2016-2017 Year-End Committee Report Form

Committee:
Program Planning

Chair: Brandon White Brandon.White@sjsu.edu 4-4839, 0100	**Chair-Elect for 2017-2017**: (Please include phone/zip/email if available) Mary Wilson Mary.Wilson@sjsu.edu 4-5509 -0117
Number of Meeting held: 8	

Items of Business Completed 2015/2016

1. The Following programs were reviewed: Geography and Global Studies (individual), Aviation and Technology (individual), History, Hospitality Management, Design, Physics and Astronomy.

2. Action Plan meetings were held for the following programs: Aviation and Technology, Communicative Disorders, Design, Geography, Global Studies, History, Hospitality Management, Health Science & Recreation, Justice Studies, Psychology, Mexican American Studies, Music & Dance, Physics, Science Education, Social Work, and Television, Radio, Film & Theatre.

3. Self-studies were completed and submitted: General Education and College of Business

Unfinished Business Items from 2015/2016

1. Psychology Action plan was never signed.

2. The following programs were not reviewed and need completion: General Education and College of Business

   The following programs need to submit Self-Studies: Meteorology and Occupational Therapy.

3. Journalism and Mass Communicaton needs to be updated.

New Business Items for 2016/2017

1. Following Programs are scheduled to start self-study: Chemistry, Nursing, Kinesiology, Geology, English and Comparative Literature, Anthropology/Behavioral Sciences.

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 9, 2016
12:00-2:00pm, ENG494F

1200-1210 Agenda and approve

1210-1220 Welcome and Introductions of new members

1220-1240 Training

1240-1250 WASC Summary of Program Planning

1250-1300 Status of programs and preparing for future meetings

1300-1355 Discussion of Program Planning Policy and Guidelines submitted to C&R

1400 Adjourn

SJSU Program Planning Committee
AGENDA
Friday, October 7, 2016
12:00-2:00pm, Clark Hall 412

Discussion of Geography and Global Studies Programs

1. Letter from Kate Davis, answers historical questions
2. Letter from Dean Jacobs discussion of current Geography and Global Studies
3. Geography Letter to Provost Discussion
4. Global Studies Letter to Provost
5. New Business

SJSU Program Planning Committee
AGENDA
Friday, November 4, 2016
12:00-2:00pm, Clark Hall 412

Discussion of Geography and Global Studies Programs

1. Approve Letter for Geography
2. Discussion of Aviation and Technology, separate discussions
    - A. Letter from Associate Dean on Programs
    - B. Discussion of Letter to Provost for Aviation
    - C. Discussion of Letter to Provost for Technology
3. Begin Discussion of Mexican American Studies

SJSU Program Planning Committee
AGENDA
Friday, December 2, 2016
12:00-2:00pm, Clark Hall 412

1. Discussion of LTP or History
2. Discussion of LTP for Hospitality Management
3. Discussion of Spring 2017 Committee Work

SJSU Program Planning Committee
AGENDA
Friday, February 3, 2017
12:00-2:00pm, Clark Hall 412

1. Discussion of LTP for Design
2. Discussion of LTP for Physics and Astronomy
3. Updates from AVP-GUP regarding new requirement from Chancellor's Office for 50% core for degree programs

SJSU Program Planning Committee
AGENDA
Friday, March 3, 2017
12:00-2:00pm, Clark Hall 412

1. Introduction of New Members
2. Connecting GE and Assessment to Program Planning
3. Review of Action Plans from the past two years.

SJSU Program Planning Committee
AGENDA
Friday, April 7, 2017
12:00-2:00pm, Clark Hall 412

1. Election of chair for Program Planning for 2017-18
2. Review updates on Action Plans

SJSU Program Planning Committee
AGENDA
Friday, May 5, 2017
12:00-2:00pm, Clark Hall 412

1. Review and discuss summary letter to provost from PPC.
2. Review and provide feedback to C&R on the new proposed RDE's.
3. Finish action plan discussions.

SJSU Program Planning Committee
Meeting Notes
September 9, 2016
ENGR 494F, 12:00-2:00pm

Present: David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Scott Heil (IAR), Stoyu Ivanov (BUS), Kathy Lemon (SCWK), Gilles Muller (Research), Sarika Pruthi (BUS), Leslie Speer (DSGN), Masaaki Tsuruike (CASA), Brandon White (BIOL), Mary Wilson (HIST)

Absent: Thalia Anagnos (AVP/GUP), Raquel Coelho (DSGN), Carl Kemnitz (Deputy Provost), Chris Tseng (CS/ASMT),

Start: 12:05pm

1. Welcome and Introductions
2. Agenda

****Action-** Approve agenda for September 9th:11-Yes, 0-No, 0-Abstain

3. Updates
    a. Action Plans awaiting sign off: Psychology, Science Education, Health Science and Recreation, Philosophy and Justice Studies
    b. Action Plan Meetings in gue: African American Studies, Communicative Disorders BA Only, Social Work, TRFT, and Music and Dance
    c. Programs to be reviewed in Fall: *Letter Approval only*- Global Studies, Geography, Aviation, Technology, Journalism and Mass Communication; *Full Review*- Mexican American Studies, Hospitality Management, History, and Design.
        i. MAS Reviewers: Kathy Lemon and Leslie Speer
        ii. HSPM Reviewer: Mary Wilson and Stoyu Ivanov
        iii. HIST Reviewer: Adrienne Eastwood and Sarika Prutha
        iv. DSGN Reviewer: Peter Chua and Masaaki Tsuruike
4. How PPC review functions
    a. Letters are written by small groups and edited and approved by full committee before being sent to Provost.
    b. All documentation for programs can be found in the shared google drive folder for Program Records.
    c. All reviews will contain review of self-study, letter from dean, external review document, and any previous letters to provost (LTP) or action plans to determine if the program was given goals to address before next review.
    d. Follow campus and committee guidelines about how to review programs.
    e. Members who do not write letter to provost participate by adding comments and suggested edits on LTP draft that is in google drive so they can be discussed with the committee at large prior to approval of final letter to provost.
    f. If there are questions about a self-study or data related to the review, the reviewing group can contact the chair or appropriate department faculty for clarifications that might be needed.
5. Other concerns

a. How do we address safety issues. Last year it was brought up there is a process, but it was found process is for students and guests only not faculty. Going through deans has not address issue either.

Action Items: Action Item sign offs, update program records pages for all upcoming programs to ensure all previous reports are posted.

Adjourn:

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

SJSU Program Planning Committee
Meeting Notes
October 7, 2016
Clark Hall 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), Colleen Haight (ECON), Scott Heil (IAR), Stoyu Ivanov (BUS), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), John McClutsky (DSGN), Anamika Megwalu (ULIB), Sarika Pruthi (BUS), Leslie Speer (DSGN), Chris Tseng (CS/ASMT), Masaaki Tsuruike (KIN), Brandon White (BIOL), Mary Wilson (HIST),

Absent: David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Gilles Muller (Research),

Start: 12:05pm

1. Welcome and Introductions
2. Global Studies
    a. Program has moved college homes over the last few years. Got merged with Geography and most recently to Environmental Studies. It is important that they find a home in order to find sustainability for themselves.
    b. Data elements are weak.
    c. Discovery majors= initial declaration is considered their discovery major.
    d. They utilize faculty from other departments to run their courses.
    e. Programs that are considered very weak will be asked to provide a sustainability plan. This program has never been reviewed so they should be given the opportunity to figure out how to sustain themselves before we recommend program termination.
    f. Define what program is, possibly collaborate with Global Innovation and Leadership. Look at areas of specialization as opposed to concentrations.
    g. Concern over program sustainability when they use outside courses. How does this support student major advising?

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

3. Geography
    a. Low faculty morale and tension in department, do not have fiscal sustainability, low student numbers
    b. External reviewer suggests redesigning program, hire new faculty and should look at ways to sustain program instead of closing.
    c. Has faculty who don't pull their workload, and it has been impeding the success of the program. Faculty have to be held accountable and recommendations should call out the inability to work together is going to impede the sustainability of the program.
    d. Termination should not be recommended but should be a repercussion should they not provide a sustainability report within a specific time frame of how they will address the issues with faculty morale and enrollment rates.
    e. Summary will be rewritten and a vote will be conducted online.

Adjourn: 1:53pm

SJSU Program Planning Committee
Meeting Notes
November 4, 2016
Clark Hall 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Colleen Haight (ECON), Scott Heil (IAR), Stoyu Ivanov (BUS), Carl Kemnitz (Deputy Provost), Kathy Lemon (SCWK), Gilles Muller (Research), Leslie Speer (DSGN), Chris Tseng (CS/ASMT), Masaaki Tsuruike (KIN), Brandon White (BIOL),

Absent: John McClutsky (DSGN), Anamika Megwalu (ULIB), Sarika Pruthi (BUS), Mary Wilson (HIST),

Start: 12:05pm

1. Technology
    a. When discussing the discontinuation of masters program we should highlight the reasoning being that there is no faculty to staff program and hasn't accepted students for a quite some time.
    b. Their GE Course TECH 98 has not been offered in more than five years and is on the GUP list of courses to be inactivated for Fall 2017.
    c. The BS program seems to have students shuffling around within their major, but there is no evidence about what is happening
    d. No research or creative activities were reported, so there was no way to determine how or if they are conducting RSCA.
    e. Department is considering separating programs. However, they are both small so is it an effective solution.
    f. Learning outcomes for the programs are completely different due to disciplines being different.
2. Aviation
    a. Resource issues currently which will increase as industry demand increases.
    b. Struggle to hire faculty and technicians.
    c. External reviewer believes this industry is growing and demand for this type of program is going to be high.
    d. Assessment seems to be low, they need to increase assessment activities.
    e. Struggle to hire PhD faculty due to area. They even struggle to hire masters level faculty. External reviewer suggested adjusting job descriptions
    f. Cost to obtaining a pilot's license is high and not covered by financial aid. So pilot training is a deterrent for students to come to SJSU.
    g. There were some concerns about rigor, but there was no way to determine rigor intensity and whether or not that is really an issue.
    h. The programs (aviation and tech) are seen as the stepchildren, by not receiving as many resources and college support as they should.

****Action-** Approve Letter to the Provost for Aviation and Technology: 14-Yes, 0-No, 0-Abstain

3. Mexican American Studies
    a. Undergraduate minor seems to be consistent with enrollment

b. They are currently seeking approval to offer a Bachelor of Arts in Mexican American Studies, however there are concern on whether they will be able to staff considering they only have 5 faculty.
c. Ensure that BOGS has all materials needed for GE review and attempt to get review by Action Plan meeting.
d. Ensure there are hard deadlines set at the Action Plan meeting for assessment submissions.

****Action-** Approve Letter to the Provost for Mexican American Studies: 14-Yes, 0-No, 0-Abstain

4. WASC Review
    a. We need to update certain materials based on what WASC requested of us. Cami Johnson (WASC Chair) is looking for this update. Brandon, Carl and Thalia met to review rubric and looking at how we will write up.

Adjourn: 1:53pm

PPC Update as of April 17, 2016

HSPM	PPC Review in FA16	PPC Review in FA 16
History	PPC Review for FA16	Received External Reviewer Report
Design	External Review, April 4/5	Received External Reviewer Report
MAS	PPC Review, FA16	Received External Reviewer Report, go to PPC
JCOM	Rejected, waiting on update	Rejected, sent back for more information
Aviation and Technology	Aviation external visit May	Will be reviewed in Fall 2017
GE	Start Self-Study	Working on Self-Study
Physics	External review FP16	Waiting for external report
Occupational Therapy	Completed External Accreditation Visit	Send Letter to start self-study
Nursing	Starting FA16	Send Letter to start self-study
Urban Planning	Starting FA16	Send Letter to start self-study
Interdisciplinary studies (MA)	Starting FA16	Send Letter to start self-study
Art and Art History (BA, BFA, MA, MFA)	Starting SP17	Send Letter to start self-study
English and Comparative Literature	Starting SP17	Send Letter to start self-study

Meteorology	Starting SP17	Send Letter to start self-study
Business, entire college	Accdred Review was Feb 2016	Send letter to start self-study in FA16

SJSU Program Planning Committee
Meeting Notes
December 2, 2016
Clark Hall 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Adrienne Eastwood (ENGL), Stoyu Ivanov (BUS), Kathy Lemon (SCWK), John McClutsky (DSGN), Anamika Megwalu (ULIB), Leslie Speer (DSGN), Chris Tseng (CS/ASMT), Masaaki Tsuruike (KIN), Brandon White (BIOL), Mary Wilson (HIST),

Absent: Colleen Haight (ECON), Scott Heil (IAR), Carl Kemnitz (Deputy Provost), Gilles Muller (Research), Sarika Pruthi (BUS),

Start: 12:05pm

1. Updates
    a. Action Plan wrap up
    b. Pending Action Plan Meetings
    c. Upcoming Programs
        i. Design
        ii. Physics
        iii. JCOM
        iv. General Education
        v. College of Business
            1. We should review them separately (grad vs undergrad)
2. Hospitality
    a. Was there any discussion about why they were moved so often?
        i. Not really, however it appears as though they were trying to find the right home for interdisciplinary work.
    b. They are currently requesting to change their department name to clarify who they are, but there is resistance from college. External reviewer requested they figure out what their identity is.
    c. They no longer have a test kitchen, but could the Kitchen Lab in sciences be a resource for them?
    d. They have a high rate in interested students who don't end up attending, why is this. Should they research the reason why?

****Action-** Approve Letter to the Provost for Hospitality Management: 13-Yes, 0-No, 0-Abstain

3. History
    a. There has been a lot of difficulty with majors in masters program after the budget cuts.
4. Program Planning Guideline update:
    a. C&R is preparing policy and guidelines to go to senate at same time
    b. They reviewed it as sub-committees so they can take a deep look at specific requirements. For example they have re-evaluated how RDEs will be presented.

****Action-** Approve Letter to the Provost for History: 13-Yes, 0-No, 0-Abstain

Adjourn: 1:pm

SJSU Program Planning Committee
Meeting Notes
April 4, 2017
Clark Hall 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Peter Chua (SISS), Stoyu Ivanov (BUS), Carl Kemnitz (Deputy Provost), John McClutsky (DSGN), Anamika Megwalu (ULIB), Gilles Muller (Research), Sarika Pruthi (BUS), Chris Tseng (CS/ASMT), Masaaki Tsuruike (KIN), Brandon White (BIOL), Mary Wilson (HIST),

Absent: Adrienne Eastwood (ENGL), Colleen Haight (ECON), Scott Heil (IAR), Kathy Lemon (SCWK), Leslie Speer (DSGN),

Start: 12:05pm

1. Updates
2. Chair for Program Planning
    a. Nomination Mary Wilson

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

Adjourn: 1:47pm

SJSU Program Planning Committee
Meeting Notes
May 5, 2017
Clark Hall 412, 12:00-2:00pm

Present: Thalia Anagnos (AVP/GUP), David Bruck (GUP/GS), Colleen Haight (ECON), Scott Heil (IAR), Stoyu Ivanov (BUS), Carl Kemnitz (Deputy Provost), John McClutsky (DSGN), Anamika Megwalu (ULIB), Chris Tseng (CS/ASMT), Masaaki Tsuruike (KIN), Brandon White (BIOL),

Absent: Peter Chua (SISS), Adrienne Eastwood (ENGL), Gilles Muller (Research), Sarika Pruthi (BUS), Mary Wilson (HIST),

Start: 12:10pm

1. PPC Observation Letter to the Provost
    a. On horizon for Fall: Lucas College and Graduate School of Business, Occupational Therapy, Meteorology. Starting in Fall are Kinesiology, Nursing, Chemistry and Geology.
    b. Discussion around infrastructure of hiring and resources with programs in relation to student success.
    c. Emphasized that we should ensure that faculty and staff are invited to the action plan meetings as they are important to the discussion.
    d. Added a statement about space resources being looked at across campus
2. New Required Data Elements (RDE's) from IAR
    a. Some are required and some are optional now depending on programs.
    b. Nine elements are outlined as required
    c. Suggest adding GUP as a contact for more information about EO 1071 and the catalog required element
    d. Suggest reorganizing graduation rates in regards to the students who change majors, include them in both or separate out. There are two references to this type of data, one is required, one is optional (predictors). The suggestion is making them both required
    e. What will be the revision/update process for RDE's? Those will depend on need. Suggestion is that it happens every two years.
3. Follow up on Action Plans
    a. CHAD and COMM have reported back and are on track.

Adjourn: 1:42pm