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## **Curriculum & Research**

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# **Curriculum & Research Agenda**

Monday, August 31, 2015

2pm-4pm, SH331

1. Approval of previous minutes (8/24/15)
2. Challenge Exam Policy
  - a. Draft of Policy, EO1036, Residency Requirements
3. Internships and Service Learning Agreement
  - a. Draft Policy, EO 1064, University-Organizations Agreement, Issues/Concerns from previous meetings
  - b. Guests: Tabitha Hart, Michael Fallon, Steve Branz  
Outline of Presentation  
Time Certain: 2:30pm
4. Minor Policy
  - a.

## **Curriculum & Research**

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- e. All UOA approved sites will be housed in a CSU Database called S4. The S4 site (called SJS4 for San Jose State) will be used by faculty and students to identify appropriate learning sites and assign/place a service site for a student.
  - i. The timeline for approval seems like it will take all semester, how will a student (looking for credit) access a site if it is still sitting as pending with purchasing throughout the semester? The hope is that the student will develop the internship relationship the semester before so that it has the time to be processed by purchasing in time. Is this a realistic timeline?
- f. Information from IFAC meetings does not seem to be making it back to the departments which is creating concerns around this process. It sounds like issues are being addressed but the resolves are not being brought back to the departments to update them.
- g. UOA should clarify a few points regarding SJSU sign off. Are they looking for sign off from an "Official"
- h. Gather information from pilot group about how effective the S4 is. Specific Information ~~on S4~~ should be collected from Business, CASA, and Engine





**Curriculum & Research**  
**Meeting Minutes**

Monday, September 21, 2015  
2pm-4pm, SH 331

**Present:** Thalia Anagnos, Peter Buzanski, Damian Bacich, Craig Clements, Scott Heil, Ravisha Mathur, Toby Matoush, Josh Romero, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

**Absent:** Pat Baker, Stephanie Coopman

**Start:** 2:00pm

1. Approval of previous minutes (8/31/15)

**\*\*ACTION-** Approved Meeting Minutes from August 31, 2015: **6-Yes, 0-No- 3-Abstain**

2. Updates

- a. More items on C&R agenda
  - i. GE Guidelines developing a pathway approach and incorporating changes requested by WASC.
- b. Developing a google spreadsheet to track all the various discussions on referrals. This way we can check status for our colleagues if requested.

3. Challenge By Exam Policy

- a. First reading occurred last week.
- b. Feedback we received will be valuable in developing and clarifying the policy.
  - i. What do you want in the policy regarding these exams and meeting GE requirements?
  - ii. Should the policy allow for students to challenge exams for courses that meet multiple GE requirements (e.g., AAS 033A)?
    1. Course/Challenge should meet and require students to meet all the requirements that are expected of a student in the course.
    2. Students are not included in FTEs so they are not reflected in program numbers.
  - iii. Committee has done their due diligence regarding developing a policy that addresses fees, administration (tracking, enrollment, grade distribution), identifying what courses, and amount available to take.
  - iv. We might want to soften language around cross-listed courses, and include that the home department consults with other cross-listed departments and include those that are approved will list together (i.e. HIST/POLS 15A: HIST offers exam, POLS doesn't. Only HIST 15A will list). GUP should develop a form with sign off and/or documents of support/review by each cross-listed department.
  - v. Testing office will determine costs of administering the exam and propose fee to the course fee advisory committee.

**\*\*Action Items:** GUP will develop a form for departments to outline their approved CBE courses, and include a space for addipcom M ocums CBE cross-losted cours .

**\*\*ACTION-** Approve moving the adjusted Credit By Examination policy update to senate: **9-Yes, 0-No- 0-Abstain**

4. Internship and Service Learning Policy

- a. Chancellor's Office Executive Order 1064, applies to all internships credit or otherwise (degree requirement).
- b. It is unclear how the student Individualized Learning Plan (ILP) goals are connected back to course learning outcomes and goals. While it might be individualized the student should be able to align the goals with the course learning outcomes. If Internship is a program requirement and not necessarily a course, then the ILP goals should link to the program outcomes.
- c. Adding language to the UOA that outlines specific minimums for a site to have in order for students to be able to place there.
- d. Add resolution around: Student and faculty will develop an Individualized Learning Plan that connects course and/or program learning outcomes to the learning goals at the chosen Internship/SL site.

**\*\*Action Items:** Continue to hold discussions in College for feedback. Will also get more information from Bethany Shifflet regarding her students going out with UOAs.

5. Program Planning Policy

- a. One major change is that most changes that PPC wants to make will be made by them and not have to obtain approval from C&R (as current policy requires).
- b. What is considered a 'minor change' to guidelines?
- c. What happens to the oversight that C&R can currently provide with the guidelines?
- d. Provides more credence to adjustments when not only approved by the committee (PPC) but their (C&R) overarching committee as well.
- e. This committee wants to keep the focus on shared governance in the guidelines.
- f. Request clarification on the addition of the RSCA activities.
- g. There is an adjustment to look at RSCA activities but what about service activities to the University?
- h. How will these concepts tie to the new RTP guidelines, how is it connected to RSCA, what does the level of meeting these requirements mean to the overall assessment process (benchmarks, metrics, etc), and departments who aren't just doing research?
- i. How will departments systematically review their RSCA?
- j. We will revisit this at next meeting, as some items have changed per recommendations from WASC.

Adjourned 4:00pm

## Curriculum & Research



department. However, she is not tracking whether or not she ends up duplicating sites and agreements.

- b. What are the consequences for not following policy? If we don't have anything than no one will align with the policy.
- c. Implementation and training will be developed and overseen by GUP.
- d. All programs shall be compliant with policy by Fall 17. Policy is effective Fall 16.
- e. Motion to vote on a motion to move forward: 6 Yes, 1 No, 1 Abstain

**\*\*ACTION-** Approve Internship Resolution going forward for a first senate reading: **9-Yes, 1-No-0-Abstain**

5. Program Planning Policy and Guidelines Feedback

- a. Reviewed comments from the last meeting regarding the policy (keep C&R review to foster shared governance).
- b. RSCA does allow us to see what our faculty are engaged in outside of the classroom.
- c. There should be a give and take on the areas included in the plan, i.e. you want to add a section on RSCA, then another area from plan should be removed in order to keep the length of content contained at a reasonable page limit.
- d. RSCA is different for all departments depending on their field of study. Committee discussed advantages and disadvantages for including this aspect as a goal.
- e. The narrative page limit should stay at 25.

6. Minor policy

- a. Set-up a subcommittee to get started on the policy recommendation. Pat and Scott volunteered to serve on the subcommittee with Ravisha.

Adjourned 4:00pm

# Curriculum & Research Agenda

Monday, October 19, 2015  
2pm-4pm, SH331

1. Approval of previous minutes (9/28/15)
2. Updates
  - Credit-by-Exam, Challenge Exams
  - Internship & Service Learning Policy Recommendation
3. MS, Biological Science Concentration Name Change, Department of Biological Sciences
4. MA Degree title change, Department of Child and Adolescent Department
5. Name change, Department of Geology
6. Department name change, Department of Management Information Systems
7. Review of Minor Policy Subcommittee Meeting
8. Question from Program Planning  
Memo to PP Chair  
From Brandon White, Chair of Program Planning  
"What is the role of program planning at SJSU?"
9. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills  
Referral, Potential Draft Policy, Previous options  
*Note:* Referral was the potential draft policy  
Items to Consider:
  - Critical stakeholders to consult





until the 5 year program review cycle. It was discussed this process needs to be adjusted.

- b. The program planning process now incorporates an Action Plan Meeting in which a list of priorities for the department to work on in the next 5 years is developed.
4. Name Change for MS Biological Sciences Concentration to Ecology and Evolution
- a. They had provided a previous proposal to C&R in AY 13/14 and the committee at the time wanted to see courses that reflected the title of Ecology to align with the change in CIP Code that will be required.
  - b. Two issues, do they align with the CIP code for ecology, and that they are not in alignment with new concentration policy (not enough shared core units).
  - c. Why do they not want to include courses that include evolution and ecology as part of their core?
  - d. How is the title representative in course work and concentration requirements?
  - e. Committee is ok with name change, however they would like the concentrations to align per the policy.
  - f. The intent of C&R discussion on concentration policy was that 30% core courses were common across concentrations.

**\*\*ACTION-** Send feedback to the department requesting alignment with university policy on concentrations.



# Curriculum & Research Agenda





## Curriculum & Research

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- a. Too many resolves, we should reduce the number and make sure that the items are essential resolves
- b. Practicum needs to be included, but not clinical practica.
- c. We should adjust the resolve on changes to the UOA including faculty input/consultation as changes should not be made by Contracts and Purchasing. Thalia will work on cleaning up the language in this resolve.
- d. Deans had concerns around insurance, whether companies will be willing to sign these agreements, and what happens while these agreements are in pending status.
- e. MS Accounting has the biggest concern in College of Business. Mostly due to the fact that the major businesses they work with are not responding in approving the UOA and since it is a legal document it could be getting lost in the large corporation legal departments.
- f. Insurance Rider, process less onerous, can programs be exempt on the campus level?

Adjourned 4:00pm



# Curriculum & Research Agenda

Monday, November 16, 2015

2pm-4pm, **SH449 (note room change for this meeting)**

1. Approval of previous minutes (11/16/15).

## Curriculum

2. Name change from Creative Arts to Creativity Studies

Time Certain 2:05pm: Shannon Rose Riley, Chair, Department of Humanities

## Policy

3. Review of AS1585- feedback to O&G

4. Minor Draft Policy

5. Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills  
Policy Draft

Time Certain 3:00pm: Cindy Marota, Director, Accessible Education Center

6. Program Planning

Current Revision of Policy

Time Certain 3:40pm: Brandon White, Chair of Program Planning

Organized, Research, and Training Unit

7. Center for Organizational Resilience



- c. American Institution specific courses should not be approved by BOGS, maybe a sub committee, as BOGS members do not have the discipline experience to review.
  - d. Has been looked at by BOGS all these years due to D2 and D3 usually being included with course.
  - e. There is a committee that looks at GVAR (the WRC), why not AI.
  - f. It is best to include AI as part of the structure instead of developing brand new structures to help with process.
  - g. Feedback was sent to the O&G chair.
5. B4 Substitution for Disabled students (Cindy Marota)
- a. Referral is requesting course substitution NOT a waiver for quantitative reasoning.
  - b. Dyscalculia is a specific disability related to math reasoning.
  - c. AEC works with students who choose fields that require math and find alternate routes for them to take that would be more successful.
  - d. They do not feel students should be exempt from requirement, but be able to find an alternative to allow them an equal playing field to prove their skillset.
  - e. The process that used to be in place for students was inconsistent and was not a policy. This would put a policy in place to ensure that students who need accommodations at give
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# Curriculum & Research Agenda

Monday, February 1, 2016  
2pm-4pm, SH 331

1. Approval of previous minutes (11/16/15).
2. Updates

## Organized, Research, and Training Units

3. Center for Organizational Resilience
4. Center for Service Systems Engineering and Innovation  
Time Certain 2:30pm: Dr. Louis Freund, Dr. Ayca Erdogan

## Policy

5. Minor Policy Draft
6. PE Waiver Policy Draft
7. Certificates discussion (review of two policies)

**Curriculum & Research**  
**Meeting Minutes**

Monday, February 1, 2016  
2pm-4pm, SH 331

**Present:** Thalia Anagnos, Damian Bacich, Peter Buzanski, Craig Clements, Scott Heil, Ravisha Mathur, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

**Absent:** Pat Backer, Toby Matoush

**Guests:** Dr. Louis Freund (ISE), Dr. Ayca Erdogan (ISE)

**Start:** 2:05pm

1. Approval of previous minutes (11/16/15)

**\*\*ACTION-** Approved Meeting Minutes from November 16, 2015: **7-Yes, 0-No- 0-Abstain**

2. Updates

- a. The MIS name change was approved.
- b. The Creativity Studies name change was approved on campus, but rejected at Chancellor's office. They will have to resubmit as a new degree program if they want to offer their degree as Creativity Studies.

3. Organized, Research, and Training Units

- a. Center for Organizational Resilience
  - i. The proposal seemed light on where they would get funding. Proposal is loose about what type of foundation and grants they would pursue.
  - ii. The committee discussed the associate ORTU Cybersecurity which is not doing too much right now. This ORTU proposal will focus more on the business aspects of cybersecurity.
  - iii. The seed money is from Tower foundation. Some were concerned about additional funding resources and sustainability long term.
  - iv. The committee discussed how ORTUs have different purposes and how some may be shorter-term or have varying goals that explain how they T

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**Curriculum & Research  
Agenda**

Monday, February 15, 2016  
2pm-4pm, SH 331

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- 4) Minor Policy (AS 1597)
  - a) Committee reviewed current proposal. Language should be parallel to the major. The minor shows on the transcript and one minor goes on the diploma.
  - b) Should we eliminate prep for the minor as counting as units for the major? Prerequisites will need to be counted for the minor. We will include the phrase, "Prerequisite courses will be counted in the unit count and/or statement of proficiency should be included in the minor."
  - c) We will note only one minor can be on the diploma.
  - d) Percentages can be challenging to interpret. Instead we will use the phrase, "For any minor with required units between 12-18, 3 units must be taken at SJSU, minors with required units between 19-24 units, 6 units must be taken at SJSU."
  - e) We will hold off on additional discussion until our next meeting.
- 5) PE exemption Policy Amendment to S14-11.
  - a) For the next meeting, look at language for compliance. Make sure resolveds are consistent with past policies.
  - b) Confirm that we want the exemptions to be reviewed through the Program Planning Committee.
- 6) Certificate Policy: Break off in sub- workgroup for additional discussion. Need to discuss brief overview in next meeting. Workgroup members: Pat, Scott, Ravisha, Pam (will ask her)
- 7) Math B4 Substitution Policy: Break off in sub- workgroup for additional discussion. Need to discuss brief overview in next meeting. Workgroup members: Thalia, Craig, Wynn (will ask her)
- 8) Next meeting, we will adjourn at 3:45pm in order to attend Presidential Reception.

Adjourned 4:00pm



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- a. Are there these types of accommodations for students other disabilities (eg. dyslexia)?
  - b. Only covers a small percentage of SJSU students.
- 7. Policy Referrals for the year
  - a. Internship policy was reviewed with a group of stakeholders this morning, will now be shared with a larger group of stakeholders before coming back to C&R
  - b. Diversity Policy referral?
  - c. Still have not heard back from Brandon White on PPC guidelines and policy update.

Adjourned 3:47pm to attend Incoming President Reception

# Curriculum & Research Agenda

Monday, March 14, 2016  
2pm-4pm, SH 331

1. Approval of previous minutes (2/22/16).

2. Updates/Discussion Items

Review of Senate Meeting Policy Items  
April 18th C&R meeting

## Curriculum

3. New Program: Project EPICS, Graduate Distance Education Program (Special Sessions),  
*Time Certain 2:05pm:* June McCullough, Professor, Department of Communicative Disorders & Sciences

4. New Concentration: MS, Nursing, Family Nurse Practitioner Concentration

*Time Certain 2:30pm:* Ruth Rosenblum, Assistant Professor, DNP Program Coordinator, Valley Foundation School of Nursing

5. New Concentration: MS, Justice Studies Concentration in Global Criminology, Law and Justice

*Time Certain 3:00pm:* James Lee, Chair Department of Justice Studies

## Policy

6. Draft Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills  
Policy Draft

7. Certificate Policy

Discussion questions from the working group  
Merged Certificate Draft

8. Amendment to PE Exemptions Policy

PE Policy Draft, Questions from Senate

9. Amendment to F13-2: Technology Intensive, Hybrid and Online Courses and Programs  
F13-2, Referral





# Curriculum & Research Agenda

Monday, March 21, 2016  
2pm-4pm, SH 331

1. Approval of previous minutes (3/14/16).
2. Updates/Discussion Items
  - Review of Senate Meeting Policy Items
  - Amendment to PE Exemptions Policy (questions)
  - April 18th C&R meeting

## Curriculum

3. New Program: Project EPICS, Graduate Distance Education Program (Special Sessions)-  
Revision

## Policy

4. Draft Policy Recommendation: Restoring Options for Students with Quantitative Reasoning  
Disabilities Affecting Math Skills  
Policy Draft
5. Certificate Policy  
Discussion questions from the working group  
Merged Certificate Draft
6. Amendment to F13-2: Technology Intensive, Hybrid and Online Courses and Programs  
F13-2, Referral
7. Internship, Service Learning, and Off-Campus Learning Experiences  
Policy Draft



**Curriculum & Research**  
**Meeting Minutes**

Monday, March 21, 2016  
2pm-4pm, SH 331

**Present:** Thalia Anagnos, Damian Bacich, Craig Clements, Scott Heil, Ravisha Mathur, Toby Matoush, Winifred Schultz-Krohn, Robert Sibley, Pam Stacks

**Absent:** Patricia Backer, Peter Buzanski, Nadim Sarras

**Guests:** Nicole Loeser

**Start:** 2:05pm

1. Approval of previous minutes (3-14-16)  
**\*\*ACTION-** Approved Meeting Minutes from March 14, 2016: **7-Yes, 0-No- 1-Abstain**
2. Updates
  - a. Discussion of PE Exemption for SB1440/TMC first reading at the Senate.
    - i. Not as urgent as it was when referred. Based on conversation in senate it sounds like this is not worth pursuing.  
**\*\*ACTION-** Approve not moving forward with updating PE policy for TMC Exemptions: **8-Yes, 0-No- 0-Abstain**
  - b. C&R policy activities moving forward
    - i. We will hold off on diversity curriculum until new diversity officer is hired (process is underway).
    - ii. For the S93-14 curricular priorities referral, members should review the policy and submit responses/ideas before next meeting.
    - iii. RSCA policy referral has been submitted and will need to be reviewed.
    - iv. We will discuss Restoring options to B4 draft recommendation today.
    - v. Internship Policy Recommendation will be reviewed today in committee.
    - vi. Overview of the SOS Resolution for Textbook Affordability Act- Reducing costs of textbooks to students, but still allow faculty the opportunity to choose the text for their courses.
  - c. We only have 2 meetings left, one of which is during potential CFA Strike. We could reschedule the first Spring semester meeting to May 2nd to ensure we can finish the business from Spring.  
**\*\*ACTION-** Approve rescheduling January 25 meeting to May 2nd : **9-Yes, 0-No- 0-Abstain**
3. Project EPICS Graduate Special Sessions resubmission
  - a. The courses in the proposal are not chronological.
  - b. There are a few concerns around field work, but we will work that out with the Chancellor's Office regarding the fact that we can substitute as needed.
  - c. June did mention that a majority of courses would be taught by SJSU faculty.

- d. Practicum courses will be supervised by speech pathologists that are associated with the agencies who will be supporting program locally in the Pacific Island entities.
- e. EDAU 177 appears to be an issue and we need clarification as to how it fits into the program (i.e., prep, etc)

**\*\*ACTION-** Approve recommending the MA EPICS program proposal pending clarification of EDAU 177: **9-Yes, 0-No- 0-Abstain**

- 4. Restoring options for Quantitative Reasoning draft policy recommendation
  - a. Developed whereas statement that contains information that direct students with this need into approved substituted coursework to ensure success.
  - b. AEC has had a chance to review the proposed policy to address the ADA accommodations that are needed for this disability.
  - c. This will be a substitution NOT a waiver.
  - d. The skills of critical thinking and logical reasoning will still remain intact in the courses that will be used to help accommodate those with this disability.
  - e. How do we address the notion that there are other disabilities that would want to use this type of accommodation for students?
  - f. There will be workload issues with: departments who offer curriculum, the student, GUP and AEC to develop a reasonable accommodation.

**\*\*ACTION-** Approve moving forward as a first read Restoring Options for Quantitative Reasoning: **9-Yes, 0-No- 0-Abstain**

- 5. F13-2- Removing Proctoring exemplar from policy
  - a. Not sure if this differentiates between special session and stateside support.
  - b. Are there regulations about increasing course fees in order to accommodate the proctoring costs? The AVP of finance has expressed that statement before.
  - c. Remove proctoring as an exemplar due to Executive Orders (EOp

# Curriculum & Research Agenda

Monday, April 11, 2016  
2pm-4pm, SH 331

1. Approval of previous minutes (3/21/16).

## Curriculum

2. New Organized Research & Training Unit Proposal: Center for Smart Technology, Computing, and Complex Systems

*Time Certain 2:00pm:* Dr. Jerry Gap

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3. Change of Degree Title: Master of Arts in Music Degree to Master of Music Degree
  - a. NASM accreditation agency has asked them to look at moving their MA to an MM.
  - b. While there are no changes to requirements, they are rearranging their requirements to build a more solid core.
  - c. They are merging all of the performance specializations as a specialization in performance (i.e., all instrumentation specializations are now under "Performance").
  - d. No budget change to faculty or degree. It might make the degree more attractive to potential students who are seeking this specialization based on standards in the field.

**\*\*ACTION-** Approve MA Music to elevate degree to MM in Music: **8-Yes, 0-No- 0-Abstain**

### **Policy**

4. Final Reading Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills
  - a. Wording around waiver was one issue at senate. We will use 'exception' instead of waiver.
  - b. A second issue was the need to clarify that departments can say no to the request. They cannot say 'no', but the department could deem th

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# **Curriculum & Research Agenda**

Monday, April 18, 2016

2pm-4pm, SH 331

1. Approval of previous minutes (4/11/16).
  
2. Sense of the Senate Resolution: Supporting Efforts to Reduce Student Costs for Textbooks by Encouraging Development and Use of High-Quality OER Course Material
  
3. Final Reading Policy Recommendation: Internship, Service Learning, and Off-Campus Learning Experiences  
Policy Draft
  
4. Certificate Policy Revision  
Certificate Draft Policy  
Discussion questions from the working group
  
5. Program Policy Revision  
Draft Policy Recommendation  
PP Folder (additional helpful documents)
  
6. RSCA Referral  
Referral







# Curriculum & Research Agenda

Monday, May 2, 2016  
2pm-4pm, SH 331

1. Approval of previous minutes (4/18/16).
2. Updates

## Curriculum

3. ORTU: Center for Aquaculture at Moss Landing Marine Laboratories

*Time Certain: 2:05pm*

*Michael Graham/Jim Harvey*

4. New Minor, Event Management, Department of Hospitality Management
5. MS, Justice Studies

## Policy

6. Certificate Policy Revision  
Certificate Draft Policy  
Questions to Consider

7. RSCA Referral  
Referral

8. Program Policy Revision  
Draft Policy Recommendation  
PP Folder (additional helpful documents)

**Curriculum & Research**  
**Meeting Minutes**

Monday, May 2, 2016  
2pm-4pm, SH 331

**DRAFT MINUTES- Not approved.**

**Present:** Thalia Anagnos, Damian Bacich, Patricia Backer, Peter Buzanski, Craig

5. MS Criminology, Concentration in Global Criminology

- a. The original proposal C&R saw this year was a MS Justice Studies Concentration in Global Criminology.
- b. Due to the way the department wanted to offer this the Chancellor's Office was not on board with the program approval, due to core not being able to line up.
- c. It was suggested that we submit as its own degree plan, there is no overlap with current degree.
- d. Will be submitted as a Pilot-program as a Special Session.
- e. All proposal content is the same except for the curricular requirements.
- f. Creating program learning outcomes different than current MS in Justice Studies.
- g. All PLOs seem very broad, some don't appear measurable.
- h. Ask department to update PLO's, committee would like to see the proposal again, once PLO's are revised.

**\*\*ACTION-** Review revised PLOs for new MS Criminology, Concentration in Global Criminology and decide on approval via email.

6. Certificate

- a. Some expressed issm À oudints.
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