

2014-2015 Year-End Committee Report Form

Committee: Undergraduate Studies

Chair:
Ravisha Mathur

Chair-Elect for 2015-2016:

No current chair-elect.

Number of Meetings held: 15

September 3, 2014
September 17, 2014
October 1, 2014
October 15, 2014
October 29, 2014
November 5, 2014
November 19, 2014
December 3, 2014
February 4, 2015
February 18, 2015
March 4, 2015
March 18, 2015
April 1, 2015
April 29, 2015
May 6, 2015

(Please include phone/zip/email if available)

Items of Business Completed 2014/2015

Curriculum and Review

1. Created and revised a UGS committee orientation guide outlining procedures, activities, guidelines and reporting mechanisms for members of the committee.
2. New Honors Program in Communication Studies was approved and forwarded to C&R in Fall 2014.
3. BS, Business Administration, Concentration in Business Analytics was approved and forwarded to C&R in Fall 2014.
4. Commendation to Gloria Edwards for service to the committee.
5. New minor in Psychology, Human Systems Integration, was approved and forwarded to C&R in Fall 2014.
6. Reviewed all sections of the SJSU WASC institutional report and provided 'talking points' to the WASC Steering Committee.
7. Reviewed and approved concentration name change from English, Concentration in Career Writing to English to English, Concentration in Professional and Technical Writing. Name change was forwarded to C&R in Fall 2014.
8. The committee approved the discontinuation of the Department of Sociology and Interdisciplinary Social Science, Minor, Social Science (forwarded to C&R in Fall 2014).
9. The committee approved the discontinuation of the Department of Communicative Disorders and Sciences, Minor in Speech Pathology (forwarded to C&R in Fall 2014).
10. The committee recommended approval of a new concentration from Business, BS, Business, Concentration in Global Operations Management. This concentration was approved and forwarded to C&R in Spring 2015.
11. The committee approved the discontinuation of the Department of World Languages & Literature, BA, German (forwarded to C&R in Spring 2015).
12. The committee revised the list of capstone courses for each college. They also helped to develop a survey on capstones and administered the survey to departments across campus.

Policies Referred to the Senate:

1. Student Drop in an Online Class- requested addition to S05-12.
2. Revision of Certificate Policy- requested some revisions to basic academic certificates S13-10.
3. Revision of the Minor Policy- requested a new minor policy based on S75-4.
4. Change in the UGS Committee Charge.
5. Establishing an Honors Task Force.

As per Senate policy 13-10, the UGS chair/committee reviewed four basic academic certificates in 2014-2015.

1. Revision of the Computational Linguistics Certificate proposed by the Department of Linguistics and Language Development, approved and forwarded to the provost.
2. Environmental Impact Assessment Certificate proposed by the Department of Environmental Studies, approved and forwarded to the provost.
3. Global Citizenship Certificate proposed by the Department of Geography and Global Studies, approved and forwarded to the provost.
4. Revision of the Professional and Technical Writing Certificate proposed by the Department of English and Comparative Literature, approved and forwarded to the provost.

The UGS Committee hosted two Capstone Workshops:

1. October 24, 2014: Capturing the Core Competencies of Information Literacy and Critical Thinking in Undergraduate Writing Assignments: Capstones and Core Competencies
-Involved coordinating invites and guest speakers as well as collecting feedback from the event.
2. April 10, 2015: Leave No Capstone Unturned: Best Practices for Culminating Experiences
- Involved coordinating with the Center for Faculty Development, surveying departments, gathering data for poster sessions, running focus groups, and collecting feedback for participating departments.

Unfinished Business Items for 2014/2015

None.

New Business Items for 2015/2016

No new business items.

Please return to the Office of the Academic Senate (ADM 176/0024) by July 6, 2015.



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
September 3, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (May 7, 2014)
- II. Review of functions of the UGS department and Committee
- III. Second review of new Honors program in Communication Studies
 - a. Andy Wood, representative from Communication Studies
- IV. Review of Concentration in Business Analytics

Notes:

The honors program in Communication Studies was reviewed by the committee in April 2014. At that time, based on UGS committee activities it was decided to hold off on reviewing this program until Fall 2014.

From the April 16, 2014 minutes:

The Committee had some questions about the structure of the Communication Studies Honors Program. These included:

- The inclusion of a four-unit graduate seminar in the criteria to apply for honors;
- Concern that adding a number of undergraduate students to a graduate class may change the experience for the graduate students in the class;
- Will the honors seminar be accessible (in terms of times offered) to all undergraduate honors students who may be interested in it?

It was felt that the requirement for a graduate seminar may be a way for the department to continue to offer graduate coursework, but not necessarily the best fit for undergraduate honors students. A seminar with 9 graduate students and 1 undergraduate student would have a very different feeling than one with 5 undergraduate students and 5 graduate students.

It was suggested that the UGS Chair explore the timeline for implementing an honors program with the Communication Studies department. That is, the appointment of an Honors Taskforce by the Provost may move honors in a different direction here at SJSU. If Communication Studies could wait for the recommendations from that Taskforce, they might be able to develop a more robust honors program.

Action Item: The Committee unanimously passed a motion to contact the department of Communication Studies with the following statement:

Thank you for all of your work on this thoughtful proposal. The UGS Committee is deferring approval for two reasons:

1. We are concerned about requiring undergraduate students to complete routine coursework at the graduate level.
2. We want you to have the opportunity to re-frame your proposal in the context of a campus-wide discussion about Honors which will be taking place in the near future (we hope this fall, with the Provost's approval).



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
September 3, 2014
Minutes

Present: Carolus Boekema, Glen Gendzel, Dennis Jaehne, Ravisha Mathur (Chair), Christina Mune, Kamran Turkoglu
Absent: Laura Ingraham, Annie Blaylock
Guests: Undergraduate Studies: Gloria Edwards, Nicole Loeser, Steve Branz
Communication Studies: Matt Spangler, Andy Wood

I. Welcome

The new members of the Undergraduate Studies Committee, Carolus Boekema, Glen Gendzel and Christina Mune, were welcomed to the committee.

II. Approval of 05/07/2014 Minutes.

The minutes were approved with three abstentions.

III. Overview

An overview of the UGS Committee and members responsibilities was delivered and the guidelines for the committee were reviewed. As stated on the Academic Senate website, the UGS Committee:

Reviews, coordinates, and assesses the undergraduate curriculum and its development; advises on policies relevant to undergraduate education; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; and reviews and makes recommendations on proposed departmental honors programs.

While the UGS Committee is not a policy committee, it is responsible for the preliminary review of curricular matters prior to approval by the Curriculum and Research policy committee.

In addition, the UGS Committee serves as an advisory committee to the department of Undergraduate Studies. This department is responsible for Articulation, the publication of the SJSU on-line Catalog, General Education, WASC review and liaison, university lecture room Scheduling, Program Planning, Developmental Studies (Remediation), UNVS courses, Service Learning, and a number of student Petitions. Most recently, the UGS department has been involved in building out and updating the degree audit and assuring accurate transfer credit data. The committee may be asked for input in any of these areas.

If you have questions, or are not familiar with the UGS department, please visit their website at: <http://www.sjsu.edu/ugs/> for further information. Be sure to also review the curriculum guide posted there. For the purposes of the Fall committee work, it is vital that all committee members understand the requirements for degree and certificate programs. This data is available at: <http://www.sjsu.edu/ugs/faculty/forms/index.html>

Committee work typically involves curricular issues in the Fall (in time for the December 20th catalog deadline) and policy issues in the Spring.

IV. Communication Studies Departmental Honor Proposal

The Communication Studies Departmental Honors proposal was originally reviewed in the Spring 2014 term. At that time, the UGS Committee had proposed that the Provost appoint a taskforce to look into Honors Programs at SJSU. Based on the anticipated taskforce, the proposal was returned to the department awaiting feedback from the taskforce.

Unfortunately, due to a large number of competing demands, the Provost made the decision not to appoint a taskforce in the 2014-15 Academic Year. Because of this, the UGS Committee requested that the Communication Studies department bring the proposal back for another review.

Drs. Wood and Spangler described the proposed Honors program as their faculty desire to inspire inclusive excellence and provide those students in the department that already contribute outstanding work both recognition and challenge. The Communication Studies faculty as a whole are supportive of the idea of having an Honor program and the proposal has been approved by the Department and College Curriculum Committees:

The Communication Studies Honors proposal would require applicants to:

- Have a least a 3.5 GPA in four upper division courses in the major;
- Have at least a 3.0 overall GPA;
- Have satisfactorily completed one 4-unit graduate seminar;
- Participate in a public honors colloquium to present a summary of the work produced in the graduate seminar.

When the proposal was initially submitted, the UGS Committee was concerned that having undergraduate students in a graduate seminar would change the dynamics of the course and might serve to 'dumb-down' the discussion. However, both Drs. Wood and Spangler have found that having an outstanding undergraduate student in their graduate seminars has improved the quality of discussion.

The criteria for admission to the Honors program have been designed to limit participation to no more the 10% of the Communication Studies students. It is anticipated that a total of 40 students would qualify, but that only ½ of them would actually apply to the Honors program. This number guarantees that the graduate seminars chosen by students would only have approximately 2-3 undergraduate students in a class of 15 students.

The honors colloquium will be unique for undergraduate students in the Honors Program. Undergraduate students are not often given the opportunity to present their work in a public forum. This is an evening event and student will speak and address questions from the audience.

The research is usually by an individual contributor. If a student decides to do a performance piece, this might be done by one or more students working in a group rather than individually.

The Committee was supportive of the idea of an Honors program but wanted to see the department make a few changes. These included:

- Clarifying what was meant by a 3.0 GPA. Was this to be an overall GPA (which could include Community College work) or a SJSU cumulative GPA? Either choice was supported; the Committee just wanted this to be clarified in the proposal.
- Adding a statement about student incentives. Why would a student be interested in participating in an Honors program? While each discipline has different incentives to offer students, having some incentive increases the competition to participate and may assist students in bringing more passion to their studies. To this end it was recommended that the department add the phrase “which can then lead to publication or participation at a National conference” to item 2.d.

Action Item: The Committee unanimously agreed that the proposal was close enough to approve pending the minor changes listed above. The Chair of the committee will review those changes and circulate the revision in an email. If there is no further discussion, the proposal will then be forward to Curriculum and Research for their review.

V. Pending

Review of concentration in Business Analytics

Meeting adjourned: 1:15pm

Gloria Edwards



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
September 17, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (September 3, 2014)
- II. Brief review of revision of the Honors program in Communication Studies
- III. Review of Concentration in Business Analytics
- IV. Discussion of capstones



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
September 17, 2014
Minutes

Present: Looloo Amante, Carolus Boekema, Steve Branz, Glen Gendzel, Laura Ingraham, Ravisha Mathur (Chair), Christina Mune, Kamran Turkoglu
Guests: Undergraduate Studies: Gloria Edwards, Nicole Loeser
Business Administration/Marketing: David Czerwinski , Ken Gehrt , Malu Roldan

I. Welcome

The newest member of the Undergraduate Studies Committee, Looloo Amante, was welcomed to the committee as a replacement for Annie Blaylock our previous student member. Ms. Amante is the Director of External Affairs for the Associated Students Board of Directors.

II. Approval of 09-03/2014 Minutes.

The minutes were approved with two abstentions.

III. Honors Program in Communication Studies

Drs. Andy Wood and Matt Spangler made the changes recommended by the UGS Committee at the 9/3/2014 meeting.

Action Item: The Committee unanimously approved moving the proposed Honors Program in Communication Studies to C&R for approval

IV. Proposed BS, Business Administration, concentration in Business Analytics.

Drs. Czerwinski and Gerht gave a brief description of the proposed concentration and why the department feels it will be a viable degree.

Business analytics is a quantitative approach to business, driven by the intelligent use of data and mathematical models. Practitioners leverage methods from statistics and operations research to form insights and make decisions that improve business performance. Business Analytics also encompasses the effective communication of quantitative analyses and findings to customers, business partners, and executives or decision makers.

Business analytics is gaining in importance across a broad range of industries. Banks need to perform credit risk analysis and analyze streaming transactions in real time to quickly identify potential fraud. Utility companies need to analyze energy usage data to gain a better understanding of demand patterns. Retailers need to perform markdown optimizations, firm-wide liquidity management, and understand the social sentiment around their products and markets to develop more effective campaigns and promotions. Business Analytics helps such organizations uncover insights from big data, build models that relate actions to consequences, and perform optimization and simulation analyses that lead to quality decisions and better outcomes in shorter times.

The broad applicability of business analytics may also be illustrated by the database of the recently launched Business Analytics Graduate Certificate. The industries represented by

inquiries into the Certificate include high tech, transportation, health care, criminal justice, education, retailing, entertainment, utilities, manufacturing, non-profit, and consulting to name a few. The list of positions and undergraduate majors of applicants is equally diverse.

To prepare students for careers in Business Analytics, the concentration focuses on developing students' capabilities in the areas of:

- Statistical and probabilistic reasoning
- Optimization methodologies
- Quantitative reasoning
- Analytical insight
- Critical thinking
- Strategic decision-making
- Technical communication

The curriculum will prepare students to apply these skills in a variety of industries. Ten representative business analytics job postings from Indeed.com are included as an attachment. These positions cover various industries including finance, insurance, manufacturing, transportation, and health services.

Students in Business Administration have expressed interest in this proposed degree.

The Committee wanted to know how this concentration differed from other concentrations in Business. The Committee wanted to know how this concentration differed from a degree or concentration in Mathematics, Computer Science or Physics. These disciplines also prepare students with an analytical approach and give them the tools to develop predictive models. Since the proposal from Business emphasizes statistical analysis simulation and supply chain management, the job market for this proposed degree, at first glance, appears to be geared more toward one of these disciplines than the rather more general Business Analytics concentration proposed.

The department believes that the business aspects of many of the positions in Business Analytics are not a secondary consideration, but rather of primary importance. Many businesses wish to employ well-rounded individuals who have skills in a number of areas. While a business may employ a mathematician to develop a predictive model, many businesses want an individual with a strong business strategy background to interpret the results of that model.

Business Analytics is a relatively new field (approximately 10 years old). While the backgrounds of individuals that initially qualified for these positions were in Mathematics, Physics or Computer Science, employers now want individuals with an understanding of the business costs and impacts and someone that understands how the modelled data will be financed and analyzed for effectiveness and application. An individual who understands operational demands, business strategy and management will be more effective at using the data from any predictive model.

Unfortunately, the linkage between the analytical needs and the advantage of a business background were not sufficiently clear for most of the Committee. It is recommended that the proposal be revised to strengthen the importance of a business background.

It was also noted that across the new courses some of the course learning objectives were not assessable. It would be useful to clarify some of the learning objectives (e.g. BUS2 196A, BUS2 196B).

Additionally, there were a number of small errors in the proposal that should be addressed. These included:

1. The proposal should address the Departmental and College faculty support for the proposed concentration and note how this concentration is different from other concentrations offered in the college.
2. Bus 196A and 196B will need to be renumbered. The 96, 196 and 296 series of numbers are retained for experimental classes. Since an experimental class may only be offered for one term at a time (for a maximum of 3 times), these course numbers are not appropriate for a degree plan.
3. All upper division courses (with a number of 100 or greater) must include a prerequisite. While the prerequisite may be as simple as a requirement that the student be at least a junior, the committee requests that the department review and courses in the proposal (particularly the new coursework) and establish reasonable prerequisites for each.
4. In the *List of Courses*, the “one non-business global perspectives course” under *Business Integration and Perspectives* should be restated to read, “one non- business Area V course.” Under *Preparation for Major* the course should be MATH 071, not MATH 070. Also the electives should read as “University Electives.”
5. A roadmap can only include a maximum of 16 units for each term. The proposed Business Analytics roadmap details a 17 Unit semester in the second year. This will need to be revised. Check the ** in the Roadmap; there is no course with that superscript. Also the course is 100WB.

Action Item: The Committee believed that the proposed concentration would be of value to SJSU students. However, prior to moving the proposal forward to the Curriculum and Research Committee, they would like to see the following items addressed:

- Inclusion of how this concentration is different from other concentrations offered in the college and what the faculty support in the college was for this concentration.
 - Inclusion of more information on why an employer would be interested in a graduate with a degree in Business Analytics rather than one in Mathematics, Physics or Computer Science.
 - Renumber of the proposed BUS 196A and 196B courses.
 - Revise learning objectives to ensure feasibility during assessment.
 - Prerequisites for all the upper division coursework in the program.
 - Revise the List of Courses as noted above in discussion.
 - Reworking with roadmap to assure no term detailed more than a possible 16 units and to revise the errors as noted above in discussion.
- The Committee will revisit the proposal once these changes have been made.

Meeting adjourned: 1:15pm
Gloria Edwards



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
October 1, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (September 17, 2014)
- II. Discussion of capstones and getting colleges involved in Year of the Capstone
- III. Review revised Computational Linguistics Certificate
- IV. Referral to Curriculum & Research on change in certificate policy (S12-5)
- V. Review of new minor in Psychology



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
October 1, 2014
Minutes

Present: Looloo Amante, Steve Branz, Glen Gendzel, Laura Ingraham, Ravisha Mathur (Chair),
Absent: Carolus Boekema, Christina Mune, Kamran Turkoglu
Guests: Undergraduate Studies: Gloria Edwards, Nicole Loeser

I. Administration/Announcements

It was suggested that all the documents for meetings be placed in a 'Next Meeting' folder on the shared drive. The documents in the folder would only be for the upcoming meeting.

There is a webinar on October 8th on the new version of the Degree Qualifications Profile (DQP). The SJSU graduate and undergraduate learning outcomes are based on the DQP originally developed by Lumina.

II. Approval of 09/17/2014 Minutes.

The minutes were unanimously approved.

III. Capstones/culminating experience/senior courses.

The UGS Committee began looking at capstones in 2012. Because of other UGS priorities, the possibility of a campus-wide discussion on capstones was postponed until this term.

In 2012, culminating experiences (called capstones for convenience) were defined as supporting the following:

- Assisting students to develop a sense of professional identity;
- Consolidating students' lifelong learning skills;
- Providing opportunities for consolidation of career development and planning processes;
- Enabling student to enhance professional skills and competencies; and
- Preparing students as ethical citizens and leaders

From *Capstone: Transitions and Professional Identity*, Discussion Paper, Judith McNamara, Catherine Brown, Rachael Field, Sally Kift Des Butler, Cheryl Treloar (Queensland University of Technology, Faculty of Law) (from March 6, 2012 UGS Minutes)

There are some challenges to capstones at SJSU. For example, currently there is no university definition of what is meant by a 'capstone. In addition, many programs have courses they label as 'capstone,' but there is no consistent numbering or definition for what constitutes a capstone. While the descriptions and structural elements will be unique to each field, there could be some commonality across all disciplines.

One advantage of capstones is that they make program and university learning goal assessment possible. That is, capstones may be used to determine if program and university outcomes have

been met. In the future, the university's accrediting agency, WASC will be looking at whether the programs and the university are meeting their outcomes. Having a capstone or culminating experience may be one way for programs and the university to assess the delivery of their learning objectives.

The 2014-15 Academic Year has been named "The Year of the Capstone". To start the discussion, Carol Ann Gittens, Gail Gradowski and Christa Bailey from Santa Clara University will be giving a presentation on Friday, October 24 from 8:30 to 11:30 in Sweeney Hall 331. This presentation is hoped to start a campus conversation on capstones and focuses on capstones, core competencies (e.g., critical thinking, information literacy), and assessment.

Action Item: The Committee is encouraged to attend the event and invite relevant department faculty and chairs to the upcoming meeting.

IV. Review of revised Computational Linguistics Certificate

The Computational Linguistics Certificate was originally reviewed last year. It has been reviewed by the UGS Chair two times and is now being referred to the UGS Committee. There are a number of issues that were raised in the previous reviews but have not been addressed in the certificate proposal. These include:

1. Prerequisites are not included in the total number of units required for the Certificate. Many of the Computer Science courses require a number of courses as prerequisites. If the number of units for the certificate were presented as variable (for example 18-36 units), the true length of the certificate is more apparent to students.
2. For clarity, the assessment plan for the certificate should be illustrated separate from the other programs in the department.
3. The learning objectives need to be reworked. For example, the term "understand" cannot be assessed.

Action Item: The Committee encourages the department to make the above-mentioned changes to the certificate prior to approval.

V. Referral to Curriculum & Research on changes in the certificate policy (S13-10)

The Chair would like to ask C&R for revisions to the certificate policy. The following questions/issues were discussed by the Committee:

1. *Timing.* The policy states that a basic certificate must be reviewed within one week. However, it does not take into account the Winter or Summer breaks when faculty are not on duty. It would be helpful if the policy could be revised to suggest that certificates be aligned with the normal curricular cycle of undergraduate curriculum. This would also help these certificates stay on track for the review process.
2. *Non-matriculated students.* Since basic certificates can be open for both matriculated and non-matriculated students, there is a question about how to handle non-matriculated students. These students do not need to apply to SJSU and there is some concern that students who do not meet admission criteria might use completion of a certificate as a back door to admission.

Because there is no maximum unit count for basic certificates (there is only a minimum number of units), a certificate could be a large number of units. If a student successfully completes 24-36 units with reasonable grades, it may be difficult not to allow them admission, even if they don't meet the other admission criteria.

Furthermore, for certificates that are open to both matriculated and non-matriculated students, how will departments handle students who start the certificate as a matriculated student, but then graduate before completion? Will they be allowed to complete the certificate as a non-matriculated student?

3. *Admission.* Should students be required to apply for admission to a basic certificate program? If so, how will this be handled administratively? Currently the CSU does NOT want SJSU to report on certificates. This complicates how the system can be set up to allow admission, but prevent reporting.
4. *Impaction:* How does admission to a certificate program integrate with impaction criteria?
5. *Review process:* Should the Chair of the Undergraduate Studies Committee alone be responsible for reviewing and approving any basic certificate proposal? This could be problematic if the chair has not reviewed other certificates or unfamiliar with the curricula in a particular college.
6. *Tracking:* How can a department identify those students who are in a basic certificate program? If a certificate program is open to both matriculated and non-matriculated students, how will a department know the exact number of students in that program?

VI. Commendation of Gloria Edwards

The committee members want to recognize and commend Gloria Edwards for her service to the committee. She has been an extremely valuable asset to the committee, to the chair, and to the students at SJSU. She has consistently and thoughtfully provided guidance on curriculum, curricular policy, and strategized on how to effectively deliver curricula and provide transparency to students. Heartfelt thanks to Gloria Edwards!

VII. Pending

- A. Review of Minor in Psychology
- B. Continued discussion on basic certificates and referral

Meeting adjourned: 1:10pm
Gloria Edwards



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
October 15, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (October 1, 2014)
- II. Review of new minor in Psychology
 - a. Guest: Dr. Sean Laraway, Associate Professor, Psychology; time certain
12:15pm
- III. Further discussion of the Capstones and Core Competencies event
- IV. Review preliminary referral to Curriculum & Research on change in certificate policy (S13-10)



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee

October 15, 2014

Minutes

Present: Looloo Amante, Carolus Boekema, Steve Branz, Glen Gendzel, Laura Ingraham, Ravisha Mathur (Chair), Christina Mune, Kamran Turkoglu
Guests: Undergraduate Studies: Nicole Loeser, Psychology: Sean Laraway

I. Approval of 10/01/2014 Minutes.

The minutes were approved, with 3 abstentions.

II. Review of New Minor in Psychology, Human Systems Integration

Dr. Sean Laraway described the details of the proposal. He noted that the demand for this minor comes from industry and the discipline of human factors. There are two new full-time faculty who specialize in Human Factors and based on students attempting to access their labs, there is student demand for this type of training. He also noted that this minor was coordinated with ISE (a crossover) in terms of support for the minor. Psychology has conceived a plan for advisement in the minor and has coordinated with the advisors to discuss the process of advising. Committee members were impressed with the quality of the proposal and noted that this minor would fill a curricular gap at SJSU. However, there were some hidden prerequisites in the minor; both in the prep for the minor and in some of the elective choices. These prerequisites would need to be counted in the units for the minor (noted as variable units). Members also noted that there are quite a few electives in the minor and it would be useful to group these electives to help students make their choices. Dr. Laraway noted that faculty had already developed an organizational structure for these minors.

Action Item: The committee recommended approval for the minor pending the following changes (to be approved by the Chair of UGS):

1. For transparency for the students, the department should list the units for the minor to include the courses in preparation for the minor and the maximum units for the courses for which there are prerequisites (i.e., note the minor as 18-36 units). The department can note the reason for this range of units in the description of this minor.
2. In Point 12 on p. 10, it would be good to note that there are dedicated human factors faculty who are part of the 'resources' for this minor. This aspect of the proposal is asking for not only sufficiency in offering the course, but specifically qualified faculty as well. It was noted in the meeting that there are 2 FT faculty who have specialization in this area and this is valuable to know in evaluation of the sustainability of the minor. Also it would be good to note in this section that there is an advising plan for these minors.
3. It would be useful to group the electives into "suggested areas of specialization." "Suggested" is the word we recommend to allow more flexibility for advisors and students. By grouping these electives it also strengthens the coherence of the minor and is a great tool for students to use in choosing the electives.
4. It would be useful to obtain an email from ISE to support the minor in terms of not offering an exact competing minor.

III. Core Competencies and Capstones Workshop

Committee members discussed ways to encourage additional attendance for the workshop. The Committee is encouraged to attend the event and invite relevant department faculty, chairs, and students to the upcoming meeting.

IV. Review of Credit Hour Policies on Syllabi

Members discussed the process of reviewing the credit hour statement on syllabi. There is a plan for assessment that has been circulated and approved by associate deans.

V. Dropping a Student from an Online Class

The AVP has suggested that the UGS Committee develop a policy recommendation on when it is allowable to instructor drop a student from a fully online class (i.e., a student on the roster who has not logged into Canvas as instructed by the X day of the term). For offline classes, this is the second class meeting, but there are no class meetings in online world. This could ultimately be an ISA issue, but it would be good to first review the curriculum and learning implications in the new online world.

VI. Review of WASC Institutional Reports

The committee was asked to help create take-away points from the WASC Institutional Report to eventually create an executive summary for SJSU faculty.

Each person took a section of the WASC institutional report located at:

<http://www.sjsu.edu/wasc/portfolio/>

Assigned sections

Section 1= Steve

Section 2= Glen

Section 3= Laura

Section 4= Ravisha

Section 5= Carolus

Section 6= Christine

Section 7=LooLoo

Section 8= Kamran

Action Item: Each reader is asked to generate 3-5 key takeaway points from their assigned essays; points that highlight some notable aspects of SJSU. Please send your key points to Nicole at Nicole.Loeser@sjsu.edu by October 28th.

VII. Pending

Review of WASC summary report

Meeting adjourned: 1:00pm

Ravisha Mathur



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
October 29, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (October 15, 2014)
- II. Review name change from English, Concentration in Career Writing to English, Concentration in Professional and Technical Writing
- III. Summary document for WASC Steering Committee
- IV. Further discussion of the Year of the Capstone



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee

October 29, 2014

Minutes

Present: Bem Cayco, Glen Gendzel, Laura Ingraham, Ravisha Mathur (Chair), Kamran Turkoglu
Absent: Looloo Amante, Steve Branz, Christina Mune,
Guests: Nicole Loeser

I. Approval of 10/15/2014 Minutes

- Minutes from 10/15/14 were approved with 1 abstention.

II. Administration follow up

- Representative from College of Science: Bem Cayco has rejoined committee due to Carolus Boekama needing to step down.
- The Certificate Referral has made it to C&R and has been a hot topic for the last two meetings and around campus.
 - i. One big change already noted is limiting the number of OU courses that can be taken prior to matriculation.
 - ii. Matriculation will now be mandatory for certificates to ensure tracking of students, tracking of cohorts and so that students can use financial aid for certificates.
- Business Analytics Concentration follow up.
 - i. The chair met with proposer to discuss progress on the revisions. She recommended that the proposal make it back to the UGS committee no later than second meeting in November to ensure C&R can review by November 24th (their last meeting).

III. Reviewed name change from English, Concentration in Career Writing to English, Concentration in Professional and Technical Writing

- The new name is aligned with changes in the discipline and helps students in the job market. This new name also stays within the CIP code for the CSUs, and thus is not considered a huge change in terms of Graduate and Undergraduate Programs.
- **ACTION ITEM:** Approved Name Change for English Concentration from Career Writing to Professional and Technical Writing: **5-YES, 0 Abstentions**

IV. Summary document for WASC Steering Committee

- The Committee reviewed entries on the report and discussed some of the findings. Two issues were noted. First, the pull-out box in Section 4 should have been placed in Section 5. Second, there was considerable discussion on whether SJSU should be noted as a 'leading' institution in regards to Statway as there is some controversy about articulation across the other CSUs. These two items will be noted when the report is sent to the Chair of the WASC Steering Committee.
- **ACTION ITEM:** Committee members agreed to have the chair move the summary forward to the WASC steering committee chair.

V. Further discussion of the Year of the Capstone

- The first event was held Friday October 24th and it was well attended from across campus. Campus feedback is being solicited from the attendees and next steps will be discussed once that feedback is gathered
- The second event will be a poster session, submissions will be like the undergraduate research competition. The chair is working with Amy Strage from CFD to develop this second event.
- What can we do to support departments with capstone/culminating experiences? From assisting with development to course assessment. There are many topics to consider

VI. Other Business

- The AVP requested that the UGS committee review the curricular implications of having no drop date policy for online courses (and potentially developing a referral for a policy change). This referral may go to C&R or it may be an issue for ISA (Instructional Student Affairs). One member noted that it will be useful to look at the policy for offline classes before considering any changes.

Meeting adjourned: 12:50pm



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
November 5, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (October 29, 2014)
- II. Second review, Business Administration, Concentration in Business Analytics
- III. Second review, Certificate in Computational Linguistics
- IV. Initial review of S05-12



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
November 5, 2014
Minutes

Present: Steve Branz, Bem Cayco, Glen Gendzel, Laura Ingraham, Ravisha Mathur (Chair),
Christina Mune, Kamran Turkoglu
Absent: Looloo Amante
Guests: Nicole Loeser

I. Approval of previous minutes (October 29, 2014)

****ACTION-** Approve minutes from October 29, 2014: **4-Yes**, 0-No, 3-Abstain

II. Updates

- HIS Minor was approved at C&R last week. The department addressed concerns about impactation and sustainability.
- Certificates- Policy is up in the air. Provost has decided to hold off on approving EIA certificate and any regular certificate proposals. Special Session proposals are different and aren't utilizing state funding and resources. Provost decision could impact certificate policy. UGS will continue to review and approve from curricular perspective and won't concern ourselves with issues around program offerings.

III. Second review, Business Administration, Concentration in Business Analytics

- Page 9 still outlines ENGL 1B as course, even though the expectation is that they plan to move to the new ENGL 2.
 - i. Suggestion was to list approval as requiring them to adjust the ENGL1B to an appropriate replacement once 1B inactivates in Fall 15.
- Roadmap does not align with program requirements template. Roadmap units seem to add up to more than 120.
- Grade minimum needs to be clarified to mean Major electives not university electives.
- Clean up courses that do not have the space which makes the course appear as a graduate level or a non-existent course. (ex. BUS290, is actually BUS2 90)

****ACTION-** Move to approve moving this forward pending update of roadmap to match requirements template. **Unanimous 7-Yes**

IV. Second review, Certificate in Computational Linguistics

- MATH 105 is quite different than the other math courses listed. Might not meet the need they are looking for. MATH 105 teaches people how to teach statistics, which is not the same philosophy as the other math courses that may be addressing the content they are looking for. People taking 105 would more than likely not look at taking certificate in LLD, it just does not seem appropriate for this type of program (out of place with list of math courses outlined), doesn't seem to add value.

****ACTION-** Approve Certificate in Computational Linguistics- **Unanimous, 7-Yes, 0-No, 0-Abstain**

V. Initial review of S05-12

*Table to next meeting

VI. Other items

- AVP would like us to review plagiarism issue (report released), Drop period for online, and Capstone Event
- Nicole will look at matching capstone courses to programs.
- Cynthia Rostenkowski would like to bring Carol Dweck (Stanford)- Productive persistence to come and present. Carol has done extensive work on capstone type experiences.
- AP Capstone initiative in high schools.

Meeting adjourned: 12:50pm



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
November 19, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (November 5, 2014)
- II. Review of Certificate in Global Citizenship
- III. Discontinuation of Department of Sociology and interdisciplinary Social Sciences Minor, Social Science
- IV. Review of S05-12: Review curricular implications of delineating the drop date for online courses.



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee

November 19, 2014

Minutes

Present: Looloo Amante, Stephen Branz, Bem Cayco, Glen Gendzel, Ravisha Mathur (Chair),
Kamran Turkoglu
Absent: Laura Ingraham, Christina Mune
Guests: Nicole Loeser

I. Minutes of previous meeting were approved (November 5, 2014)

****ACTION-**Approved minutes from November 5th- **6-Yes, 0-No, 0-Abstain**

II. Reviewed Certificate in Global Citizenship

- GEOG 180 will be used instead of GLST 180 which is yet to be approved.
- Spreadsheet lists the incorrect community college from that in proposal. Mission College is the intended school, but spreadsheet lists Mission Valley College.
- Advanced courses are all Global Studies courses. A committee member suggested looking at HIST 155: 20th Century World History (area V, SJSU Studies) or HIST 132: Advanced Topics in World History as good elective choices for the students in the certificate. This is a friendly suggestion. If the coordinator chooses to include these courses, this may change the number of units for the certificate and she would need to get an email approval for HIST 132 from the History chair.
- The coordinator needs to adjust a few of the requirement categories to list the options correctly when courses are option based. (i.e., GLST 188 or 189)
- The coordinator should clarify that essays are part of the 1-unit portfolio.
- Where will the “capstone” portion be completed?

****The committee would like to see the revisions in this certificate before recommending approval.**

III. Discontinuations

- Department of Sociology and Interdisciplinary Social Science- Minor, Social Science
- Committee noted that the minor lacks coherence and is under-enrolled (1 student).

****ACTION-** Approve discontinuation of SISS Minor in Social Science- **6-Yes, 0-No, 0-Abstain**

- Department of Communicative Disorders- Minor in Speech Pathology
- Committee noted that there are no students in this minor (for the last 5 years) and that this minor does not prepare students in anyway to enter the profession.

****ACTION-** Approve discontinuation of CDS Minor in Speech Pathology pending completed paperwork- **6-Yes, 0-No, 0-Abstain**

IV. Review of S05-12: Reviewed curricular implications of delineating the drop date for online courses.

- The current policy allows students to add a course up until the day before census, in a face-to-face (F2F) course. Instructors have a drop date listed in the policy for F2F courses, but there is no such drop date for online courses.
- Committee members discussed different options for the policy such as:
 - i. Requiring or requesting 6 hours of log in time on Canvas, starting in first week of

- class or alternatively 3 hours during at least first week.
- ii. Alternatively, instructors can have a first assignment due by a certain date. If a student does not turn in this first assignment then they can be dropped from the course.
 - iii. If the student doesn't respond to instructor contact (e.g., via email), it shows no involvement in course and thus the instructor can drop the student from the class.
 - iv. Seventh day of instruction or instructor drop deadline in terms of 'days' of instruction.

Meeting adjourned: 1:03pm



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
December 3, 2014
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (November 19, 2014)
- II. Second review of Certificate in Global Citizenship
- III. Review of S05-12 Referral
- IV. Review new concentration in Global Operations Management, College of Business – Time Certain 12:25pm
- V. Review Capstone Documents for Capstone Workshop in Spring 2015
 - a. Invitation letter
 - b. Survey

Spring 2015 Meeting Dates: February 4, February 18, March 4, March 18, April 1, April 15, April 29, May 6



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
December 3, 2014
Minutes

Present: Looloo Amante, Stephen Branz, Bem Cayco, Ravisha Mathur (Chair), Christina Mune, Kamran Turkoglu,
Absent: Laura Ingraham, Glen Gendzel,
Guests: Nicole Loeser, Taeho Park (CoB, School of Global Management), Ming Zhou (CoB, School of Global Management)

- I.** Minutes of previous meeting were approved (November 19, 2014)
****ACTION-**Approve minutes from November 19th- **4-Yes, 0-No, 1-Abstain**
- II.** Second review of Certificate in Global Citizenship
 - Replaced course that didn't address content they were looking to have students learn****ACTION-**Approve Certificate in Global Citizenship- **5-Yes, 0-No, 0-Abstain**
- III.** Review of S05-12 Referral
 - Adjust or clarify the time frame of first week, such as requiring 3-6 hours of login time, starting within first week of class.
 - Maybe include having student contact instructor regarding their intent to continue in course.
 - Instructor should contact student prior to dropping him/her from the course.
 - No limitation on space, but faculty time is impacted/limited. Allowing faculty drops in a timely fashion may allow faculty the opportunity to properly account for time and student
 - Reason for starting or logging in at/for specific time****ACTION-**Approve moving referral forward with minor adjustments- **5-Yes, 0-No, 0-Abstain**
- IV.** Review new concentration in Global Operations Management, College of Business –
 - Taeho Park and Ming Zhou spoke about the development of their proposal and the need for it from industry and also within the college.
 - Students and industry are looking for this type of program in the market.
 - Most CSU's have Operations or Operations Management programs.
 - No new courses are being proposed, all courses are currently offered and taught at SJSU.
 - The focus of the concentration is more around management aspects than operations that might be taught in programs like Engineering.
 - Most students would more than likely come from the Management program, a few from marketing or finance. It may also capture undeclared majors who may be looking for this specific program, faculty will also reach out to Community Colleges about the incoming concentration.
 - Area S is missing from list, 2nd semester composition (A3 double listed), this will impact overall unit count.
 - Depending on advising or student choices, the student could technically meet the concentration in management via a same set of courses between programs. **NOTE:**

Concentrations overall in business should probably be addressed with college at large about the possible overlaps since policy on concentrations has been approved.

- All required UD courses and electives need the prerequisite requirement added (at the very least Upper Division standing).
 - You list Business to Business Marketing, it's marketing not strategy.
 - Electives contain courses with prerequisites which throw off count (pre-requisite needs to be included in unit count), however those courses will merely need to have notations that alert student to possible additional courses required.
 - i. BUS3 154, has a prerequisite of COMM 100w and BUS 150.
 - ii. BUS4 118B includes BUS 111 and BUS 112 plus 100w.
 - Lack of "global" naming in course titles. How will they address the global perspective is not addressed in proposal.
 - Seems like courses are very management focused, will they be able to control the content to address global impact/awareness.
 - Impaction issue was not addressed.
 - Clean up roadmap, also set up in catalog template format
- **Tabled** until next meeting when we can see an updated version based on our revisions. 6-Yes, 0-No, 0-Abstain

- V. Review Capstone Documents for Capstone Workshop in Spring 2015
- Invitation letter- Please review invitation and suggest changes that can be included to encourage faculty to be involved/take part.
 - Survey- Will help us gather information for how to run the poster type session. Suggestions for survey questions. Can we have/give incentives for survey completion? Will add note asking the faculty to forward to appropriate person if they are not, it should be a capstone faculty instructor who completes survey.
 - i. Is this course being assessed as part of your department program assessment?
 - All Comments/suggestions please submit by tomorrow at 5pm.
- VI. Spring 2015 Meeting Dates: February 4, February 18, March 4, March 18, April 1, April 15, April 29, May 6

Meeting adjourned: 1:26pm



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
February 4, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (December 3, 2014)
- II. Second review of new concentration in Global Operations Management,
College of Business
- III. Discussion of Capstone Initiative

Spring 2015 Meeting Dates: February 18, March 4, March 18, April 1, April 15, April 29,
May 6



SAN JOSÉ STATE
UNIVERSITY
Undergraduate Studies Committee
February 4, 2015
Minutes

Present: Annie Blaylock, Stephen Branz, Glen Gendzel, Ravisha Mathur (Chair), Thomas Moriarty, Christina Mune

Absent: Bem Cayco, Kamran Turkoglu

Guests: GUP Staff: Nicole Loeser

1. Approval of previous minutes (December 3, 2014)

****ACTION-**Approve minutes from December 3rd- 3-Yes, 0-No, 1-Abstain

2. Second review of new BS Business, concentration in Global Operations Management

- a. The committee reviewed the issue of the overlap in elective course offerings with the Management concentration. It was identified that a student would not be able to select courses that would allow for the two concentrations to overlap significantly (i.e., it has the minimum number of unique units across concentrations based on S14-9).
- b. BUS5 146 title does not align with the current title in catalog. The department will need to adjust the title in proposal or submit a minor curriculum change to change the title of the course.
- c. The revised proposal discussed how recruitment will mostly happen within the college of business. This new concentration opens up an option for those management students who were looking for a strong operations focus.

****ACTION-**Approve new Business Concentration in Global Operations Management- 4-Yes, 0-No, 0-Abstain

3. Discussion of Capstone Initiative

- a. This initiative was started to identify which degree programs were offering capstones/culminating experiences and to strategize about integrative curricular experiences for students at SJSU. The committee was also interested in how to assess the ULGS as linked to WASC assessment and to ensure that students have specific competencies at the point of graduation.
- b. Last October we had an open forum to discuss best practices and issues with Capstone courses currently offered. This session focused on assessment. We sent out a survey to faculty this past month which we will use this to develop workshops and presentations on best practices. The tentative date for this workshop is March 6th from 8am-12pm.

- c. We're asking that each member on the committee review the capstones/culminating experiences on the UGS list to ensure that they are still offering a capstone experience and to make sure they take part in survey and workshops/presentations. This will help us create an accurate list and generate solid attendance at the workshop.
- d. In November, the SJSU team conferenced with the WASC team to discuss our institutional report. In the initial conference, the WASC team asked about what we were doing to assess our ULGs. Specifically, the WASC team was interested in capstones on campus; what are we doing to encourage capstones across campus.
- e. UGS task: What are the barriers for departments in having these types of courses? Lower enrollment? Staffing the course with faculty who are experienced with the department?
- f. UGS task: Working on a SJSU definition of 'capstone' within a department, as some call it a capstone, some call it culminating experience/final project/internship.
- g. One idea suggested for helping departments provide for a culminating experience for their students was a university level capstone course for smaller programs. This is an interdisciplinary issue (i.e., providing a discipline-specific integrative experience across disciplines) and there are issues with staffing this course.
- h. Ravisha will send out a follow-up email regarding these issues to the committee to work on: creating a comprehensive list of these courses, describing barriers for creating/developing capstones, and developing ideas for what we can do to encourage capstone development on campus.

Spring 2015 Meeting Dates: February 18, March 4, March 18, April 1, April 15, April 29, May 6



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
February 18, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (February 4, 2015)
- II. Updates on Capstone Initiative
 - a. Review of meeting with Amy Strage
 - b. Data collected from capstone survey
- III. Discussion of Information on Capstones
 - a. Comprehensive list of capstones
 - b. Set-up for workshop, strategies to help with capstone development, defining capstones
- IV. Discontinuation, BA German, Department of World Languages & Literature



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
February 18, 2015
Minutes

Present: Annie Blaylock, Stephen Branz, Bem Cayco, Glen Gendzel,
James Kao, Ravisha Mathur (Chair), Thomas Moriarty, Kamran Turkoglu

Absent: Christina Mune

Guests: GUP Staff: Nicole Loeser

1. Welcome new Member James Kao
2. Approval of previous minutes (February 4, 2015)
****ACTION-**Approve minutes from February 4th- 4-Yes, 0-No, 2-Abstain
3. Updates on Capstone Initiative
 - a. Review of meeting with Amy Strage
 - i. Discussed room and poster size, discussed what could/should be included to garner discussion, and what type of information about capstones could be used for additional handouts (course elements).
 - ii. Committee members discussed the structure of discussion: barriers for having capstones, size of class, offerings, modality, course elements, hands on research component.
 - iii. Going to check with the department chairs on approving the poster for public display. Some chairs may not agree with the faculty submissions for the courses and they will have the opportunity to provide revisions.
 - iv. Committee members suggested that we should make the posters more visually dynamic, font size and style aren't consistent.
 - v. The new date for the capstone event is April 10th due to the March 6th coming too quickly to organize logistics to ensure faculty can show and discuss their courses. Event Time is 8:30-12 in SH 331.
 - vi. The WASC team is very interested in our progress with capstones. It was discussed at the off-campus visit with AVP Jaehne in November. We will put together a binder of all the posters for the WASC reviewers.
 - b. Data collected from capstone survey can also be included in the handouts as well as presented to WASC reviewers.
4. Discussion of Information on Capstones
 - a. Comprehensive list of capstones

- i. Business submitted their main capstone as BUS 189. There is another capstone, BUS3 159 Senior Seminar Resource Management, for one of the concentrations.
 - ii. World Languages does not have one, and no response from other H&A Departments.
 - iii. The information we have for the two programs in Education are accurate.
 - iv. Engineering: We discussed Aerospace capstones and briefly reviewed the other capstones in the college. The list has been sent to the associate dean.
 - v. Social Science- Still working on obtaining responses.
 - vi. CASA- Need to get additional responses. Some information has been collected. Nursing reported a graduate program in the capstone survey.
 - vii. Science- Chairs confirmed what we have is accurate. There is an additional degree program in Math missing from the capstone list.
- b. Committee members discussed set-up for workshop, strategies to help with capstone development, defining capstones.
- i. A gallery walk and then discussion afterwards.
 - ii. Discussion could revolve around topics of scheduling, resources, caps, and discussing variety of tracks/capstones: how do you develop one capstone that can include all of the issues or types of assignments. This part of the session would work like a roundtable discussion.
 - iii. Have index cards near each poster so you can direct questions directly at a specific capstone course.
 - iv. One of the roundtables should be focused on 'defining capstones at SJSU.' Why/What is Capstone? Outcomes, make direct connections to how their education contributes to their professional development and ability to complete a project. Is it to prepare them for the workforce?
 - v. Mandatory vs Optional capstones, what's the distinction?
 - vi. Are we able to add a question to the SOTES about the capstone experience? Committee members discussed the merits of this option and also asked workshop members to collect information about the capstone experience.
5. Discontinuation, BA German, Department of World Languages & Literature
- a. Curious as to why they are keeping 3 courses on books, may be as a service to other departments.
 - b. Committee members noted the value of operating language programs at SJSU. We also noted the changes in the global marketplace that make certain languages valued at different periods of time. However, due to low enrollments, faculty support for the discontinuation, potential frustration of students not able to complete their degree in a timely manner, this discontinuation is very reasonable.

****ACTION-**Approve Discontinuation of BA German-Unanimous: 8-Yes, 0-No, 0-Abstain

Spring 2015 Meeting Dates: March 4, March 18, April 1, April 15, April 29



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
March 4, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (February 18, 2015)
- II. Curricular Updates
- III. Review, Certificate in Professional and Technical Writing
- IV. Capstone Initiative
 - a. Comprehensive list of capstones updates
 - b. Discuss set-up for workshop, strategies to help with capstone development, defining capstones
 - c. Other faculty for this event?



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
March 4, 2015
Minutes

Present: Annie Blaylock, Stephen Branz, Bem Cayco, Glen Gendzel, James Kao, Ravisha Mathur (Chair), Thomas Moriarty, Christina Mune,

Absent: Kamran Turkoglu

Guests: GUP Staff: Nicole Loeser

1. Approval of previous minutes (February 18, 2015)

****ACTION-**Approve minutes from February 18th- 5-Yes, 0-No, 1-Abstain

2. Curricular Updates

- a. Both of the new Business Concentrations were approved by C&R and the Provost. They will be part of the Business offerings in Fall 15.
- b. The policy referral on online courses and dropping students was submitted to the Senate and the Senate Executive Committee has not reviewed it yet. As a result, it has not yet been assigned to the proper committee for review. It should be discussed at the next Senate Exec meeting. This referral crosses multiple areas of policy so Senate Exec wanted to decide which policy committee gets this referral.

3. Review, Certificate in Professional and Technical Writing

- a. A revision was sent based on the comments Associate Dean Branz sent over to them prior to the meeting.
- b. They have removed the 100W co-requisite requirement, but added that it is strongly recommended along with their English 103 course.
- c. It should actually be three 3-unit core courses and three 3-unit electives. We would recommend stating it as 9-units.
- d. Do they want to have the WST as a pre-requisite? It is still listed in the proposal a couple of times.
- e. Are 100w and ENG 103 part of the tech electives or a separate recommendation? They should move that statement to under the total units. Clarify where that statement should be included.
- f. What is qualifying as Technology electives? Are they English courses or from another department? If it is a particular course from another department, then they should get an email or letter from the other department.
- g. Hidden pre-requisites? The elective list may contain them. It is not clear in the certificate policy how we are to count prerequisites.

- h. What kind of useable data is being collected in the data collection semesters when students can take them randomly over a random period of time?
 - i. Clarification of the ENGL 199 statement is needed.
- **ACTION-Bringing this back with revisions- 7-Yes, 0-No, 0-Abstain**

4. Capstone Initiative

- a. Comprehensive list of capstones updates
 - i. CFD staff would be making the updates so we have to be careful about the items we add to spruce them up.
 - 1. They are based off of a Powerpoint screenshot
 - 2. Some of the points are very heartfelt and some are very passionate about what they are offering.
- b. Discuss set-up for workshop, strategies to help with capstone development, defining capstones
 - i. 8:30-9:30 eating perusing
 - ii. 9:30 Dennis opening- what capstone is, the importance, assessment, etc
 - iii. 10:00- Round table discussions
 - 1. Logistics of offering capstones, is 25 the golden number?
 - iv. We will be moderators for the round tables. Our role will be to gather data for reflection on process and to facilitate discussion
 - v. Having 5 or 6 students would be nice to have available to talk about their experiences.
 - vi. We will ask faculty if they would be willing to do a survey of students about their capstone experience.
- c. Other faculty for this event?
- d. Winners of Capstone survey....Danielle Harris (JS), and George Vasquez (HIST)
- e. Programs without Capstones?
 - i. Who are they?
 - ii. What should we do?
 - iii. Is it reasonable for all disciplines?
 - iv. Funding resources available to help departments develop capstones.
 - v. WASC will be inquiring about what our plan is for Capstones and ULG Assessment.

Adjourned: 1:00

Spring 2015 Meeting Dates: March 18, April 1, April 15, April 29



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
March 18, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (March 4, 2015)
- II. Capstone Initiative
 - a. Invite + Tentative Agenda
 - b. Roundtable discussions
 - c. Feedback for workshop
 - d. Data collection from students



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
March 18, 2015
Minutes

Present: Annie Blaylock, Stephen Branz, Glen Gendzel, James Kao, Ravisha Mathur (Chair), Thomas Moriarty, Christina Mune

Absent: Bem Cayco, Kamran Turkoglu

Guests: GUP Staff: Nicole Loeser

Start: 12:04pm

1. Approval of previous minutes (March 4, 2015)
****ACTION-**Approve minutes from March 4th- 6-Yes, 0-No, 0-Abstain
2. Capstone Discussion
 - a. Invite and Agenda
 - i. Title: Leave No Capstone Unturned: Best Practices for Culminating Experiences.
 - ii. Agenda: Breakfast, Welcome, Gallery Walk, Round Table Discussions, Reporting Out and Next Steps.
 - iii. Invite allows one representative from department.
 1. Christina will double check library space availability to see if we can find a larger room.
 2. We should try to leave attendance open to ensure we can capture those who are interested outside of faculty who already teach capstone experiences.
 3. Faculty who have taught the course already will be sent invite as well as chairs and faculty who have been participating in previous capstone related events.
 - b. Round Table Discussions
 - i. Group 2: Logistics of Capstones
 1. What are the challenges for offering capstones in your department.
 2. Enrollment caps
 3. Staffing
 4. How can we sustain or develop capstone experiences (small, large departments)?
 - ii. Group 1: What is the meaning of 'Capstone' at SJSU
 1. Why have capstones?
 2. What are essential features of a capstone/culminating experience?

3. How do we introduce capstone/culminating experience within 120 units?
 4. Who teaches capstones?
 - iii. Service Learning and Hands-on Research
 1. What are the benefits of SL and Hands-on Research for students?
 2. What are the challenges for faculty in offering these experiences to students?
 - iv. Research paper and Creative Performance
 - v. Professional Preparation
- c. Please start adding comments and suggestions to the google docs on feedback from workshop and the data we want from students. Also add any additional questions to the round table breakouts.

Adjourned: 1:02pm

Spring 2015 Meeting Dates: April 1, April 15, April 29, May 6



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
April 1, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (March 18, 2015)
- II. Capstone Initiative
 - a. Roundtable discussions
 - b. Feedback for workshop
 - c. Data collection from students



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
April 1, 2015
Minutes

Present: Annie Blaylock, Bem Cayco, Jang Hyung Cho, Glen Gendzel, Ravisha Mathur (Chair), Thomas Moriarty, Christina Mune, Kamran Turkoglu

Absent: Stephen Branz, James Kao

Guests: GUP Staff: Nicole Loeser

Start: 12:00pm

1. Updated Business

- a. Welcome new member Jang Cho from Business.
- b. Condensed Catalog next year may impact our Fall schedule.

2. Approval of previous minutes (March 18, 2015)

****ACTION-**Approve minutes from March 18th- 5-Yes, 0-No, 2-Abstain

3. Capstone Discussion

- a. Locations- We tried to identify a larger room with no success. Thank you to Christina and Jim for checking in their respective units for larger alternative space.
- b. Round Table Discussions: Three- 25 minute discussions. Moderators please bring own laptops to take notes.
 - i. Group 1- What is the Meaning of 'Capstone' at SJSU? (Moderated by Glen G.)
 - ii. Group 2- Logistics of Capstones (Moderated by Christina M.)
 - iii. Group 3- Service Learning, Community Engagement, and Internships
 - iv. Group 4- Research Paper, Hands-on Research, and Creative Performances (Moderated by Kamran T.)
 1. This discussion may be the biggest, lots to discuss as far as intellectual rights, proprietary information, sharing of papers/projects.
 - v. Group 5- Professional Preparation
- c. Feedback for Workshops
 - i. Add demographic information
 - ii. Do you teach a capstone course?
 - iii. Add additional questions/info by Monday.
- d. Data Collection from Students

- i. Need more information/questions for student survey. We will hold off on creating this survey.

Adjourned: 1:00pm

Spring 2015 Meeting Dates: April 15, April 29, May 6



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
April 29, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (April 1, 2015)
- II. Updates
- III. Second review of the Certificate in Professional Writing and Technical Communication
- IV. Review of the Capstone Workshop
- V. New Minor Referral?

Next meeting: May 6



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
April 29, 2015
Minutes

Present: Annie Blaylock, Stephen Branz, Bem Cayco, Jang Hyung Cho, Glen Gendzel, Ravisha Mathur (Chair), Christina Mune,

Absent: James Kao, Thomas Moriarty, Kamran Turkoglu

Guests: GUP Staff: Nicole Loeser

Start: 12:05pm

1. Approval of previous minutes (April 1, 2015)

****ACTION-**Approve minutes from April 1, 2015- 6-Yes, 0-No, 1-Abstain

2. Updates

- a. Instructor Drop for Online courses Referral was sent to Instruction and Student Affairs
- b. WASC visit- Ravisha and Amy Strage met with team and talked about the Capstone event and how well it was attended and received. WASC was able to see what we were doing as well (collecting data, tracking courses, and workshops). The recent NSSE data collected noted that students didn't even know that there was a capstone experience in their degree programs.
- c. Greensheet issues across campus. A search by an Education faculty member found numerous programs with non-accessible syllabi and ones that do not meet minimum syllabus requirements.
- d. Maybe start having GUP attend first College Curriculum Committee meetings to discuss policy and process for curriculum across campus.

****ACTION ITEM:** *Bring any ideas you have about work for next year, presentations to curriculum committees or next steps for capstone to the next meeting.*

3. Second review of the Professional Writing Certificate

- a. A referral for adjustments to the Basic section of the Certificate proposal was sent to C&R and it has remained on their agenda all year.
- b. They asked to use "Passage of the WST" as their prerequisite requirement. They will need to adjust all references to 100W.
- c. Will a student have ready access to an advisor to get the approved electives signed off on?
- d. Clarify last statement on assessment plan about assignment #3.

e. In the assessment plan, one of the PLOs was changed to remove the word “learn”; however, later in the assessment plan the word was not changed.

f. We will request a clean copy to move forward with.

****ACTION-** Provisionally Approve Professional and Technical Writing Certificate, with requested changes (with Chair final approval)- 7-Yes, 0-No, 0-Abstain

4. Review of the Capstone Workshop

a. Please review notes you developed at session, update the google doc summary, then Ravisha will clean up formatting for report.

b. Next Steps: identifying these “capstone” courses as culminating experience in catalog requirements. Include information in freshman orientation about the great “Culminating experience” they’ll have at the end. We’ll discuss this more at next meeting and Thalia (new AVP for GUP) can help us tackle this issue for the coming year.

5. New Minor Referral?

a. The C&R chair requested this referral to delineate issues we have had when reviewing minors.

b. No official CSU policy on Minors any more.

c. Should we continue with what was historical, 6 units at Upper Division?

d. Make sure to leave room in the policy to allow adjustments for programs who are accredited certain leniencies.

e. Assessment plan information and being included in Program Planning process (which is already part of the program planning referral)..

6. We should also look at the UGS Charge; which was part of unfinished business from last year. Please read this document on our google drive for next meeting.

Adjourned: 1:05 pm

Spring 2015 Meeting Dates: May 6



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies
May 6, 2015
12:00 noon – 1:00 pm, Clark 412
Agenda

- I. Approval of previous minutes (April 29, 2015)
- II. Minor Referral
- III. UGS Change in Charge Referral
- IV. Honors Referral
- V. Review UGS guide
- VI. Review of the Capstone Workshop
- VII. Election of Chair

AY 2015/2016 meetings: CL 412 from 12-1:

2015: Sep 2, Sep. 16, Oct. 7, Oct. 21, Nov. 4, Nov. 18, Dec. 2

2016: Feb. 3, Feb. 17, March 2, March 16, April 6, April 20, May 4



**SAN JOSÉ STATE
UNIVERSITY**

Undergraduate Studies Committee
May 6, 2015
Minutes [DRAFT, not approved]

Present: Annie Blaylock, Stephen Branz, Bem Cayco, Jang Hyung Cho, Glen Gendzel, Thomas Moriarty, Ravisha Mathur (Chair), Christina Mune, Kamran Turkoglu

Absent: James Kao

Guests: GUP Staff: Nicole Loeser

Start: 12:05pm

1. Approval of previous minutes (April 29, 2015)

****ACTION-**Approve minutes from April 29, 2015- 7-Yes, 0-No, 1-Abstain

2. Minor Referral

- a. Add in: Requiring at least 6 units of upper division
- b. Residency requirement should be considered to support necessary assessment data
- c. Would like to have Dennis (AVP Graduate and undergraduate programs) review prior to moving to Senate.

****ACTION-**Approve Minor Referral moving to senate after review by AVP Graduate and Undergraduate Programs- 8-Yes, 0-No, 0-Abstain

3. UGS Committee Charge Referral

- a. Change would be adding a small statement “encourages and supports curricular innovation on campus” to committee charge.
- b. Do we want a specific statement about our liaison roles with colleges and departments? Add in information about this role into the referral
- c. Be more specific about how the general unit relays information back to all general units (since they tend to represent areas that do not gather to share information), and reporting back in general.
- d. Refer to Organization and Governance

****ACTION-**Approve UGS Committee Charge referral moving to senate after review by AVP Graduate and Undergraduate Programs- 8-Yes, 0-No, 0-Abstain

4. Honors Referral

- a. We have already submitted a task force referral to review honors programs to the Provost.
- b. Our referral was put on hold last year.
- c. For this new referral we added the review of the University honors program as part of this task force.

- d. We can approve and move this forward now, or hold off and submit next fall.
- e. Couldn't we say have specific status (full time vs part time) or a specific amount of units by final semester (instead of last 2 semester) for university honors?
- f. Consider how many students would be eligible for honors if the GPA average changed. Compare to other CSU's.
- g. Send to Honors to Curriculum and Research

****ACTION-**Approve Honor Policy referral moving to senate - 8-Yes, 0-No, 0-Abstain

5. UGS Guide

- a. A document that discusses what happens on the committee, role of members, etc
- b. All UGS references need to change to GUP
- c. Update Developmental Studies area.

6. Capstone Workshop

- a. A lot of interest in faculty learning, assignments in a capstone course
- b. Will put together in a report and send out in June to committee

7. New Chair of UGS Committee

- a. No member is currently interested.
- b. This will have to be taken care of at first UGS committee meeting of Fall.

Adjourned 1:15pm