem appropriate. However it will be coming from the COE Dean's office for buyout/replacement.
- i. There is no detail about what would happen if the director was to leave, who would appoint new director?
- j. They do not list out the Urban planning faculty members who are involved.
- k. The chair will create a google doc with required changes, typos and committee members will add into this shared document. This information will then be placed in the letter to Dr. Gao.

****ACTION-** Approve ORTU for Center for Smart Technology, Computing and Complex Systems pending updates requested: **7-Yes, 0-No- 1-Abstain**

3. Change of Degree Title: Master of Arts in Music Degree to Master of Music Degree
 - a. NASM accreditation agency has asked them to look at moving their MA to an MM.
 - b. While there are no changes to requirements, they are rearranging their requirements to build a more solid core.
 - c. They are merging all of the performance specializations as a specialization in performance (i.e., all instrumentation specializations are now under "Performance").
 - d. No budget change to faculty or degree. It might make the degree more attractive to potential students who are seeking this specialization based on standards in the field.

****ACTION-** Approve MA Music to elevate degree to MM in Music: **8-Yes, 0-No- 0-Abstain**

Policy

4. Final Reading Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
 - a. Wording around waiver was one issue at senate. We will use 'exception' instead of waiver.
 - b. A second issue was the need to clarify that departments can say no to the request. They cannot say 'no', but the department could deem that the B4 course is essential to success in that specific program (then the substitution will not be permitted for that program). Wording was changed in the policy recommendation to reflect this distinction.

****ACTION-** Approve Quantitative Reasoning Option moving forward for final reading: **8-Yes, 0-No- 0-Abstain**

5. Final Reading Policy Recommendation: Amendment to F13-2: Technology Intensive, Hybrid and Online Courses and Programs
 - a. No changes were brought up, mostly a bit confusion around the limitation in additional fee charges but it was clarified.

****ACTION-** Approve Technology Intensive, Hybrid and online policy moving forward for final reading: **8-Yes, 0-No- 0-Abstain**

6. Final Reading Policy Recommendation: Internship, Service Learning, and Off-Campus Learning Experiences
 - a. We need to figure out why the larger companies are refusing to sign so we know how to adjust this part of the process.
 - b. Concerns about implementation of the policy were discussed.

Adjourned 4:12pm

Curriculum & Research Agenda

Monday, April 18, 2016

2pm-4pm, SH 331

1. Approval of previous minutes (4/11/16).

2. Sense of the Senate Resolution: Supporting Efforts to Reduce Student Costs for Textbooks by Encouraging Development and Use of High-Quality OER Course Material

3. Final Reading Policy Recommendation: Internship, Service Learning, and Off-Campus Learning Experiences
Policy Draft

4. Certificate Policy Revision
Certificate Draft Policy
Discussion questions from the working group

5. Program Policy Revision
Draft Policy Recommendation
PP Folder (additional helpful documents)

6. RSCA Referral
Referral

Curriculum & Research
Meeting Minutes

Monday, April 18, 2016
2pm-4pm, SH 331

Present: Thalia Anagnos, Damian Bacich, Patricia Backer, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Winifred Schultz-Krohn, Robert Sibley, Pamela Stacks

Absent: Toby Matoush, Nadim Sarras

Guests: Nicole Loeser

Start: 2:05pm

1. Approval of previous minutes (4-11-16)

****ACTION-** Approved Meeting Minutes from April 11, 2016: **7-Yes, 0-No- 2-Abstain**

2. Reminder: We will have a make-up meeting held on May 2nd from 2-4pm.
3. Internship Policy
 - a. Added a statement about the practicum and the definition of practicum so that departments know whether their practicum is exempt or not.
 - b. Exclusions from UOAs are included as well as what courses/activities are included in this policy.
 - c. There are still concerns from departments who have big company relationships that the UOA does not work for them.
 - d. We will use the word template alongside UOA so that departments know they can work with the campus to adjust UOAs as needed to assist with getting the agreements signed.
 - e. We will look at seeing if other campuses have had UOAs signed by large companies (such as Price Waterhouse) so we can attempt to use that same type of document for our agreements with large companies (a template adjustment).
 - f. Guidelines should be developed to ensure faculty know what is expected of them and students and sites when developing partnerships and risk management.
 - g. There will be a working group to work on implementation of UOAs if the policy is passed (led by GUP in concert with Administration and Finance).
 - h. We will go back and discuss recent changes with respective colleges and submit any feedback before Thursday. Pat will check with Engineering and Rob will check with COB. We will vote via email by Thursday at 5pm.
4. Certificate Policy
 - a. CSU Policy states we do not distribute degrees for Open University (OU).
 - b. Space available restricts courses from being taken by OU to ensure matriculated students are able to get the courses and move through the state-supported requirements.
 - c. We are adding a limit of 18 maximum units so that it can accommodate 4-unit programs.

- d. Students will submit a certificate completion form to the registrar after approved by advisor.
 - e. Requirements can not include credit/no credit courses, supervision, individualized studies, internships.
 - f. Learning Outcomes will be required as part of proposal.
 - g. There will be a published deadline for approval and inclusion in catalog.
 - h. Chairs will determine if full committee review is necessary within a week of receipt during duty days.
- **ACTION-** Approve moving Certificate Policy for First Reading subject to editorial changes: **9-Yes, 0-No- 0-Abstain**

Adjourned 4:15pm

Curriculum & Research Agenda

Monday, May 2, 2016
2pm-4pm, SH 331

1. Approval of previous minutes (4/18/16).
2. Updates

Curriculum

3. ORTU: Center for Aquaculture at Moss Landing Marine Laboratories

Time Certain: 2:05pm

Michael Graham/Jim Harvey

4. New Minor, Event Management, Department of Hospitality Management
5. MS, Justice Studies

Policy

6. Certificate Policy Revision
Certificate Draft Policy
Questions to Consider

7. RSCA Referral
Referral

8. Program Policy Revision
Draft Policy Recommendation
PP Folder (additional helpful documents)

Curriculum & Research

Meeting Minutes

Monday, May 2, 2016

2pm-4pm, SH 331

DRAFT MINUTES- Not approved.

Present: Thalia Anagnos, Damian Bacich, Patricia Backer, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Winifred Schultz-Krohn, Robert Sibley, Pamela Stacks

Absent: Toby Matoush, Nadim Sarras

Guests: Nicole Loeser, Stephen Branz (AD-UGS for Thalia), Jim Harvey (MLML)

Start: 2:15pm

1. Approval of previous minutes (4-18-16)

****ACTION-** Approved Meeting Minutes from April 18, 2016: **7-Yes, 0-No- 0-Abstain**

2. Updates

- a. 3 Policies signed by President to date, 3 policies pending President approval (senate approved), and 13 curricular related items approved, 5 policies still pending senate review and approval (for next senate meeting).

3. ORTU: Center for Aquaculture

- a. They are rebuilding of one of their labs at their Seawater site, from leftover monies from grants by Packard Foundation.
- b. This allowed them to develop a program around aquaculture with their 4 affiliated programs to be a center for all 23 CSU campuses.
- c. Funding has been slowly coming in since they had a small gathering of CSU's and potential funders (state/federal agencies and industry)
- d. Director will get .2 to start, and then as it grows they will get buy-out.
- e. SeaGrant which is funded by the NOAA grant will be teaching quarter time with the aquaculture center.
- f. The proposal includes reference to certificates. It is not their plan to offer certificates.
- g. Current focus is Marine based, this will develop an additional aspect to the lab, and additional curriculum will be developed around the consortium and then CSU wide.
- h. Friendly amendment to accept proposal pending adjustment of the words "yield" to "support" when referencing Certificate programs.

****ACTION-** Approve ORTU Center for Aquaculture: **7-Yes, 0-No- 0-Abstain**

4. Minor- Event Management

- a. This is a very big interest for students around campus and in our community.

****ACTION-** Approve Hospitality Management Minor in Event Management: **7-Yes, 0-No- 2-Abstain**

5. MS Criminology, Concentration in Global Criminology
 - a. The original proposal C&R saw this year was a MS Justice Studies Concentration in Global Criminology.
 - b. Due to the way the department wanted to offer this the Chancellor's Office was not on board with the program approval, due to core not being able to line up.
 - c. It was suggested that we submit as its own degree plan, there is no overlap with current degree.
 - d. Will be submitted as a Pilot-program as a Special Session.
 - e. All proposal content is the same except for the curricular requirements.
 - f. Creating program learning outcomes different than current MS in Justice Studies.
 - g. All PLOs seem very broad, some don't appear measurable.
 - h. Ask department to update PLO's, committee would like to see the proposal again, once PLO's are revised.

****ACTION-** Review revised PLOs for new MS Criminology, Concentration in Global Criminology and decide on approval via email.

6. Certificate

- a. Some expressed issues around OU Students.
- b. Provost is ok with OU as long as stateside students have enrolled in seats first.
- c. A tracking system of students (non-matriculated) should be developed so CIES or department can track students in their certificate programs.
- d. Advanced certificates can be offered through Open University, basic certificates will not be.
- e. For the 30% aspect of the advanced degree, outline what that means for specific type of unit degrees (i.e. 30 unit degree= 9 units transfer, etc)
- f. Concerns will continue to be around OU students and admissions.

****ACTION-** Review revised certificate policy and decide on approval via email.

Adjourned 4:00pm