

2015-2016 Year-End Committee Report Form

Committee:

Chair:

Chair-Elect for 2016-2017:

Number of Meeting held:

(Please include phone/zip/email if available)

Items of Business Completed 2015/2016

1.

2.

3.

Unfinished Business Items from 2015/2016

1.

2.

3.

New Business Items for 2016/2017

1.

2.

3.

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

SJSU Program Planning Committee

AGENDA

Friday, September 4, 2015

12:00-2:00pm, Clark 412

- 1200-1210 Agenda and approve
- 1210-1220 Welcome and Introductions
- 1220-1240 Training
- 1240-1250 WASC Summary of Program Planning
- 1250-1300 Status of programs and preparing for future meetings
- 1300-1355 Review, edit, approve Program Planning Policy and Guidelines to be submitted to C&R
- 1400 Adjourn

SJSU Program Planning Committee

Meeting Notes

September 4, 2015

Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Adrienne Eastwood (ENGL), Scott Heil (IAR), Carl Kemnitz (Deputy Provost), Lili Luo (SI), Gilles Muller (Research), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Scott Heil (IEA), Brandon White (BIOL), Sabine Rech (BIOL), Stoyu Ivanov (BUS), Mary Wilson (HIST)

Absent: Jennifer Dinalo (LIBR), Collette LaSalle, Diana Wu (LIBR), Tanvi Kothari (BUS), Peter Chua (SISS), Melinda Jackson (POLIS), Wenbin Wei (AVIA)

Start: 12:05pm

1. Approve agenda

****Action-** Approve Agendas: 10-Yes, 0-No, 0-Abstain

2. Introductions

- a. We have quite a few new members
- b. We have a few spots still open and we will fill those as best we can by October 1st.

3. Training

- a. Reviewing the cycle timeline, Deans have requested that we move it from 5 to 7 year cycles.
- b. Common review procedures- Dean approval, requiring more comments instead of just a yes or no on approval.
- c. We anticipate members will attend all committee meetings and participate, complete reading ahead of meeting, field questions from departments.
- d. Evaluating plans, action plans have not previously been done in prior program planning cycles. We will have our first round of programs who have action plans in the next year.
- e. We will start setting meeting times with chair of program for any questions you might have about the plan.
- f. We will be requiring them [departments] to summarize their recommendations and action items to date.
- g. Committee CAN recommend:
 - i. Acceptance of the Program Plan
 - ii. Reject the program plan and request additional information
 - iii. Termination of a program (will be done by secret ballot)
- h. Action Plan meetings are only attended by the department, PPC chair, Assessment Director, AVP's, Dean and Provost.

4. WASC Summary

- a. Chair of program planning is responsible for following up on all action plans.
 - i. Issue is how will chair enforce this and/or what will the consequences be?
- b. There should be an increased focus on program planning action plans, and follow up/progress. We will need to show improved accountability by Spring 2017 visit.

- i. In the interview with the WASC team was informed that sometimes action plan items are cleared up in the meeting and then do not become part of the finalized action plan.
 - 1. They may not actually look at this in Spring 2017, as it was a recommendation was by the visiting team not the charge of the commission. It however will probably be revisited as part of the next official review.
- c. Assessment of GE program should be a topic to be addressed in an interim review of the institution.
 - i. BOGS will be going through its own program review cycle. Chair from BOGS (Simon Rodan), PPC (Brandon White) and Assessment Director (Melinda Jackson) are preparing the review outside of the commission's recommendations to show we are doing our due diligence in ensuring our programs are functioning effectively.
- d. Defining the impact that new graduation and retention initiatives have on student success. This requires more analysis of data, and campus-wide dissemination and results and engagement with data.
 - i. Developing new RDE's vs Non-URM, and achievement GAP based on GPA. This was being required both in assessment and will also be part of program planning going forward.
 - 1. The point of program plan reviews is to ensure the programs we offer are meeting the needs of our University students.
- e. Program planning requests for additional resources (faculty, staff, infrastructure, space) need to be supported by data showing that students are suffering from lack of these resources.
 - i. We need to ensure that when programs discuss their resource needs that they can justify the request with data that supports how it affects student success.
 - 1. the committee should start taking a stance on whether the justification is truly supportive of their needs versus a program whose request is not supported by data.
 - 2. We should include this on the template so they know how to address their resource requests in the proper way.
 - 3. We could create an RDE around bottleneck courses.
- f. WASC team recommends Program Planning review Letter to the Provost at end of each academic year, summarizing work of the previous year and highlighting common concerns across multiple programs
 - i. We used to do this two years ago
 - ii. Recommend that chair prepare one for last year to get this back in gear.
 - iii. Issues from last year: Hires, Infrastructure (Office space, heating/cooling, labs), Preparation for Teaching programs (hard to resource, small cohorts, coordinating efforts), GE (amount offered by a specific unit/dept), WASC looking for more closing of the loop processes in Program Planning.
- g. They concluded with the statement "it appears to be well planned and well conducted, but one that requires considerable expense and effort to achieve modest outcomes. The goals must be clarified and the process made less burdensome and more sustainable."
 - i. Start surveying departments on how new process has been working
 - ii. The Committee should start reflecting on their processes and procedures.

5. Status of Programs

- a. Will be Reviewed in this Committee, Fall 2015
 - i. AFAM (October, Brandon)
 - ii. LLD (October, Peter and Collette)
 - iii. Music/Dance (November, Mary, Sabine and Wenbin)
 - iv. JCOM(November, Adrienne, Tanvi and Stoyu)
 - v. Aviation and Technology (December, Brandon)
- b. In External Evaluation, Fall 2015, will be reviewed in Spring 2016
 - i. Health Science & Recreation
 - ii. Justice Studies
 - iii. Psychology
 - iv. Television, Radio, Film and Theater
 - v. Philosophy
 - vi. Geography
 - vii. Global Studies
 - viii. History
 - ix. CDS, BA Only
 - x. Science Education

6. Preparing for Next Meeting

- a. Read the LTP and add comments prior to the meeting .
- b. Come to meeting ready to discuss, comments and develop recommendations from this committee.
- c. Will limit time to 1 hour discussion or less, at end of 1 hour we will vote.

7. Program Planning Policy

- a. The campus policies has quite a few restrictions around PPC, it is being rewritten so that PPC does not have to always have to get permission from Curriculum and Research.
 - i. Committee Make up
 - 7 Changing the AVP's to be "Office of 'X' Representative" voting members and not ex-officios, as it shows that we as a committee were able to come to a consensus on how the issues should be addressed.
 - 7 Should we include College of International Extended Studies as part of the committee make up?
 - 7 We could split the general unit make up and split between library and another general unit organization.
 - ii. Requesting less reporting and anonymity from Curriculum and Research, but revisit guidelines every 5 years with C&R.
 - iii. Programs that should be included in review
 - 7 All undergraduate and graduate degree programs
 - 7 GE and service courses
 - 7 Minor programs within program requirements? Keep it vague in policy but make it more substantive in the guidelines. If the point of our process is assessment, then it should be reviewed.
 - 7 Minor Programs that stand alone.

7 Certificates and Credential programs

- iv. Will look at creating a 7 year cycle instead of 5 year. However there will have to be a different cycle structure for accredited programs.
 - v. Curricular Priorities policy will need to be reviewed as it has not been renewed in over 20 years.
 - vi. Dean Approval- changing their process to include comments and not just a yes or no acceptance of plan. We will request departments to meet with deans prior to full submission to PPC. They should want to include more substantial responses to their departments.
 - vii. Self-study and BOGS evaluation of GE will be reviewed by dean in the second semester.
- b. Most of the sections we discussed seemed more procedure than policy, if we leave it out of the policy that gives the committee more room to adjust those requirements without getting senate approval.
 - c. We will include language around termination review
 - d. Action plans are included as part of the policy
 - e. Assessment is a new section being added. It includes information about program annual assessment activities.
 - i. If we move into a 7 year cycle we would not see what the programs are up to. Including it ensures a committee would be seeing what activities are occurring in departments around assessment.

****Action-** Approve moving forward developing an updated Program Planning Policy: 10-Yes, 0-No, 0-Abstain

SJSU Program Planning Committee

AGENDA

Friday, October 2, 2015

12:00-2:00pm, Clark 412

- 1200-1205 Approve minutes of September meeting
- 1205-1210 Introduce new members
 - **Discuss C&R letter*
- 1210-1215 Approve letter to Provost (Summary of AY 2014/15)
- 1215-1230 Discussion and vote on new guidelines
 - **GE Guidelines**
- 1230-1315 Review and vote on AFAMS
- 1315-1400 Review and vote on LLD
- 1400 Adjourn

SJSU Program Planning Committee

Meeting Notes

October 2, 2015

Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Jennifer Dinalo (LIBR), Adrienne Eastwood (ENGL), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Gilles Muller (Research), Anthony Raynsford (ARTH), Scott Heil (IEA), Brandon White (BIOL), Sabine Rech (BIOL), Stoyu Ivanov (BUS),

Absent: Colleen Haight (Ed), Scott Heil (IAR), Melinda Jackson (POLS), Lili Luo (SI), Clifton Oyamot (PSYC), Wenbin Wei (AVIA), Mary Wilson (HIST), Diana Wu (LIBR),

Start: 12:05pm

1. Approve agenda

****Action-** Approve Agendas: 11-Yes, 0-No, 0-Abstain

2. Approve Meeting Minutes

****Action-** Approve Meeting Minutes from September 4th: 9-Yes, 0-No, 2-Abstain

3. Letter to the Provost- PPC Observations Year End Report

- a. Tenure density is how we review and look at reporting for faculty lines.
- b. We should try to include examples of the infrastructure issues that were brought up in the reports. If a safety related issue is brought up, then it needs to be forwarded ASAP.
- c. Having an online tracking system would be very beneficial in streamlining the monitoring of the process. From document submission to tracking the Action Plan "to-do's"
- d. The need, organization and composition around Teacher Preparation programs needs to be examined.
- e. Policy and practice should be separated. The scope of PPC is what needs to be outlined so the committee knows what direction the campus is going.

****Action-** Approve Letter moving forward to Provost: 10-Yes, 0-No, 1-Abstain

4. Guidelines and remarks from Curriculum and Research

- a. They would like to us to define minor changes. We would like them to prioritize our items as soon as they are forwarded.
- b. Length of document. 25 pages is limit, however we allow some cushion to departments who are larger and need to discuss multiple programs. We have never balked at the page limits. Accredited programs usually come in quite lengthy. We will have to let them know that if they want us to hold true to the length then some will be denied because of the length.
- c. Cover page with checklist that they have limited to 25 pages, included GE, Checkbox for whether Accredited or not, executive summary if accredited. With a signature area for department chair.
- d. Action Plan meetings- It came across that the PPC chair was the only one who attended; the area they saw that was actually showing that the PPC chair was responsible for coordinating the meeting.

- e. RSCA- is a way for them to show their strengths and interaction within the field. This is a collective departmental assessment not an individual "evaluation". Reflect on how this links back to your student experiences.

****Table** for future conversation- Brandon will develop a response to C&R

5. AFAM Letter to the Provost

- a. We need to be very distinct in what we mean about our recommendations.
- b. Do we make an opinion on its future or do we let the Administration do it?
- c. Would merging this department with another department provide more support and resources to make a more sustainable program.
- d. They have no student assessment data.
- e. If they were part of a larger department, assessment wouldn't be such a task.
- f. Move to recommend merging the department under another department
 - i. 8-Yes, 9-No, 0-Abstentions

****Action-** Approve to Letter to Provost for AFAM with minor changes: 8-Yes, 1-No, 0-Abstain

SJSU Program Planning Committee

AGENDA

Friday, November 6, 2015

12:00-2:00pm, Clark 412

- | | |
|-----------|---|
| 1200-1205 | Agenda and approve |
| 1205-1210 | Announcements, Review minutes and approve
December meeting time has been changed |
| 1210-1215 | Discussion of Accredited Programs |
| 1215-1230 | Discussion of GE Program review |
| 1230-1315 | Review and Vote of LLD Program |
| 1315-1400 | Review and Vote of JCOM Program |
| 1400 | Adjourn |

SJSU Program Planning Committee

Meeting Notes

November 6, 2015

12:00-2:00pm, Clark 412

Present: Thalia Anagnos (AVP/GUP), Peter Chua (SISS), Colleen Haight (Econ), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Gilles Muller (Research), Anthony Raynsford (ARTH), Brandon White (BIOL), Sabine Rech (BIOL), Stoyu Ivanov (BUS), Melinda Jackson (POLs), Lili Luo (SI), Clifton Oyamoto (PSYC), Wenbin Wei (AVIA), Mary Wilson (HIST)

Absent: Jennifer Dinalo (LIBR), Adrienne Eastwood (ENGL), Scott Heil (IAR)

Start: 1200

1. Approve Agenda
**Action-Approve Agenda: 13-Yes, 0-No, 0-Abstain
2. Announcements
 - a. December meeting time will be 11-1 instead of 12-2.
 - b. Continued discussions with C&R over new policy and guidelines.
3. Review and discuss modified guidelines for GE Program Review.
 - a. GE Program is different than standard programs and we need to remove sections not relevant to them.
 - b. Need flexibility in assessment for GE.
 - c. Let BOGS make decisions on how to do assessment and analysis of RDEs
**Action-Approve guidelines: 13-Yes, 0-No, 0-Abstain
4. Letter to Provost-LLD
 - a. Discussion of impact of Stretch English on the program.
 - b. Discussion on how to track majors appropriately for graduation and retention since students do not declare early on.
**Approve letter moving forward to Provost: 10-Yes, 0-No, 3-Abstain
5. Letter to Provost-JCOM
 - a. No information provided on Graduate Program.
 - b. No action plan from department.
 - c. No evaluation from department.
*Action-Motion to reject program plan from : 13-Yes, 0-No, 0-Abstain

Meeting Adjourn: 1400

SJSU Program Planning Committee

AGENDA

Friday, December 4, 2015

11:00-13:00pm, Clark 412

- 1100-1105 Agenda and approve
- 1105-1115 Assignment of Programs Spring Semester
- February: Music&Dance (Mary, Sabine and WenBin)
 - Philosophy (Kathy and Brandon)
 - Technology (Brandon)
 - March: TRFT (Peter Chua)
 - Health Science & Recreation (Clifton)
 - April: Psychology (Anthony)
 - Justice Studies (Lili)
 - May (1): CDS, undergrad (Colleen and Stoyu)
 - Science Education (Mary and Adrienne)
 - May (2): Social Work (Brandon)
 - Geography and Global Studies (Kathy, Sabine, WenBin, Brandon)
- 1115-1200 Ravisha Mathur, Chair of Curriculum and Research
- Discussion of C&R Concerns with proposed Policy and Guidelines
- 1200-1215 Discussion of Program Planning Policy
- 1215-1300 Discussion of Program Planning Guidelines
- 1300 Adjourn

SJSU Program Planning Committee

Meeting Notes

December 4, 2015

Clark 412, 11:00-1:00pm

Present: Thalia Anagnos (AVP/GUP), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (Ed), Scott Heil (IAR), Stoyu Ivanov (BUS), Melinda Jackson (POLLS), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Wenbin Wei (AVIA), Brandon White (BIOL), Mary Wilson (HIST)

Absent: David Bruck (GUP/GS), Jennifer Dinalo (LIBR), Lili Luo (SI), Gilles Muller (Research), Diana Wu (LIBR), Sabine Rech (BIOL)

Guest: Ravisha Mathur (C&R Chair)

Start: 11:00pm

1. Additions to agenda?
2. Assignments of Programs for Spring Semester
 - a. February: Music & Dance (Mary, Sabine and WenBin)
Philosophy (Kathy and Brandon)
Technology (Brandon)
 - b. March: TRFT (Peter Chua)
Health Science & Recreation (Clifton)
 - c. April: Psychology (Anthony)
Justice Studies (Lili)
 - d. May (1): CDS, undergrad (Colleen and Stoyu)
Science Education (Mary and Adrienne)
 - e. May (2): Social Work (Brandon)
Geography and Global Studies (Kathy, Sabine, WenBin, Brandon)
 - f. It is recommend that a liaison attempt to meet with department chair to clarify any issues found in plan.
 - g. Develop more guidelines around what the "Plan
3. C&R discussions regarding Program Planning Guidelines and Policy
 - a. C&R does agree with the what the program planning process should mean: Taking a look back at what we have done and not done well, and what they should do moving forward
 - b. Debates have been around 3 things
 - i. Goals of Program Planning-
 1. WASC asked us to clarify the goals for PP.
 2. Everyone was good around A, B and C, however there was much debate over D.
 3. Some did not feel that RSCA activities need to be there. There was no resolution on how to move forward, except as keeping it optional.

4. There is concern that if RSCA activities are low for a department it will be seen as a negative and become part of their Action Plan.
 5. WASC does not focus on this aspect.
 6. PPC and the External Reviewer are additional outside voices that can comment appropriately on the work being done by the department.
 7. How will this assessment be used to support, provide resources, etc instead of harming departments?
 8. Consider making number 9 other strengths, weaknesses, opportunities, and challenges as mandatory and not option. This will help them develop their department action plan. Items like not being on the same page as the dean should be listed as a challenge.
 9. What support is being given departments to support their gathering of data and assessing the components they receive for the plan.
 10. What is the outcome of the PP process? The Action Plan meeting should be where the Provost, Deputy and other Administrative resource areas meet to discuss how the department and dean can develop a plan they can all work towards accomplishing.
 11. There is no area for a department to discuss any issues they might have with multiple programs who conflict. (maybe under section 3 on Program description)
 12. There needs to be more guidelines around how and when a department would be recommended for closure. There should be guidelines and we should start looking at programs closing.
- ii. Second item, was with the policy part II D, about resources and concerns around the decisions that are made or discussed in the meeting.
 1. SFSU does Program Cycles in which they look at grad or undergrad programs, SDSU has a 3 person committee.
 - iii. Third policy item: under 6A, issue is that PPC is weakening the policy (F03-4) about cycles. The new policy structure would weaken the accreditation cycle process.
- c. C&R does not see it as a checkbox process, but as a strategic planning process so a department can make progress forward
 - i. second they see it as meeting WASC requests. If WASC is seeing it as burdensome then we need to do something to fix that.
 - ii. timeline, C&R has a busy semester in Spring, over 9 initiatives to get through. So sooner this gets to them the better.

Adjourn: 1:00pm

SJSU Program Planning Committee

AGENDA

Friday, February 5, 2016

12:00-14:00, Clark 412

- | | |
|-----------|-------------------------------|
| 1200-1240 | Discussion of Philosophy |
| 1240-1320 | Discussion of Technology |
| 1320-1400 | Discussion of Music and Dance |
| 1400 | Adjourn |

SJSU Program Planning Committee

Meeting Notes

February 5, 2016

Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (Ed), Stoyu Ivanov (BUS), Melinda Jackson (POLS), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Lili Luo (SI), Clifton Oyamoto (PSYC), Sabine Rech (BIOL), Pam Stacks (Research), Wenbin Wei (AVIA), Brandon White (BIOL), Mary Wilson (HIST)

Absent: Anthony Raynsford (ARTH), Diana Wu (LIBR),

Guest:

Start: 12:00pm

1. Letter to the Provost- Philosophy

- a. Why was there a major change in their SFR? They intentionally had a large SFR in order to accommodate for changes that were happening within the program and faculty. This concern has been raised by both the external reviewer and the department.
- b. Graduate program does not seem to have large enrollments. However, their graduates do tend to go on to PhD programs. They should look at growing the graduate program, and have been told to do so in the prior cycle.
- c. This committee should not look at eliminating programs that are effective with their curriculum/program, just because they have lower enrollments than the university would prefer.
- d. 30-31 SFR in the system. When compared to other programs in the CSU they are much higher.
- e. Does not have a learning critical mass for their students, the resources needed to run the program exceed what the university can provide.
- f. evaluate the sustainability of their program. Include the fact that they have been asked to increase over the last few cycles, they should consider and develop strategies to grow it.

****Action-** Approve LTP for Philosophy: **16-Yes**, 0-No, 0-Abstain

2. Technology Letter to the Provost

- a. This department incorporates aviation and technology. We are looking just at technology right now, which has 2 concentrations and an MS degree that currently does not accept students.
- b. The programs have nothing similar between them which may cause issues for how they function. They were merged due to both being low enrolled.
- c. Technology came from being a Teacher Education. They need to re-evaluate how their curriculum relates to the Silicon valley. If they could realign their

curriculum with the needs of the Silicon valley then they would probably get more students who want them as opposed to it being a last stop before not being part of the engineering department.

- d. MS Quality Assurance should look at officially discontinuing the program. It appears they have 12 students in program as of Fall 2015.
 - e. Will request external reviewer for aviation, or have report submitted.
3. Music and Dance
- a. They are two separate entities, with different accreditation cycles.
 - b. Should we review, the Music department has not completed their accreditation review.
 - c. Dance did not get very positive comments from the reviewer.
 - d. Dance is not discussed in the overall program report that was submitted to PPC.

Adjourn: 2:00pm

SJSU Program Planning Committee

AGENDA

Friday, March 4, 2016

12:00-14:00pm, Clark 412

- | | |
|-----------|---|
| 1200-1300 | Discussion of Television, Radio, Film and Theatre |
| 1300-1350 | Discussion of Health Science and Recreation Program |
| 1350-1400 | Updates on Policy and Guidelines for Program Planning |
| 1400 | Adjourn |

SJSU Program Planning Committee
Meeting Notes
March 4, 2016

Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), Peter Chua (SISS), Adrienne Eastwood (ENGL), Stoyu Ivanov (BUS), Melinda Jackson (POLs), Kathy Lemon (SCWK), Gilles Muller (Research), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Brandon White (BIOL), Sabine Rech (BIOL), Mary Wilson (HIST),

Absent: David Bruck (GUP/GS), Colleen Haight (Ed), Scott Heil (IAR), Carl Kemnitz (Deputy Provost), Lili Luo (SI), Wenbin Wei (AVIA),

Guest: Marna Genes (AVP Academic Budgets)

Start: 12:05pm

1. Tenure Density- Should we measure this by the proportion of FTES taught by T/TT faculty. The feeling is that if T/TT are doing nothing but service than students might get disgruntled by not have T/TT faculty teaching their courses.
 - a. The data that is posted on the IEA website is not the same data that the Provost receives. Provost numbers include personnel that may be on leave/sabbatical/Service, etc.
 - i. dollar percentages and not wtU percentages.
 1. .5/1.5
 - ii. The data the Provost was getting will become part of the IEA data sets in the future.
 - iii. IEA data includes volunteers
2. Health Science and Recreation Letter to the Provost
 - a. Their numbers were very high and have slowly been declining. This is due to a pre-nursing push from a few years ago. These students are now making their way out and are no longer being directed to HS.
 - b. Their MPH program is self support and needs a coordinator and budget analyst.
 - c. Issues with faculty hiring paperwork for MPH program through CIES. Which appears to be happening across the board with all programs that are run through CIES.
 - d. How important is the Accreditation? Is there an issue if they decided to not go through professional accreditation. Is it essential to student success?

****Action-** Approve to Letter to Provost for Health Science and Recreation: 11-Yes, 0-No, 0-Abstain

3. Radio, Television, Film and Theatre Letter to Provost
 - a. TRFT is official acronym
 - b. T/TT are mostly with the RTVF side of the department.
 - c. MA program is not officially closed, they have not submitted official paperwork to "not accept" students nor discontinue program

****Action-** Approve to Letter to Provost for Radio, Television, Film & Theatre: 9-Yes, 0-No, 0-Abstain

SJSU Program Planning Committee

AGENDA

Friday, April 8, 2016

12:00-2:00pm, Clark 412

1200-1300	Discussion of Psychology
1300-1350	Discussion of Justice Studies
1350-1400	Announcements (elect new chair, re-up for PPC for next year)
1400	adjourn

SJSU Program Planning Committee
Meeting Notes
April 8, 2016

Clark 412, 12:00-2:00pm

Present: Peter Chua (SISS), Adrienne Eastwood (ENGL), Stoyu Ivanov (BUS), Melinda Jackson (POLIS), Lili Luo (SI), Kathy Lemon (SCWK), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Brandon White (BIOL), Pam Stacks (Research), Sabine Rech (BIOL), Mary Wilson (HIST),

Absent: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Colleen Haight (ECON), Scott Heil (IAR), Carl Kemnitz (Deputy Provost), Wenbin Wei (AVIA)

Start: 12:05pm

1. Need to elect a chair of Program Planning for next year. Please email Brandon White if you are interested in serving.
2. Psychology Letter to the Provost
 - a. Considerable discussion on indirects to the program that were cut the last few years. Explanation on why this occurred. Consider diversity and increasing number of faculty with external research.
 - b. Graduate program discussion and degree types offered. Need to break down graduation/retention rates by degree type. Also need to update PLOs for some of the programs.

****Action-** Approve to Letter to Provost for Psychology: 12-Yes, 0-No, 0-Abstain

3. Justice Studies Letter to Provost
 - a. Considerable discussion on history of the department, intradepartmental relationships and problems. Department needs to identify who it is and have a clear vision.
 - b. Space, facilities, and staff shortages due to recent growth of the department that need to be resolved.
 - c. Need to update PLOs and assessment schedule.

****Action-** Approve to Letter to Provost for Justice Studies: 12-Yes, 0-No, 0-Abstain

End: 2:00pm

SJSU Program Planning Committee

AGENDA

Friday, May 6, 2016

12:00-14:00, Clark 412

1200-1210	Election of new PPC Chair
1210-1215	Next year committee updates
1215-1300	Discussion of Communicative Disorders BA Degree only
1300-1400	Discussion of Science Education Program
1400	adjourn

SJSU Program Planning Committee
Meeting Notes
May 6, 2016

Clark 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (Ed), Stoyu Ivanov (BUS), Melinda Jackson (POLLS), Kathy Lemon (SCWK), Carl Kemnitz (Deputy Provost), Gilles Muller (Research), Clifton Oyamoto (PSYC), Anthony Raynsford (ARTH), Brandon White (BIOL), Sabine Rech (BIOL), Mary Wilson (HIST)

Absent: Scott Heil (IAR), Lili Luo (SI), Wenbin Wei (AVIA),

Start: 12:06pm

1. BA in Communicative Disorders and Sciences

- a. To get them back in alignment with their MA program review, we will add the note in their Action Plan that we will realign their review cycles.

****Action-** Approve Letter to Provost for Communicative Disorders and Sciences: 15-Yes, 0-No, 0-Abstain

2. MA in Science Education

- a. Faculty in this program are 50/50. Half in Science Ed and half in science department (i.e. BIOL, PHYS, Etc)
- b. There has been talk to make it its own department, but can't due to only having PT faculty.
- c. There has been discussion about developing GE based coursework to assist with funding and possible majors.
- d. Has been suggested they create a certificate program to align with their Masters degree.
- e. Part of reason enrollments are dropping are due to the fact that districts are no longer supporting teachers to go back and take their Master's degree.
- f. There is a discussion about Secondary Ed (soon to be Teacher Education) wanting to create a Masters degree that would incorporate programs like science, music, art, history, etc.

****Action-** Approve Letter to the Provost for Science Education: 15-Yes, 0-No, 0-Abstain

3. New PPC Chair

- a. No other members have asked to be chair.
- b. Brandon White will continue as chair since he is the only one who expressed interest.

4. Extra Meeting is Monday May 16th from 11-1:30.

SJSU Program Planning Committee

AGENDA

Friday, May 16, 2016

11:00-1:00pm, Clark 412

- | | |
|-----------|--|
| 1100-1145 | Discussion of Social Work |
| 1145-1345 | Discussion of Global Studies and Geography |
| 1345-1400 | Discussion of summary letter to provost |
| 1400 | adjourn |

SJSU Program Planning Committee
Meeting Notes
May 16, 2016

Clark 412, 11:00-1:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Colleen Haight (Ed), Scott Heil (IAR), Stoyu Ivanov (BUS), Melinda Jackson (POLS), Kathy Lemon (SCWK), Clifton Oyamoto (PSYC), Brandon White (BIOL), Wenbin Wei (AVIA),

Absent: Peter Chua (SISS), Adrienne Eastwood (ENGL), Lili Luo (SI), Carl Kemnitz (Deputy Provost), Gilles Muller (Research), Anthony Raynsford (ARTH), Sabine Rech (BIOL), Mary Wilson (HIST)

Start: 11:04 am

1. Geography and Global Studies

- a. They are a department by name, however programs are listed separately in catalog per their request.
- b. Apparently the future of Geography is unknown. A recent vote has apparently been done to move Global Studies and its chair Kate Davis to Environmental Studies.
- c. The current letter to the provost has positive remarks on global studies, but the review on geography was not positive and should be looked at possibly discontinuing.
- d. Geography courses are supportive of Urban and Regional Planning.
- e. Assessment for Geography has just recently come back in alignment in the last year.
- f. No official memo to Provost regarding department or faculty moves.
- g. Highly recommend the chair and dean are contacted about submitting an addendum to the study to address what types of moves are occurring.

2. Social Work Letter to the Provost

- a. Materials from Accreditation agency was not readily available for all members. It was provided to committee via an email with link to report.
- b. The report is available however their official letter is not and should be available to complete this report.
- c. Letter should not be finalized without committee being able to see full report.
- d. Social work representative stated there were three issues that were noted. They wanted to see a reduction in SFR, Allow students from BA in to Masters degree with one year status instead of two (as current practice).
- e. Currently in process of developing the BA to move directly into the Masters as a new path of degree.

****Action-** Approve Letter to the Provost for Social Work: 10-Yes, 0-No, 0-Abstain

3. PPC guidelines

- a. Guidelines for writers of LTP's should be developed to outline what is expected and what should be done by a committee member who is reviewing and writing these reports to the provost.
- b. Specifically a committee member should be contacting departments directly about updates and clarifications that might be needed.

- i. An email should be sent to Chair and Dean to request this info or meeting by a specific date and when they don't then the committee can move forward with the documentation they have and make assumptions based on submitted material.
- 4. PPC Summary of Year Letter to Provost
 - a. Add something about guidance regarding graduation rates
 - b. When discussing tenure density should the discussion be about the faculty numbers or the faculty numbers related to budget.
 - c. Mechanism to address facility issues is not well known and should be communicated more clearly to department faculty and staff.