

## 2018-2019 Year-End Committee Report Form

**Committee:** Undergraduate Studies

**Chair:**  
Maria Fusaro

**Chair-Elect for 2019-2020:**

Maria Fusaro

Phone: 408-924-3740

zipcode 95192-0075

maria.fusaro@sjsu.edu

**Number of Meetings held: 11**

### Items of Business Completed 2018/2019

Proposals reviewed and approved:

1. Joint Minor in Recreation and Nature
2. Discontinuation of BS, Athletic Training
3. Elevation of Department of Art and Art History's concentration in Art History into a BA program
4. Liberal studies Integrated Teacher Education Program (ITEP)
5. Liberal studies Bilingual Integrated Teacher Education Program (BITEP; Spanish)
6. Three Discontinuation Proposals from the Humanities
7. Program Name Changes: Mexican American Studies to Chicana and Chicano Studies
8. New minor in Black Women's Studies, Department of African American Studies
9. New minor in Sport and Social Change, Department of Kinesiology

Proposals Reviewed and Rejected

1. Proposed Minor in Aerospace Engineering
2. Proposed Minor in Science Learning

### Unfinished Business Items from 2018/2019

1. Revisions for conditional approval in progress: Elevating Animation / Illustration concentration into a BA program
2. Revisions in progress for new concentration: Justice Studies Department, Concentration in Legal Studies.

### New Business Items for 2019/2020

1.

2.

3.

**Please return to the Office of the Academic Senate (ADM 176/0024) by June 4, 2019.**



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
August 29, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Welcome and Introductions
2. Orientation to the [Proposal Review Process](#), Thalia Anagnos, AVP of Graduate and Undergraduate Programs
3. Overview of [UGS Committee Guidelines](#) and [Curriculog](#) (GUP's online curriculum management system)

2018-2019 Meetings:

September 12, September 26, October 10, October 24, November 14, November 28, January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
September 12, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 5/9/18](#) meeting
  2. Approval of [Minutes from 8/28/18](#) meeting
  3. Review of a new Joint Minor in Recreation and Nature: Log into [Curriculog](#) (GUP's online curriculum management system). You will find two files linked to this proposal - the proposal itself, and a letter of support.
    - a. About Minors (from:  
[http://www.sjsu.edu/gup/ugs/faculty/curriculum/guide/Concentrations\\_Minors/index.html](http://www.sjsu.edu/gup/ugs/faculty/curriculum/guide/Concentrations_Minors/index.html))  
**Minors:** Under [Senate Policy 16-4](#), an undergraduate minor is a formal aggregate of courses in a designated subject area distinct from and outside the student's degree major, consisting of 12 or more semester units (no more than 24 units). Policy outlines that at least 6 of these units should be upper division.
- Additional resources for proposal reviews:
- b. [Proposal Review Process](#), Discussed with Thalia Anagnos, AVP of Graduate and Undergraduate Programs
  - c. [UGS Committee Guidelines](#)

2018-2019 Meetings:

September 26, October 10, October 24, November 14, November 28, January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
September 26, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 9/12/18](#) meeting
2. Review of a Program Degree Name Change: The Chicana and Chicano Studies Department proposes changing the name of the B.A. in Mexican American Studies to B.A. in Chicana and Chicano Studies.
  - a. Log in to <https://sjsu.curriculog.com/> for the materials

Additional resources for proposal reviews:

[UGS Committee Guidelines](#): Guidelines for reviewing program names changes are listed in section III.

Remaining 2018-2019 Meetings:

October 10, October 24, November 14, November 28, January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
October 10, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 9/26/18](#) meeting
2. [Revised proposal to elevate an Art History concentration into a BA program](#). Revised proposal materials, and a memo from the previous UGS review, are posted in the UGS Google drive.
3. Liberal studies is proposing two Integrated Teacher Education Programs, the **ITEP** and the **BITEP** (Bilingual, Spanish). Log in to <https://sjsu.curriculog.com/> for the materials for these two proposals. Note that some of the Appendix documents are the same for both programs.
  - a. Susan Verducci will attend the meeting to give an overview and answer questions.

Additional resources and notes: All three of these proposals should be reviewed as new programs.

- [UGS Committee Guidelines](#): Guidelines for reviewing new programs are listed in section III.F.
- [Guidelines and Process for Developing ITEP Programs](#): There are some additional guidelines for proposing new ITEP programs, which relate to the Liberal Studies proposals.

Remaining 2018-2019 Meetings:

October 24, November 14, November 28, January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
October 24, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 10/10](#) meeting
2. Two New Programs: Liberal Studies, two Integrated Teacher Education Programs, the **ITEP** and the **BITEP** (Bilingual, Spanish): Continue discussion of our response to the two proposals.
  - a. The emailed response about the Bilingual program is the only new material.
  - b. If you would like to review the proposals, log in to <https://sjsu.curriculog.com/>.  
Note that some of the Appendix documents are the same for both programs.
3. Three Discontinuation Proposals: Humanities plans to discontinue 3 concentrations.
  - a. There is no template that departments need to use for discontinuations. They need to give us a teach out plan, and indicate 1) the final semester that students can enter, and 2) when should the catalog post the program for the last time.
  - b. You can access their materials on Curriculog or the [Google drive](#), your choice.
4. Revised proposal for new Minor: [Recreation and Nature](#) has provided a response to our previous review.
5. (Time permitting) New concentration: Justice Studies proposes a new concentration in legal studies. See Curriculog for the materials.

Additional resources and notes for new programs and concentrations.

- [UGS Committee Guidelines](#): Guidelines for reviewing new programs are listed in III.F.
- [Guidelines and Process for Developing ITEP Programs](#): There are some additional guidelines for new ITEP programs, which relate to the Liberal Studies proposals.

Remaining 2018-2019 Meetings:

November 14, November 28, January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
November 14, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 10/24](#) meeting
2. Revision of New Program proposal: Liberal Studies, Bilingual (Spanish) Integrated Teacher Education Programs, **BITEP**
  - a. A copy of the emailed response and the revised materials are [on the Google Drive](#)
3. New concentration: Justice Studies proposes a new concentration in legal studies. See <https://sjsu.curriculog.com/> for the materials.
4. Time permitting: Program name change: There is a proposal to change the current minor titled "Minor in Mexican American Studies" to "Minor in Chicana and Chicano Studies," to align with their other name changes. See Curriculog for the proposal.

Remaining 2018-2019 Meetings:

November 28, January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
November 28, 2018  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 11/14](#) meeting

Two New Minors: See <https://sjsu.curriculog.com/> for the materials:

2. Black Women's Studies: Proposed by the Department of African American Studies
3. Sport and Social Change: Proposed by the Department of Kinesiology

Remaining 2018-2019 Meetings:

January 30, February 13, February 27, March 13, March 27, April 10, April 24, and May 8





**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
January 30, 2019  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 11/28](#) meeting

Three New Minors: See <https://sjsu.curriculog.com/> for the materials:

2. Minor in Aerospace Engineering
3. Minor in Science Learning
4. Revision of Black Women's Studies minor
  - a. On Curriculog, the revised files are named with v2

Remaining 2018-2019 Meetings:

February 13, February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
February 13, 2019  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from 1/30/19](#) meeting

See <https://sjsu.curriculog.com/> for the materials:

2. Elevation of Animation / Illustration
3. Tentative: New Concentration in Justice Studies
  - a. We're waiting for a support letter from Philosophy Department to be submitted

Remaining 2018-2019 Meetings:

February 27, March 13, March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
March 13, 2019  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from Feb 13](#) meeting
2. [Revised Proposal for Minor](#) in Black Women's Studies
  - a. Note: The original and updated BWS proposal are also posted on Curriculog. For simplicity, all of the current, revised materials for the proposal, including support letters, are uploaded into this Google Drive for our discussion.

Remaining 2018-2019 Meetings:

March 27, April 10, April 24, and May 8



**SAN JOSÉ STATE  
UNIVERSITY**

Undergraduate Studies  
April 24, 2019  
12:00 noon – 1:00 pm, ADM 144  
Agenda

1. Approval of [Minutes from March 13](#) meeting
2. [Revised Proposal](#) for the Justice Studies Department's Proposed Concentration in Legal Studies
  - a. Note: The current, revised materials for the proposal, including support letters, are uploaded into this Google Drive for our discussion.
3. Time permitting: Discuss proposed changes to BOGS

Remaining 2018-2019 Meetings:  
May 8

Canceled meetings: March 27, April 10



## Undergraduate Studies Committee Minutes

August 29, 2018

**Present:** Pat Backer (ENGR), Jang-Hyung Cho (CoB), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (COSS), Tamar Semerjian (CHaHS)

**Absent:** Bem Cayco (COS), Fred Cohen (HA),

**Guest:** Thalia Anagnos (AVP, GUP)

Start: 12:01pm

1. Introductions
2. Orientation on Review Process (Guest: Thalia Anagnos)
  - a. When reviewing programs ensure they incorporate pieces from [Chancellor's Office checklist](#)
  - b. For certificates, and programs in general, make sure you look at the curriculum and see if there is any crossover in your own disciplines. You as a group represent the campus interests so please express anything that appears to duplicate anything that might cross into your college.
  - c. Ensure that programs are aligned with [EO 1071](#) ([EO 1071 FAQ](#)) which requires a core of 51%.
  - d. Ensure the undergraduate curricular units align with Title 5 and upper division unit requirements per degree type (BA, BS)
  - e. Assessment plan is another very important thing. Look to ensure PLO's make sense and are measurable, does the assessment plan actually measure these outcomes, can the outcomes map to course outcomes, and does the plan indicate when the PLO is introduced, developed and mastered. The Mastery assessment should not all be in the senior project.
  - f. Roadmaps- Make sure there aren't lower division in GE in the final year, or upper division core in the first year. Ensure all GE are in roadmap.
  - g. Transfer roadmaps are only needed if there is an SB1440 program or Associate Degree for Transfer (ADT).
  - h. Minors need to be at least 12 units, 6 upper division and 6 lower division.
  - i. Keep your eye out for hidden prerequisites.
3. Curriculum coming this Fall
  - a. ITEP- integrated teacher prep programs. It's done nationally but being reintroduced to California.
    - i. Creative thinking for developing GE into the content while still incorporating content and credential courses.
    - ii. Attempting to get campus to allow 126 unit programs for this to ensure some of the content knowledge can remain in programs.

- iii. Provost is not on board with approving programs above 120 units, but GUP is working with her on why we may need additional units.
  - b. Recreation and Nature (joint minor)
- 4. Committee guidelines and Curriculog

Meeting Adjourned: 1:00pm



## Undergraduate Studies Committee Minutes

September 12, 2018

12-1pm, ADM 144

**Present:** Pat Backer (ENGR), Bem Cayco (COS), Jang-Hyung Cho (CoB), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (COSS), Tamar Semerjian (CHaHS) , David Yan (General Unit)

### **Absent:**

Start: 12:01pm

1. Meeting Minutes from previous meetings

**\*\*ACTION:** Approve Meeting Minutes from May 9, 2018: 2-Yes, 0-No, 6-Abstain

**\*\*ACTION:** Approve Meeting Minutes September 12, 2018 with adjustment adding guest: 6-Yes, 0-No, 3-Abstain

2. Curriculum

- a. Recreation and Nature (joint minor)

- i. Hidden Prerequisites for ENVS courses that are listed in course requirement options, ENVS 1 example is heavily used as a pre-req but is not included in the course requirements. ENVS 100W is also a pre-req for two other courses.
- ii. According to hidden pre-requisites, REC majors will have a very hard problem getting into ENVS upper division courses.
- iii. ENVS majors can not take the minor and that should be clear. If that is not the case, then they need to adjust the curriculum to allow those majors to take minor
- iv. The way it is currently set up, an ENVS major would need to be heavily advised to ensure that they can take the appropriate coursework to meet the minor requirement of 12 distinct units. Could they create a path specific to a ENVS major?
- v. Develop a "roadmap" to show how a ENVS major would go through program and how a Recreation major would go through the program.
- vi. Justification includes the difference between this program and the Park ranger minor, although they seem similar.
- vii. Do they anticipate any other students from departments would be drawn to this?
- viii. In reference to item #9, elaborate/clarify on the program learning outcomes for this minor? What do they anticipate students learning from this program?
- ix. If you are going to provide a comparison of Recreation Minor against this

new minor, you may also want to compare this with the Park Ranger or the ENVIS minor as well.

- x. The comparison alludes to their replacing current recreation minor.

**\*\*ACTION:** Report findings back to department for revisions and clarifications: 10-Yes, 0-No, 0-Abstain

b. Discontinuation of BS, Athletic Training

- i. CAATE (Accreditation agency) is no longer supporting bachelor degrees. This is a national move from the accreditation agency
- ii. There is a teach out plan in place
- iii. They have been working with community colleges regarding when continuing students can continue applying into the program.
- iv. Communication has been in place for a few years.
- v. They included meeting minutes, but there was no mention of the faculty vote or any conversation about this discussion in department. They are actually contained under the MS-AT program discussion.
- vi. They have selected specific course to stay on books that will support other majors and/or masters program, and have been discontinuing courses that will not continue.
- vii. Ensure our letter expresses the communication that has been occurring within department or ask department to clarify statement that they have been communicating the closure in catalog and to community colleges and website.

**\*\*ACTION:** Approve the discontinuation of BS- Athletic Training, with clarification in memo regarding communication: 10-Yes, 0-No, 0-Abstain

Meeting Adjourned: 12:46pm





## Undergraduate Studies Committee Minutes

September 26, 2018

12-1pm, ADM 144

**Present:** Pat Backer (ENGR), Jang-Hyung Cho (CoB), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (COSS), Tamar Semerjian (CHaHS) , David Yan (General Unit)

**Absent:** Bem Cayco (COS),

Start: 12:04pm

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from September 12, 2018 with correction to members name: 8-Yes, 0-No, 0-Abstain

2. Curriculum

- a. Degree Name Change: Mexican American Studies

- i. Missing proposal memo justifying reason for degree name change.
- ii. Will reject request and have originator resubmit with proposal memo outlining reasoning.

**\*\*ACTION:** Approve rejecting proposal due to lack of proposal memo justifying change: 8-Yes, 0-No, 0-Abstain

3. Other Business

Meeting Adjourned: 12:18 pm

## Undergraduate Studies Committee Minutes

October 10, 2018

12-1pm, ADM 144

**Present:** Bem Cayco (COS), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (COSS), Tamar Semerjian (CHaHS) , David Yan (General Unit)

**Absent:** Pat Backer (ENGR), Jang-Hyung Cho (CoB)

**Guest:** Patty Swanson, chair of the Teacher Education department (TED) & Susan Verducci, faculty member Liberal Studies

Start: 12:03 PM

1. Approve Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from September 26, 2018

6- Yes, 0-No, 0-Abstain

2. Curriculum

- **Revised proposal to elevate an Art History concentration into a BA program**

Background:

- Two rounds of revision, has been back and forth.
- They need to be in compliance with CSU Executive Order 1071, so they are elevating a concentration into a major.
- Q: Are they looking to have this BA program accredited? Did the Art department submit a plan approval for the BA program?
- If you only have 20 students how can they offer all these classes, are the classes in rotation?
  - Classes that are in PLO should be offered regularly
- Why are they not being assessed on the courses that are required?
- General question: where in EO 1071 does it say 51%?
  - Found in 3.2 of EO 1071 which says a concentration, “must constitute less than one half of the units required in the major program”

Comments from the past

- We asked them to move info from a separate memo to a single document, which was addressed

There were overlap with PLO and UGGS and we need more precision

- Didn't really change it or provide more justification, they just removed one X from the chart

I,D,M list

- Identified courses that they will be using
  - Are these courses highlighted as required or recommended? There are a lot of options that the students can take.

**\*\* Action\*\*** Approving with conditional edits to be reviewed by Maria

Motion passes Unanimously

**Guest came in:** Patty Swanson, chair of the Teacher Education department (TED) & Susan Verducci, the faculty member with Liberal Studies

- The reason the proposals are being brought forward now is because of the need for teachers and new legislation. Collaboration has been going on for 1-2 years. For the teacher shortage, it is better that students use 4 years to get both BA plus a teaching credential, rather than taking 5-5.5 years; it helps them financially and is an incentive for them to want to do it. Can be done with 4 years and 2 summer sessions.
- Students would enter the Liberal Studies major, and in their junior year they join this program, with the appropriate GPA and knowing that this program will be rigorous.
- AMS 139 is a new multicultural, credential course that has been approved.
- The program includes field study in each semester, such as through 1 unit courses, listed in the roadmap. They have created certain classes that combine all 4 arts (e.g., music, dance). Q - In developing these sources, have you reached out to the music department? No, but they can be modified and they can collaborate.
- Liberal Studies is maintaining its undergraduate "Preparation for Teaching" program, and adding these two concentration. Students who are not able to complete this track will be able to go back to the regular program.
- Q - Don't teachers get higher pay if they also have a master's? If they want to come back and get their masters they can, we are working on other possible pathways if they choose to do it for MA rather than BA. We want ITEP students to come back and get their MA once they have some experience, to specialize.
- Q: Does History know the classes they need to offer during the Summer? Yes.
- Q: Have you put in advising support? Two people (Susan and one other) are working closely in advising.
- Q: In the list of faculty, the balance of tenure track vs lecture, there is lots of reliance on lecturers? Those instructors tend to be teaching GE's, and in other departments. They have 3 tenure-line faculty.

Notes after guest left

- Proposal addressed most things on UGS checklist
- They did not mention the bilingual part; how many courses are being offered in Spanish language? Is there an assessment done with the Spanish language, are they learning Spanish along the way? For SPAN 101A, when are they doing the 4 semesters of Spanish for the prerequisites (hidden prerequisites)? Need to add these classes in the roadmap.

Are the students already fluent, what about students who are not fluent and are interested in this program, where would those classes fill into their busy schedule? On hold - we need a response pertaining to the 4 semesters of Spanish.

**\*\*Action\*\*** Maria will ask about the Spanish courses; Continue to discuss next meeting

Adjournment: 1:05 PM

## Undergraduate Studies Committee Minutes

October 24, 2018

12-1pm, ADM 144

**Present:** Bem Cayco (COS), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Tamar Semerjian (CHaHS) , David Yan (General Unit) Pat Backer (ENGR)

**Absent:** Jang-Hyung Cho (CoB), Wendy Rouse (COSS)

Start: 12:06 PM

1. Approve Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from October 10, 2018

5-Yes, 0-No, 1-Abstain

### Curriculum

- Continued review of ITEP and the BITEP
  - By email, Susan and Allison Briceno explained that students entering as Freshmen would take a Spanish placement exam and pre-reqs to Spanish 101A before their second year. Students who transfer as juniors and don't meet Spanish proficiency requirements will be directed to the ITEP program.
  - Q: Does the catalog clearly state that Spanish 101A is a prerequisite?
  - Suggestion: have additional context or steps students need to take in the catalog.

**\*\*Action\*\*** ITEP, move to approve as is

- 7-Yes, 0-No, 0-Abstain
- Roadmap: AMS 139 is listed as being offered in Spanish and "pending BOGS approval." BOGS approved AMS 139 in English, however Wendy Ng has no knowledge of this class being approved in Spanish. We need additional clarification that all classes listed as being taught in Spanish will be available.
- Q: If the classes taught in Spanish only have 4 students, how will these teaching resources be met? We need letters of support from department chairs, stating that these classes will be taught in Spanish. And, how will they manage enrollment numbers?
- Q: EDL 102, 108D & 294 are planned to be taken during the summer semester year 2-3. Support letters should indicate that these courses will be offered in the summer
- Discussion: New teachers may feel overwhelmed and unprepared. Will pushing students to get in the field faster help the problem or worsen the problem?
- EDEL 108A is listed as 2-6 units, but on the roadmap the class is listed at 3. We need consistencies with the amount of units.
- Proposal timeline -- for Fall 2019 start, the degree proposal needs to be reviewed by C&R before their last meeting of the semester.

**\*\*Action\*\*** BITEP will be put on hold; we need to see responses to these issues.

- Discontinuation Proposals: Humanities plans to discontinue 3 concentrations.

- Program Review advised Humanities that they have too many concentrations. All classes will remain the same and will still continue to be offered.
- Q: Have they submitted their catalog changes? Recommend they work with Nicole on updating the catalog.

**\*\* Action\*\*** Approved with the comment that Humanities work with Nicole to update catalog.  
7-Yes, 0-No, 0-Abstain

- Revised proposal for new Minor: Recreation and Nature
  - We had asked for clarification on hidden prerequisites for ENVS classes, the need for classes with 12 distinct units from the major, and comparisons with existing minors.
  - For the courses that have ENVS 1 or other courses as pre-reqs, they will add “or instructor consent” as a minor curriculum change.
  - Q: Are students taking distinct units from their major? They responded that all students will get advising as part of their program.
  - Q: What is the difference between BA(75 units) and BS(63 Units) when the classes are extremely similar? Seems that BS has many more math and science classes.

**\*\*Action\*\*** Approved Recreation and Nature Minor as is  
7-Yes, 0-No, 0-Abstain

Adjourned: 12: 58 PM



## Undergraduate Studies Committee Minutes

November 14, 2018

12-1pm, ADM 144

**Present:** Pat Backer (ENGR), Bem Cayco (CoS), Jang-Hyung Cho (CoB), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (CoSS), Tamar Semerjian (CHaHS),

**Absent:** David Yan (General Unit)

Start: 12:04pm

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from October 24, 2018: 8-Yes, 0-No, 1-Abstain

2. Curriculum

- a. Name Change for Minor in Mexican American Studies

- i. Issues with the fact that their requirements still have D's even though the campus has not made a decision on what they plan to do.
- ii. The proposal was submitted prior to the D issue being raised. The campus and department still need to decide how to remedy. We will note in memo that they need to take this into consideration and should ensure the catalog copy is updated appropriately.

**\*\*ACTION:** Approve name change of Minor for Mexican American studies to Chicana and Chicano Studies : 9-Yes, 0-No, 0-Abstain

- b. Liberal Studies BiTEP

- i. EDTE 260 has a hidden prerequisite of EDEL 103, therefore now having a second course needing to be taken when they could just take AMS 139 in english and obtaining the Area S.
- ii. Hidden Prerequisite of EDEL 103 if student needs to take EDTE 260. Will need to adjust to include instructor consent to allow students to be waived of this prerequisite.
- iii. Humanities/Liberal Studies Chair stated if the student doesn't take AMS 139 (spanish version) they would take EDTE 260 PLUS an Area S. Meaning the student would need to take more units and not get them in Spanish.
  1. Concerned about the students meeting writing requirements when they are using spanish as the primary language in the AMS course.
  2. AMS 139 spanish won't be offered until enough students are available to create a course section
- iv. The admissions criteria for BiTEP in catalog is still unclear about when

spanish language equivalency needs to be met. How will they ensure students are Spanish speaking ready to be successful in program.

c. Justice Studies Concentration in Legal Studies

- i. Ask for support letter from Political Science due to their offering of legal courses

**\*\*ACTION:** Approve conditional approval pending EDTE 260 prerequisites and catalog admission criteria: 8-Yes, 0-No, 0-Abstain

3. Other Business

Meeting Adjourned: 12:54 pm





## Undergraduate Studies Committee Minutes

November 28, 2018

12-1pm, ADM 144

**Present:** Pat Backer (ENGR), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Rouse (CoSS), Tamar Semerjian (CHaHS), David Yan (General Unit)

**Absent:** Bem Cayco (CoS), Jang-Hyung Cho (CoB), Fred Cohen (HA), Wendy Ng (GUP),

Start: 12:04pm

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from November 14, 2018: 5-Yes, 0-No, 1-Abstain

2. Curriculum

- a. Justice Studies Concentration Legal Studies
  - i. Working on getting support letters from Poli Sci and Philosophy
  - ii. Holding off until we get letters from program
- b. Liberal Studies BiTEP
  - i. Materials came in and made the catalog admission information,
  - ii. removed prerequisite on EDTE 260
  - iii. Sending on to C&R
- c. Minor in Sport and Social Change
  - i. Is part of the ORTU in Sports in Social Justice
  - ii. Other departments have interest in incorporating this into their major
  - iii. They are removing prerequisites for non Kin majors.
  - iv. Lots of choices for students to choose from
  - v. There maybe an issue with students actually getting a few core courses (KIN 160 and KIN 164)
  - vi. Did not request letters from GE/SJSU studies courses
  - vii. Is there a reason why they did not include Kinesiology's philosophy of sport course (KIN 161).
  - viii. Some of the course options do not seem like they fit.
  - ix. Suggest breaking up choose from list into a choose from including all the KIN choices (sport) and then a choose from that includes the outside KIN (social/societal) courses.
  - x. KIN 184 is a variable unit course, they will need to be clear it needs to be a 3-unit version.

**\*\*ACTION:** Approve conditionally with proposal changes to address course issues: 6-Yes, 0-No, 0-Abstain

- d. Minor in Black Women's Studies
  - i. Support letter from Sociology and Interdisciplinary Social Studies stated

courses are only offered every 6-8 semesters

- ii. Justification is weak, Audience is not identified. Due to required courses it is not directed towards AFAM majors.
- iii. It is not interdisciplinary as WOMS is the only course offered, again noted as only being offered every 6-8 semesters
- iv. Since WOMS course is not offered very often, shouldn't there be options to ensure students can actually complete the program.
- v. PLOs are more major related than directed towards Black Women Studies
- vi. Quite a few courses are not offered often enough to get students out in two years
- vii. Faculty Resource implications, ie being able to offer the courses in AFAM.
- viii. Faculty Expertise?

**\*\*ACTION:** Send back with comments, ask for updated/revised proposal: 6-Yes, 0-No, 0-Abstain

### 3. Other Business

Meeting Adjourned: 12:54 pm



## Undergraduate Studies Committee Minutes

January 30, 2019

12-1pm, ADM 144

**Present:** Pat Backer (ENGR), Jang-Hyung Cho (CoB), Bem Cayco (CoS), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (CoSS), Tamar Semerjian (CHaHS),

**Absent:** Fred Cohen (HA), David Yan (General Unit)

Start: 12:04pm

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from November 28, 2018: 6-Yes, 0-No, 0-Abstain

2. Curriculum

- a. Minor in Black Women's Studies

- i. Will move AFAM 152 up to core, with 9 units.
    - ii. They are offering AFAM 2A/B more often.
    - iii. Working on a letter of support from Dean's office regarding supporting department with resources for offering courses.
    - iv. A formal letter from SISS for user of courses.
    - v. A letter from COMM to use course in electives.
    - vi. The PLO's are better, but are very wordy and will be hard to measure.
    - vii. The PLO's still reflect too much like the major, and should relate more to the minor specifically and achievable for a minor to meet.
    - viii. The SLO's need work and need to show what courses are actually mapping to outcome. Reading as they are, you can determine what course is going to meet the outcome.
    - ix. Department should consider reducing major down to 15 units, 6 units in electives. This could make the minor more attractive to students with free electives. As well as add "other course in consultation with advisor" in elective area to accommodate AFAM students.
    - x. Send back to proposer for additional work on PLO's and support letters.

- b. Aerospace Engineering

- i. There are too many hidden prerequisites to courses, which also have prerequisites not included in the actual required course.
    - ii. The minor appears to target engineering students. The target audience is unknown.
    - iii. In some cases, certain engineering programs couldn't successfully get into

courses either.

- iv. The background required to be successful in this minor requires you to be an engineering major.
- v. Streamline elective offerings. Most require other AE courses and MATH course prerequisites.
- vi. There needs to be a more clearer path for non-majors to do this minor, but as it stands there are too many hurdles for a student to accomplish this unless the student already has the background to meet the prerequisites.
- vii. Motion to reject proposal to due to the numerous revisions needed around prerequisites required from all courses. We highly recommend revisiting the proposal and the required courses to create a more achievable program for non-majors.

**\*\*ACTION:** Reject Aerospace Engineering Minor: 8-Yes, 0-No, 0-Abstain

c. Minor in Science Content name change to Science Learning

- i. Lists a course subject that does not exist, ENG 10; do they mean ENGR 10 or ENGL 10
- ii. There are numerous errors regarding course subjects, most subjects do not even exist, and/or could be various existing subjects (GEO, GEOL, GEOG?)
- iii. Total units are higher than policy allows due to prerequisite.
- iv. There are courses included that are restricted to specific majors. (PHYS 50)
- v. Should this be a Science Authorization instead of a minor.
- vi. It is confusing who this is targeted to, as it says in one part teaching elementary/secondary, and another area says college.
- vii. If this is supposed to help certify, then should it be an authorization?
- viii. What's the role of the minors in SCED?
- ix. "For students who wish to earn certification in more than one middle school/high school science subject area." is a bit confusing and may need to strike this. Be more clear of who this is targeting.
- x. Clean version of catalog changes.

**\*\*ACTION:** Reject proposal, ask to revise and obtain letter of support from Teacher Ed: 8-Yes, 0-No, 0-Abstain

3. Other Business

Meeting Adjourned: 1:02pm



## Undergraduate Studies Committee Minutes

February 13, 2019

12-1pm, ADM 144

**Present:** Bem Cayco (CoS), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (CoSS), David Yan (General Unit)

**Absent:** Pat Backer (ENGR), Jang-Hyung Cho (CoB), Tamar Semerjian (CHaHS),

Guest: Nicole Mendoza

Start: 12:04pm

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from January 30, 2019: 5-Yes, 0-No, 0-Abstain

2. Curriculum

- a. Animation/Illustration Elevation

- i. Add more information about how to apply to program, direct admit or via portfolio? What's process.
- ii. On Assessment map of PLOs to courses need to use I, D, M instead of the other set up they use, and what is point of the other map just below. This will ensure the schedule can match up with the mapping matrix.
- iii. Motion to conditionally approve, with updates to assessment information.

**\*\*ACTION:** Approve Elevation of BFA Art, Animation/Illustration to Full degree: 7-Yes, 0-No, 0-Abstain

- b. BS Justice Studies, Concentration in Legal Studies

- i. Has support letter from Political Science, still missing support letter from Philosophy.
- ii. A minor in Legal Studies currently exists in the department.
- iii. This would allow a JS student the opportunity to focus in Legal studies since minor might not possible.
- iv. The listings of Area courses are similar amongst the programs, it appears to not have enough distinction between the programs.
- v. Focus the concentration courses more. Show more distinction. Maybe include courses outside of the department.
- vi. Legal studies concentration needs to develop a stronger "concentration core"
- vii. Quite a few of university electives in the early years of the program.
- viii. A Minor is strongly recommended, but how the roadmap is outlined won't allow for a minor, and students typically in this major do not have enough units to enroll in the JS 100W (which is a prerequisite to most of their upper

division courses).

- ix. In regards to roadmap, where does college international experience come into play? If it is in their 3rd year would they be able to get the course they would need to take at that time?
- x. Revise and make more distinctive

**\*\*ACTION:** Ask for revision to create more distinction between concentrations: 7-Yes, 0-No, 0-Abstain

### 3. Other Business

**\*\* ACTION ITEM:** Nicole to identify a sample of PLO mapping and schedule matrix.

Meeting Adjourned: 1:00pm



## Undergraduate Studies Committee Minutes

March 13, 2019  
12-1pm, ADM 144

**Present:** Bem Cayco (CoS), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (CoSS), Pat Backer (ENGR), Jang-Hyung Cho (CoB), Tamar Semerjian (CHaHS),

**Absent:** David Yan (General Unit)

Start: 12:03 PM

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from February 13, 2019: 6-Yes, 0-No, 2-Abstain

2. Curriculum

- a. Black Women's Studies

- i. One of the three PLOs was not necessary

1. They don't need number 3, it is implied. PLOS are now more directed to Minor, 2 PLOs are enough for a minor
2. Reduced the number of Xs in the chart

- ii. They updated and completed everything we asked

1. Reduced the number of units
2. The letter from the Dean of Social Sciences was strong and supportive
3. Course frequency issue is resolved, which helps ensure that students can complete the minor.

- iii. Item 10 change lower to core division courses

**\*\*ACTION:** Move to conditionally approve with recommendation to reduce PLOs : 7-Yes, 0-No, 0-Abstain

3. Other Business

**\*\* ACTION ITEM:** Maria will ask Nicole to identify a sample PLO mapping and schedule matrix.

Meeting Adjourned: 12:12 PM

# SJSU SAN JOSÉ STATE UNIVERSITY

## Undergraduate Studies Committee Minutes

April 24, 2019  
12-1pm, ADM 144

**Present:** Jang-Hyung Cho (CoB), Fred Cohen (HA), Cynthia Fernandez-Rios (Student), Maria Fusaro, Chair (CoEd), Wendy Ng (GUP), Wendy Rouse (CoSS), David Yan (General Unit)

**Absent:** Bem Cayco (CoS), Pat Backer (ENGR), Tamar Semerjian (CHaHS),

Guest: Nicole Mendoza

Start: 12:05pm

1. Meeting Minutes from previous meeting

**\*\*ACTION:** Approve Meeting Minutes from March 13, 2019: 7-Yes, 0-No, 0-Abstain

2. Curriculum

- a. BS Justice Studies, Concentration in Legal Studies

- i. Revised materials submitted
- ii. Letter of support from Philosophy was submitted per request.
- iii. Philosophy suggested a few courses to be included, which they did to their area electives.
- iv. They added one more course to the concentration to meet the distinct issue.
- v. They still don't look distinct enough from base degree. In other words a BS Justice Studies major could select courses that would qualify as the legal studies concentration.
- vi. The concentrations need to be more distinct from each other as opposed to being distinct from base degree.
- vii. States that Records Clearance Project is required by only the legal studies concentration, but it is noted as a core course.
- viii. There are still too many options that aren't distinct in the "areas" portion between the concentrations.
- ix. Area C and D between concentrations are too similar. They should be redesigned to not have so much overlap.
- x. Roadmap issue about University Electives in year 1 and 2, which doesn't allow for a minor to be taken in the final years.
- xi. Department should get together to streamline their base degree and concentrations.

Meeting Adjourned: 1:05pm