

Program Planning Committee  
End-of-Academic-Year Report  
June 2020

The Program Planning Committee had an extremely productive year. We completed 10 Letters to the Provost for the following programs: Kinesiology, Chemistry, Geology, Computer Engineering, English, Political Science, Biomedical Engineering, General Engineering, Civil Engineering, and Industrial Engineering. The Committee granted extensions to Environmental Studies, Sociology and Interdisciplinary Social Sciences, Biological Sciences, Humanities, and Art & Art History. The Committee vote me as Chair again next year, so we will finish the College of Engineering programs and start on the programs due in 2020/2021.

Sincerely,  
Mary Lynn Wilson  
Chair, Program Planning

## Program Planning Committee Agenda

Friday, September 6, 2019  
Noon-2:00, CLK 412

- I. Call to Order & [Introductions](#)
- II. Communication Studies Extension
- III. Assign Teams for Fall Semester Programs
- IV. Senate Committees' Referrals
  - A. [C & R Policy](#): S08-3, Policy Recommendation, Incorporating Accessibility into the Curriculum Review Process
  - B. [O & G Policy](#): Amendment A to University Policy F15-13 Updating the Board of General Studies Membership, Charge, and Responsibilities
- V. Training
- VI. Adjournment

## Program Planning Committee Minutes

Friday, September 6, 2019  
Noon-2:00, CLK 412

**Present:** Mary Wilson (chair, Social Science - History), Deepika Goyal (Health and Human Sciences), David Yan (Education), Chao Vang (Institutional Research), Chris Tseng (EXO, Assessment), Debra Caires (Science), Colton Saylor (Humanities & Arts), Chunhui Peng (Humanities & Arts), Monica Gavino (Business), Joel Busch (Business), Thalia Anagnos (Undergraduate Education), Pei-Tzu Tsai (Education)

**Guest:** Sarah Schraeder (Recording)

**I. Call to Order & Introductions.** Mary Wilson called the meeting to order at 12:06 p.m. Shared introductions. Thalia Anagnos shared that Marc D'Alarcao should attend this meeting.

**II. Communication Studies Extension.** The committee members reviewed the request for an extension to the Communication Studies Program Plan submission. Thalia Anagnos shared that because people are on sabbatical this semester and they have a temporary chair and it is a reasonable request considering the situation in their department. Busch concurs with this because not having a permanent chair would make putting together a program plan very difficult. Caires asked if there were a lot of retirements in the department. Anagnos shared that the chair became a director, it is a big department. The committee unanimously to approve the commendation and the extension request passes. The committee members review the program plan, which can range from 25-400 pages depending on attachments. The subcommittees will look at sections of the proposals.

**III. Assign Teams for Fall Semester Programs.** Two programs are coming up for review so far this semester: English and Computer Engineering. In previous years, subcommittees were formed to draft a letter to the provost. If you are in the same college as the program, you should volunteer for another college to review.

Thalia reviewed that every program has to complete a program plan as guided by SJSU and systemwide policies. SJSU just moved from a 5-year to a 7 year cycle. The program writes a self-study -

appropriate part of the review process. Monica Gavino shared that this is compliance focused and awareness. The key thing we need to do is explain the how and why and wonders if this is not really the fix. Thalia Anagnos says that this is one of many different discussion items. There could be some language in the guidelines about the why and how to comply. David's department is very much using the accessible syllabus template, but what is the scope of accessibility - everything. Everything that is public facing has to be compliant. Shoulis

II. Approval of

Accounting and Finance), Krissy Connell (Education - Child and Adolescent Development), Sarah Schraeder (Recording)

**Excused:** Chunhui Peng (Humanities & Arts)

**I.Call to Order.** Mary Wilson called the meeting to order at 12:03 p.m.

**II.Approval of Minutes of September 6, 2019.** After discussion and review, seven members voted to approve the minutes with a minor correction. There were two abstentions: Artem Meshcheryakov as a new member and Thalia Anagnos.

**III.Environmental Studies Second Extension.** Requesting a second extension due to another hire. Faculty focused on new hire. Requesting program plan by June 30, 2019. That is quite late. After discussion, the committee decided unanimously to grant an extension for May 1, 2019.

**IV.Kinesiology Letter to Provost.** This was a carry over ite



A.

B. [Medical Product Development Management](#): Colton

VII. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 2/7, 3/6, 4/3, 5/1

## Program Planning Committee Minutes

Friday, December 6, 2019

Noon-2:00, CLK 412

**Present:** Mary Wilson (chair, Social Science - History), Thalia Anagnos (Undergraduate Education), Joel Busch (Business), Debra Caires (Science), Krissy Connell (Education - Child and Adolescent Development), Monica Gavino (Business), Jeffrey Honda (Graduate Studies), Silke Higgins (University Library), Artem Meshcheryakov (Business - Accounting and Finance), Chunhui Peng (Humanities & Arts), Pei-Tzu Tsai (Education), Chris Tseng (EXO, Assessment), Sarah Schraeder (Recording, non-voting), David Yan (Engineering)

**Excused:** Deepika Goyal (Health and Human Sciences), Young Park (Engineering), Colton Saylor (Humanities & Arts), Chao Vang (Institutional Research), Ann Agee (University Library)

**I.Call to Order.** Mary Wilson called the meeting to order at 12:00 p.m.

**II.Review of the Minutes.** The committee reviewed the minutes of November 1, 2019 and K. Connell moved, D. Caires seconded, and the committee voted unanimously to approve the minutes.

**III.Review [English](#) Letter to the Provost.** Thalia Anagnos and Chris Tseng shared how there has been some miscommunication and confusion about how the Board of General Studies (BOGS) should be sharing feedback about each program plan this committee reviews. The information is supposed to be shared between BOGS and Program Plan through the Assessment Director. BOGS chair discussed that they thought that feedback only needed to be shared when BOGS felt there were issues. The issue is that the Program Planning committee has already reviewed and sent an action plan letter for Anthropology and Kinesiology. Once BOGS sends feedback, an addendum will be sent from the Program Planning Committee.

The committee reviewed and discussed the draft letter.

A. Certificate in Professional Technical Writing is a basic certificate. They have people that want to take courses through the Open University (OU) but the University has a policy that you cannot offer basic certificates through OU.

B. The General Education review will be submitted by BOGS later through an addendum. A note has been added to the letter.

The committee unanimously approved the program plan draft letter to the Provost for English, pending minor revisions (12-0-0).



IV. **Review of [Political Science Letter to the Provost](#).** The committee reviewed and discussed the draft letter.

V.**Discussion of [SISS Program Planning Extension Request](#).** The committee reviewed and discussed the request to extend the program plan for Department of Sociology and Social Sciences until Spring 2021.

Request a milestone updated on the status of developing their program plan in the September 1, 2020. Submit self-study no later than March 1, 2021. Votes to approve (11-0-0)

VI. **Assign teams for next meeting**

A. **General Engineering.** Silke Higgins, Ann Agee, Colton, Deepika

B. **Civil Engineering.** Joel Busch, Krissy Connell, Chunhui Peng

C. **Industrial Engineering.** Debra Caires, Monica Gavino, Artem Meshcheryakov

VII.**Adjournment.** The meeting adjourned at 2:00 p.m.

**Upcoming 2019-2020 Meetings:**

Spring 2020: 2/7, 3/6, 4/3, 5/1

## **Program Planning Committee Agenda**

Friday, February 7, 2020  
Noon-2:00, CLK 412

I.Call to Order

A. Welcome 3 New Committee Members: Dr. Erin Woodhead, Associate Professor, Department of Psychology; Dr. Abraham Wolcott, Assistant Professor, Department of Chemistry; Dr. Lilian Zheng, Director of Institutional Research.

II.Review of the [Minutes from December 6, 2019](#)

III.Review of [Political Science](#) Letter to the Provost

IV.Review of [Biomedical Engineering](#) Letter to the Provost

V.Assign teams for next meeting

. [Aerospace Engineering](#)

A. [Electrical Engineering](#)

B. [Mechanical Engineering](#)

VI.Adjournment

**Upcoming 2019-2020 Meetings:**  
2020:

**VI.Adjournment.** The meeting adjourned at 2:00 p.m.

**Upcoming 2019-2020 Meetings:**

Spring 2020: 3/6, 4/3, 5/1

## **Program Planning Committee Agenda**

Friday, March 6, 2020

Noon-2:00, CLK 412

I.Call to Order

II.Approved Minutes of February 6, 2020

III.Discussion of Biological Sciences request for an extension

IV.Committee on Committees

V.Discussion of Biomedical Engineering Letter to the Provost

VI.Discussion of General Engineering Letter to the Provost

VII.Extra Program Plan Meetings for Spring 2020

VIII.Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 4/3, 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## **Program Planning Committee Minutes**

Friday, March 6, 2020

Noon-2:00, CLK 412

**Present:** Joel Busch, Krissy Connell, Pei-Tzu Tsai, David Yan, Monica Gavino, Debra Caires, Erin Woodhead, Ann Agee, Colton Saylor, Mary Lynn Wilson (Chair and Minutes), Jeff Honda (60 minutes), Deepika Goyal (60 minutes), Chris Tseng (30 minutes), Krissy Connell.

**Absent:** Thalia Anagnos, Sarah Schraeder, Young Park, Chunhui Peng, Artem Meshcheryakov, Abraham Wolcott, Silke Higgins, and Lilian Zheng.

**I.Call to Order.** Mary Wilson called the meeting to order at 12:05 p.m.

A.



**IV.Request for Extension for Humanities.** The committee discussed the proposal for an extension to December 20, 2020. Approved (17-0-0).

**V.Approval of Future Requests for Extension.** The committee approved that the committee chair grant extension for programs with spring 2020 program plans due to extend to fall 2020, as requested (16-0-1).

**VI.Extra Meeting on April 24, 2020.** Discussed adding a 1 hour meeting on April 24, 2020 from noon to 1 p.m. Committee will decide if May 1, 2020 is necessary on April 24. (16-0-1).

**VII.Review of Biomedical Engineering Letter to the Provost.** The committee reviewed and discussed the draft Biomedical Engineering Letter to the Provost. The committee approved the Biomedical Engineering Letter to the Provost (16-0-1).

**VIII.Discussion of General Engineering Letter to the Provost.** The committee reviewed and discussed the draft General Engineering Letter to the Provost. The committee approved the General Engineering Letter to the Provost (17-0-0).

**IX.Discussion of Civil Engineering Letter to the Provost.** Deferred to the next meeting on April 24, 2020.

**X.For the May 1, 2020 Meeting:**

- . Industrial Engineering - Debra Caires, Monica Gavino, Artem Meshcheryakov
- A. Electrical Engineering - Erin Woodhead, Pei-Tzu, Abraham Wolcott, David Yan

**XI.Adjournment.** The meeting adjourned at 1:54 p.m.

**Upcoming 2019-2020 Meetings:**

2020: 4/24, 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## **Program Planning Committee Agenda**

Friday, April 10, 2020

Noon-2:00, Via Zoom

I.Call to Order

II.Approved Minutes of April 10, 2020

III.Update Committee on Requested Extensions

- A. Environmental Studies
- B. Art & Art History

IV. Letter for Civil Engineering

V. Letter for Industrial Studies (if time allows)

VI. For the next meeting:

- . Electrical Engineering - Erin, Pei-Tzu, Abe, David

VII. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## Program Planning Committee Minutes

. Electrical Engineering - Erin Woodhead, Pei-Tzu, Abraham Wolcott, David Yan

**VII.Adjournment.** The meeting adjourned at 1:00 p.m.

**Upcoming 2019-2020 Meetings:**

2020: 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

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[University Policy S17-11](#)

## Program Planning Committee Agenda

Friday, May 1, 2020

Noon-2:00, Via [Zoom](#)

Zoom Password: 195357

I.Call to Order

II.Approved [Minutes of April 24, 2020](#)

III.Election of 2020-2021 Chair

IV.Holding Virtual Site Visits in Fall 2020

V.Letter for Industrial Engineering

VI.Letter for Electrical Engineering

VII.Adjournment

Minutes for May 1, 2020 will be taken [here](#).

**Upcoming 2019-2020 Meetings:**

2020: none

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## Program Planning Committee Minutes

Friday, May 1, 2020



Noon-2:00, Via Zoom

**Present:** Thalia Anagnos (only from 12:00-1:00 p.m.), Joel Busch (only from 1:00-2:00 p.m.), Krissy Connell (left early), Debra Caires, Monica Gavino (only from 1:00-2:00 p.m.), Jeffrey Honda, Artem Meshcheryakov (only from 1:00-2:00 p.m.), Chunhui Peng, Silke Higgins, Colton Saylor, Sarah Schraeder (recording, non-voting), Chris Tseng, Pei-Tzu Tsai, Mary Lynn Wilson (Chair), Abraham Wolcott, Erin Woodhead, David Yan, and Lilian Zheng (left early) (16-17; 15-16 voting)

**Absent:** Ann Agee, Deepika Goyal, and Young Park.

**I.Call to Order.** Mary Wilson called the meeting to order at 12:02 p.m.

**II.Approved [Minutes of April 24, 2020](#) (#8).** Debra Caires motioned, Colton Saylor seconded, and the committee approved the minutes from April 4, 2020 (15-0-1).

**III.Election of 2020-2021 Chair.** Debra Caires motioned, Abe Wolcott, and the committee voted to approve Mary Wilson as chair of the Program Planning Committee for AY 2020-2021 (15-0-1).

**IV.Discussion of Virtual On-Site Visits.** Thalia Anagnos shared the uncertainty of the Shelter in Place Orders for Fall 2020. Since scheduling on-site visits for fall 2020 is risky because the visits might need to be cancelled, the committee was asked to consider allowing on-site visits to be held virtually. The committee wondered about whether the Zoom meetings will be recorded and the requirements for privacy of the external reviewer. Thalia Anagnos motioned, Jeffrey Honda seconded, and the committee voted to recommend that for that fall 2020 any site visits for program review planning may be completed virtually (15-0-1).

**V.Letter for Industrial Engineering.** Request updated RDE report from Lilian Zheng regarding RDE questions by Artem. The committee reviewed and discussed the draft Industrial Engineering Letter to the Provost. The committee approved the Industrial Engineering Letter to the Provost (14-0-0).

**VI.Letter for Electrical Engineering.** The committee will request an update on the student preparation for upper division courses before the Action Plan meeting. The committee reviewed and discussed the draft Electrical Engineering Letter to the Provost. The committee will finalize the review of the letter electronically before the end of the semester.

**VII.Adjournment.** The meeting adjourned at 2:00 p.m.

**Upcoming 2019-2020 Meetings:**

2020: none

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)