

2019-2020 P . 44ar-

Advise on policies relevant to undergraduate education

1. Provided feedback to Organization and Government committee about proposed structural changes to the charge and membership of BOGS

# Undergraduate Studies Committee

## Meeting #1 Agenda

Sept 11, 2019

12:00 noon – 1:00 pm, ADM 144

1. Introductions
  - a. Welcome new and returning members
  - b. Charge of the Undergraduate Studies Committee: Reviews and coordinates the undergraduate curriculum and its development; advises on policies relevant to undergraduate education; encourages and supports curricular innovation on campus; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; reviews and makes recommendations on proposed departmental honors programs; and members serve as liaisons to their respective units
  - c. [Curriculum forms and procedures for new and revised programs](#). Please take a look at this website, and bookmark it for future reference.
2. Approval of [minutes from April 24](#) meeting
3. Discuss [proposed changes to BOGS](#)
  - a. In addition to changes being proposed to the content of GE at the university and CSU-level, there are proposed changes to the charge/membership of the Board of General Studies (BOGS) at SJSU. We have been asked by the Organization and Government committee to provide feedback about these proposed structural changes to the charge and membership of BOGS.
4. Discussion of Justice Studies Department's revised proposal for a Concentration in Legal Studies
  - a. Note: The original and revised materials are uploaded into [Curriculog](#). Use your normal SJSUOne login information. The newest versions are those that were uploaded on September 4, 2019.

### Upcoming 2019 -2020 Meetings:

2019: 9/25, 10/16, 10/23, 11/06, 11/20, 12/04

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06



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# Undergraduate Studies Committee

## Meeting #3 Agenda

October 16, 2019

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of [Minutes of September 25, 2019](#)
3. Continued discussion of [Honors Programs Policy](#)
  - a. We mentioned at our first meeting, that our committee's charge includes "reviews and make

# Undergraduate Studies Committee

## Meeting #4 Agenda

October 23, 2019

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of [Minutes of October 16, 2019](#)
3. Discussion of Program Revision and New Concentrations: [BS in Public Health with Recreation](#) will attend to discuss the proposal
4. Continued discussion of [Honors Programs Policy](#)

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- a. Our committee's charge includes "reviews and makes recommendations on proposed departmental honors programs." Here is the updated [department survey](#) to. We will provide any remaining feedback about the format and questions.
  5. Begin discussion of [Program Revision: BA in Political Science](#)
  6. Adjournment

### Upcoming 2019 -2020 Meetings:

2019: 11/06, 11/20, 12/04

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

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# Undergraduate Studies Committee

## DRAFT Meeting #5 Agenda

November 6, 2019

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of Minutes of [October 23, 2019](#)
3. Begin discussion of [Forensic Science BS, new concentration in Digital Evidence](#)
4. Begin discussion of [Social Work, BA program revision](#)
5. Begin discussion of [General Engineering, BS program revision](#)
6. Begin discussion of [Art, BA concentration revisions and two new minors](#)
7. Adjournment

### Upcoming 2019 -2020 Meetings:

2019: 11/20, 12/04

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

# Undergraduate Studies Committee

## DRAFT Meeting #5 Agenda

November 20, 2019

12:00 noon – 1:00 pm, **ADM 167\*\* Note location**

1. Call to Order
2. Approval of Minutes of [October 23, 2019](#)
3. Approval of Minutes of [November 6, 2019](#)
4. The [Honors program survey](#) has been updated, based on our prior feedback.
  - a. If you have any additional feedback, please email it to Sarah before this meeting, so we can finalize it.
5. Discussion of [Art, BA concentration revisions and two new minors](#)
  - a. New minor - Pictorial Art
  - b. New minor - Web Development (within Digital Media Art program)
  - c. Program revision, BA Studio practice
  - d. Program revision, BA Studio practice, prep for teaching
  - e. Program revision, BFA in Digital Media Art
  - f. New minor - Digital Medam revis



Upcoming 2019 -2020 Meetings:

2019: 12/04

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

# Undergraduate Studies Committee

## DRAFT Meeting #7 Agenda

December 4, 2019

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of Minutes of [October 23, 2019](#)
  
5. Discussion of [Art, BA 5 new minors](#). (12:05) Department will be represented by Rhonda Holberton, College Curriculum Committee representative and Digital Media Art faculty member.
  - a. New minor - Pictorial Art
  - b. New minor - Web Development (within Digital Media Art program)
  - c. New minor - Digital Media Art
  - d. New minor - Sculpture
  - e. New minor - Ceramic Art (pending official college approval)
6. Defer to 1/29 and 2/12 as necessary
  - a. Discussion of [Revised Aerospace Engineering Minor](#)
  - b. Discussion of request to discontinue [BS Applied Mathematics, Concentration in Economics and Actuarial Science](#) Discussion of [New Interaction Design Minor](#)
  - c. Discussion of [Honors Program - Humanities](#)
7. Adjournment

### Upcoming 2019 -2020 Meetings:

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

# Undergraduate Studies Committee

DRAFT Meeting #8 Agenda

January 29, 2020

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of [Minutes of December 4, 2019](#)
- 3.

# Undergraduate Studies Committee

## DRAFT Meeting #8 Agenda

February 12, 2020

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of [Minutes of December 4, 2019](#)
3. Approval of [Minutes of Jan 29, 2020](#)
4. Discussion of [Honors in the Humanities Honors Program](#)

Some additional background information about the program has been added to the Google Drive.

5. Discontinuation of [BS Applied Mathematics, Concentration in Economics and Actuarial Science](#)
6. Discussion of [Revised Aerospace Engineering Minor](#)

The Google folder also includes a document that shows a draft catalog copy for the Aerospace Engineering Minor. Sarah has worked with the department chair to draft this document.

7. Discussion of [New Interaction Design Minor](#)
8. Adjournment

### Upcoming 2019 -2020 Meetings:

2020: 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

Notes: Undergraduate curriculum changes for 2020-

# Undergraduate Studies Committee

## Meeting #9 Agenda

February 26, 2020

12:00 noon – 1:00 pm, ADM 144

1. Call to Order
2. Approval of [Minutes of Feb 12, 2020](#)
3. Discussion of Revised materials for the proposed [Interaction Design Minor](#)
  - a. 12:20 We will speak with proposal originator Josh Nelson by phone.

# Undergraduate Studies Committee

Meeting #10 Agenda

# Undergraduate Studies Committee

## Meeting #10 Agenda

April 8, 2020

12:00 noon – 1:00 pm, ZOOM

1. Call to Order: [Zoom link](#) (Passcode: 010200).
2. Approval of [Minutes of March 11, 2020](#)
3. [Discussion of Honors Program survey results](#)
4. Adjournment

Canceled 2019- 2020 Meetings: 3/25

Upcoming 2019 -2020 Meetings: 4/22, 5/06

1. Introductions & Call to Order. Maria Fusaro called the meeting to order at 2:06 p.m. and welcomed new and returning members. The members shared introductions.

Fusaro and committee members reviewed the list of Associate Deans: Roula Svorou, College of Humanities & the Arts; Ron Rogers, College of Social Sciences; Meghna Virick, College of Business; Jinny Rhee, College of Engineering; Marcos Pizarro, College of Education; Matthew Masucci, College of Health and Human Sciences; Elaine Collins, College of Science.

- a. Charge of the Undergraduate Studies Committee. Fusaro reviewed the charges of the committee. UGS reviews and coordinates the undergraduate curriculum and its development; advises on policies relevant to undergraduate education; encourages and supports curricular innovation on campus; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; reviews and makes recommendations on proposed departmental honors programs; and members serve as liaisons to their respective units. Honors programs are also reviewed by UGS.
    - i. Question about if a revised Honors program is reviewed by UGS. This will be a future agenda item. It might be interesting to figure out the range of requirements for departmental honors.
  - b. [Curriculum forms and procedures for new and revised programs](#). Fusaro requested members review the Curriculum website and bookmark it for future reference.
2. Approval of



charge/membership of the Board of General Studies (BOGS) at SJSU. The committee has been asked by the Organization and Government committee to provide feedback about these proposed structural changes to the charge and membership of BOGS.

- a. The committee discussed the proposed changes:
  - i. Restriction to tenured professors.
  - ii. The document only discussed the reduction of duties from BOGS and not where the duties will be placed. Program Planning according to this draft will receive most of the duties and there was a discussion about knowledge about the importance of General Education, especially the budget implications.
  - iii. The committee members serve for a three year term, in an effort to align with other committees.
  - iv. Suggestion for adding another seat for a student representative.
  - v. The committee discussed how regularly the GE courses will be reviewed after approval with the recommended revisions to BOGS.
  - vi. The committee discussed that this might not be the best time to restructure BOGS, because there are a lot of things in the air with General Education. E.g, will someone be a GE assessment lead? There are a lot of things in motion at this point, so there should be some pause before moving forward.
4. Discussion of Justice Studies Department's revised proposal for a Concentration in Legal Studies.

# Undergraduate Studies Committee

## Meeting #2

September 25, 2019 from 12:00-1:00 p.m.

ADM 144

Present: Maria Fusaro (Chair, Education), Colleen Haight (Interim AD Undergraduate Education EXO), Ishie Eswar (Engineering), Tamar Semerjian (Health and Human Sciences), Jang Cho (Business, A&F), Alaric Trousdale (General Unit), Fred Cohen (Humanities and the Arts), Bem Cayco (Science), Cary Feria (Social Sciences), Anoop Kaur (Student)

- d. The committee discussed reviewing the departmental honors programs. Discussed whether Honors program requirements are, or could be, included in the program planning review. Discussed whether to ask departments about their Honors programs, through a simple Google form, organized by the Undergraduate Education office. It could also ask if departments that do not have a department honors program are interested in working on one? This would make it an informative yet brief audit.
  - i. If anyone is interested in a UGS leadership opportunity, members could work on campus-level support for Honors programs, separate or a part of the Google form process. C. Haight brought up that this could come up at the associate deans meeting. The committee decided that C. Haight would share the policy with the associate deans and S. Schraeder will prepare an excel sheet with all departmental honors and develop a survey to distribute to the departments to share at the next scheduled UGS meeting.
  - ii. There was consensus that departmental honors programs will vary, because Departments customize them. However, the committee should ensure that the policy requirements of each program are being adhered to.

5. Upcoming 2019 -



5. Begin discussion of Program Revision and New Concentrations: BS in Public Health with Population Data Science and Community Health Education concentrations. S. Schraeder will invite representatives from the department to discuss the proposal at the 10/23 meeting.
6. Adjournment. The meeting adjourned at 1:03 p.m.

Upcoming 2019 -2020 Meetings:

2019: 10/23, 11/06, 11/20, 12/04

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

# Undergraduate Studies Committee

DRAFT Meeting #4 Minutts

- i. Asked about the number of units in the concentration being similar to unit requirements for minors.
  - ii. There is a bottleneck concern shared in the support letters for math and science courses. The students could choose to take another concentration or complete these courses at community colleges.
  - iii. New courses: where are they in the approval process? They are currently in the college curriculum committee.
  - iv. What is population data science? Basically data science with population and health focus. The epidemiology piece. The biostatistics piece is a tool. Build and use data to do the analysis.
  - v. Using SAS data management softwares were requested by industry. Some SPSS will be used in the program.
  - vi. The department created a separate leadership series. The internship will be going from 6 units to 4 units. Currently students are doing the prep and the internship at the same time and now it will be required to separate. The internship was moved up one semester so the preparation section can come beforehand.
  - vii. The general program transfer roadmap with a minor has a line for HS 199 or population elective. Currently some students are coming in with an Intro to Public Health. If they do not, the elective will be waived.
  - viii. Assessment Plan. Great start, but streamline a little bit. In both concentration applications, item 6 is how common material addresses PLOs. That section should focus more on the core and potentially the capstone in each concentration.
  - ix. Discussed the meaning of data science and the name of the population data science concentration in the proposal.
  - x. The committee discussed that the distinctiveness
- f. The committee requested revisions as follows:
- i. Add the current program in the side-by-side comparison.
  - ii. The proposers will submit a list of all courses with course description and grading options.
  - iii. The department will discuss and consider proposing a PH prefix since with the department name changed .
  - iv. The department will submit paperwork to discontinue the concentration in Health ServicesAdministration.
  - v. HS 159 is listed as capstone for the general program, but on Appendix VI, the BS in Public Health general is a choice. It should be corrected to list only list HS 159.

- vi. HS 102 was not on both concentration roadmaps and the roadmap will added more clearly. CHE lists HS 184 but should be 183.
  - vii. The department will complete the Assessment Map and Schraeder will send the template document in addition to the matrix template.
  - viii. Requesting a document that elaborates on how advising will be completed for bottleneck courses.
  - ix. Clarify the rationale for adding Anatomy because Physiology is not required. Expand why it is important to include them because these are highly impacted courses.
- g. T. Semerjian motioned, A. Kaur seconded, and the committee unanimously to recommend
4. Continued discussion of Honors Programs Policy.
- a. The committee's charge includes "reviews and makes recommendations on proposed departmental honors programs." The committee reviewed the updated department survey to be completed by Department Chairs, or another person they forward it to.
5. Begin discussion of Program Revision: BA in Political Science. Request to clarify how the revision will affect the assessment. Will clarify if there is enough student demand to offer all three courses and from the perspective if students can graduate in the fall - planned offering concurrently. J. Cho motioned, T. Semerjian, and the committee voted unanimously to conditionally approve the proposal.
6. Adjournment. The meeting adjourned at 1:02 p.m.

Upcoming 2019 -2020 Meetings:

2019: 11/06, 11/20, 12/04

2020: 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06



# Undergraduate Studies Committee

## DRAFT Meeting #5 Minutes

November 6, 2019

12:00 noon – 1:00 pm, ADM 144

Present: Maria Fusaro (Chair, Education), Colleen Haight (Interim AD Undergraduate Education EXO), Ishie Eswar (Engineering), Alaric Trousdale (General Unit), Anoop Kaur (Student)

Excused: Bem Cayco (Science), Cary Feria (Social Sciences), Tamar Semerjian (Health and Human Sciences), Jang Cho (Business, A&F), Fred Cohen (Humanities and the Arts)

Guests: Sarah Schraeder (Staff Support, Recording)

1. Call to Order. M. Fusaro called the meeting to order at 12:06 p.m.
2. Approval of Minutes. The minutes of [Oct76.6 \(re \(der\)- 2 \(r\)4.93, \( \)JTJ 2019EMC /LinkET /SpanCID 1](#) unanimously, after A. Kaur motioned, and M. Fusaro seconded.
3. Begin discussion of [Forensic Science BS, new concentration in Digital Evidence](#).
  - a. Department included documents separately, but also in the main document. This makes it difficult to review the proposal.
  - b. Request to submit course descriptions and grading options for the catalog for FS 172 and 173.
  - c. Add “Computer Systems I-III” and “In consultation with advisor” language to thed [(A)2 Tw 676 (C
  - d. Side by side comparison (page 11) does not include JS 189.
  - e. Support letter from Tech because program lists(i).M4pormdoes4. Begin discu
- \_\_\_\_\_ . The committee reviewed and discussed the proposal. The committee approved the proposal with the condition that other members review and recommend approval electronically.
5. Begin discussion of [General Engineering, BS program revision](#) . The committee reviewed and discussed the proposal.
  - a. Mathematics not included as a potential minor when there are a lot of

engineering students that take a lot of math courses.

- b. Recommend that assessment plan include a table to identify I, D, M map.
  - c. The committee approved the proposal with the condition that other members review and recommend approval electronically.
6. Begin discussion of [Art, BA concentration revisions and two new minors](#). M. Fusaor will invite the department chair.
  7. Adjournment. The meeting adjourned at 1:00 p.m.

Upcoming 2019 -2020 Meetings:

# Undergraduate Studies Committee

## DRAFT Meeting #5 Minutes

November 20, 2019

12:00 noon – 1:00 pm, ADM 167

Present: Maria Fusaro (Chair, Education), Bem Cayco (Science), Cary Feria (Social Sciences), Jang Cho (Business, A&F), Fred Cohen (Humanities and the Arts), Anoop Kaur (Student)

Excused: Tamar Semerjian (Health and Human Sciences), Colleen Haight (Interim AD Undergraduate Education EXO), Ishie Eswar (Engineering), Alaric Trousdale (General Unit),

Guests: Sarah Schraeder (Staff Support, Recording)

1.

- h. New minor - Ceramic Art (pending official college approval; defer to December)
5. Revisions - Public Health Concentrations and Program Revisions. The committee reviewed the revised proposal.
- a. The course descriptions document incorrectly identified the Leadership Series courses as being 3 units each rather than 1 unit each.
  - b. Follow up with PH 197 - why not use an existing statistics class. The letter from UGS will provide some justification for developing a new course that has overlap with existing courses.
  - c. PLO 6 and 7 are never mastered according to the PLO Alignment and Assessment appendices. Some typos are also prevalent.
  - d. CHE roadmap still uses HS electives and clarify HS XXX elective. Why does it mention HS 176?
  - e. Clarify teach out plan.

F. Cohen motioned, J. Cho seconded, and the committee voted unanimously to approve the revisions to the Public Health B.S., the two new concentrations Population Data Science and the other on Community Health Education, and the discontinuance of the Concentration in Health Services Administration pending revisions requested.

6. Begin discussion of Digital Media Minor, from Journalism Dept.

- a. Course listed as MCOM 176A. Should this be JOUR 176A?

F. Cohen motioned, J. Cho seconded, and the committee voted unanimously to approve the minor in Digital Media with minor revisions.

7. Begin discussion of Comparative U.S. Race and Ethnic Relations - New minor.

- a. Clarify listing a sing (s)-27.6 (nh1t)4 (0.002 m [(C)2.)i-10.7[isiw 0.dediainua. \$h46 (O)-6.6 (M)C

# Undergraduate Studies Committee

Meeting #7 Minutes

December 4, 2019

12:00 noon – 1:00 pm, ADM 144

Present: Maria Fusaro (Chair, Education), Bem Cayco (Science), Cary Feria (Social Sciences),

- included in the proposal as explained by the faculty member.
  - ii. The department will be requested to revise and resubmit a proposal with the anticipation that one proposal (Web and Digital Media) might go forward.
- d. New minor - Sculpture. Allows a student to major in pictorial art and study sculpture as well. There is overlap with ceramic art. Sculpture has 5 areas to it. A lot of engineering students taking woodworking classes. Students that want to do

# Undergraduate Studies Committee

## Meeting #8 Minutes

January 29, 2020

12:00 noon – 1:00 pm, ADM 144

Present: Maria Fusaro (Chair, Education), Cary Feria (Social Sciences), Jang Cho (Business, A&F), Melinda Jackson (AD Undergraduate Education EXO), Anoop Kaur (Student) (Meeting called to order with 5 members, no quorum)

Excused: Bem Cayco (Science), Ishie Eswar (Engineering), Fred Cohen (Humanities and the Arts), Alaric Trousdale (General Unit), Tamar Semerjian (Health and Human Sciences)

Guests: Sarah Schraeder (Staff Support, Recording)

1. Call to Order. Maria Fusaro called the meeting to order 12:04 p.m. Melinda Jackson shared introduction with members as the new Associate Dean for Undergraduate Education.
2. Approval of [Minutes of December 4, 2019](#) . Deferred.

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Electronic vote with revised proposals.

5. Discussion of [New Interaction Design Minor](#) . S\
  - a. Hidden Prerequisites: DISD 21, 22, 31, 32 (additional 12 units), 186 has BFA portfolio, 131 has 123A and a portfolio; courses will need to be revised to allow minors/permission only.
  - b. UGS will send a memo from C&R for policy interpretation of prerequisites to the minor.
  - c. Psychology support letter was not from the department chair. Should seek support letter from Psychology Department Chair. Support letter from Industrial Engineering (ISE 164) from the department chair.

has not seen a proposal for an honors program in a while and this particular proposal is a new proponent of honors programs per the revised policy - a course sequence in honors.

- a. Does it meet the criteria?
  - i. Request additional information as to how this program is interdisciplinary and team taught since all the courses are offered within the department.
- b. Any additional feedback.
  - i. Very rigorous honors. High unit program.
  - ii. Wish the current program was included. Sarah provided link to the current program on their page
  - iii. Has the Registrar's Office been consulted? Request to clarify how the current program and the proposed program be indicated on the transcript.
  - iv. Request to work with the Curriculum Office to ensure that the catalog clearly identifies the two programs. Subsequently, the department should update their department website to ensure the program
- c. Development of Honors Program Proposal template. It would be useful for the Curriculum Office to create a template for Honors Program Proposals that indicates how the criteria of the policy is met to ensure these questions are addressed before the proposal reaches UGS.
- d. UGS will complete an electronic vote to: (a) approval, (b) conditional approval with revisions, (c) continued UGS discussion.

7. Adjournment. The meeting adjourned at 1:00 p.m.

Upcoming 2019 -2020 Meetings:

2020: 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

Notes: Undergraduate curriculum changes for 2020-2021 Academic Catalog should be approved by UGS on or before 3/11. This excludes any curriculum that needs to be sent to the Chancellor's Office after campus approval - this deadline was at the first November meeting.



# Undergraduate Studies Committee

## Meeting #9 Minutes

February 12, 2020

12:00 noon – 1:00 pm, ADM 144

**Present:** Maria Fusaro (Chair, Education), Cary Feria (Social Sciences), Bem Cayco (Science via telephone), Jang Cho (Business, A&F), Fred Cohen (Humanities and the Arts), Melinda Jackson (AD Undergraduate Education EXO), Anoop Kaur (Student)

**Excused:** Ishie Eswar (Engineering), Alaric Trousdale (General Unit), Tamar Semerjian (Health and Human Sciences)

**Guests:** Sarah Schraeder (Staff Support, Recording)

1. Call to Order. Maria Fusaro called the meeting to order at 12:04 p.m.
2. Approval of Minutes of December 4, 2019. Approved by consensus.
3. Approval of Minutes of Jan 29, 2020. Approved by consensus.
4. Discussion of Honors in the Humanities Honors Program. The committee reviewed additional background information about the program. The committee approved the proposal with consensus (7-0-0).
5. Discontinuation of BS Applied Mathematics, Concentration in Economics and Actuarial Science. The concentrations in this program are not compliant with EO 1071. The students can still take the courses and may elect to take a minor or complete the Statistics degree instead. It is more appropriate for students interested in this career path.
  - a. The proposal needs to include how current and prospective students are going to be informed of the change. The department plans to inform the students through their website and through advisors.
  - b. Department will submit the minutes from the department meeting.
  - c. The committee unanimously approved to conditionally approve the proposal pending items a. and c. (7-0-0).
6. Discussion of Revised Aerospace Engineering Minor. The committee discussed the guidance from the Curriculum and Research Committee to interpret the current minor proposals.

- a. Committee recommends rephrasing the language in the catalog copy.
  - b. The committee unanimously approved the proposal with recommendations for catalog copy (7-0-0).
7. Discussion of New Interaction Design Minor. The department received a department chair support letter from ISE and just waiting for a support letter from the Psychology department chair.

The committee discussed recommendations from the January meeting.

- a. Hidden Prerequisites: DISD 21, 22, 31, 32 (additional 12 units), 186 has BFA portfolio, 131 has 123A and a portfolio; courses will need to be revised to allow minors/permission only.
- b. UGS will send a memo from C&R for policy interpretation of prerequisites to the minor.
- c. Psychology support letter was not from the department chair. Should seek support letter from Psychology Department Chair. Support letter from Industrial Engineering (ISE 164) from the department chair.

Additional comments are as follows:

- d. Request that the description for the minor include which majors they might recommend that they might identify which majors can feasible take this minor and graduate.
- e. Do the prerequisites for these courses need to be revised or say "instructor consent" or include other majors: DISD 31, 32, DSGD 186.
- f. Request roadmaps for students if they choose to take the minor.
- g. A 24 unit minor - reducing the number of required courses would allow more flexibility. This total unit number does not include any of the previously mentioned prerequisites.

Motioned by Kaur and seconded by Cohen. The committee unanimously voted to request revisions (7-0-0). Include in the memo that ideally revisions would be submitted by 2/21. The department will be requested to an upcoming meeting to discuss the revisions when they are finalized.

- 8. Adjournment. The meeting adjourned at 1:00 p.m.

Upcoming 2019 -2020 Meetings:

2020: 2/26, 3/11, 3/25, 4/8, 4/22, 5/06

Notes: Undergraduate curriculum changes for 2020-2021 Academic Catalog should be approved by UGS on or before 3/11. This excludes any curriculum that needs to be sent to the Chancellor's Office after campus approval - this deadline was at the first November meeting.

# Undergraduate Studies Committee

Meeting #9 Minutes

February 26, 2020

F The committee asked the proposer, Joshua Nelson, to join the call to answer questions.

L The field of Interaction Design is the field of software interaction and products. One example is the development of an electronic application for cell phones. There are engineers who create the app but designers focus on the interaction with the users. The minor allows the Graphic Design students to take some of the Industrial Design courses..6 6c72 0.427 T

# Undergraduate Studies Committee

## Meeting #10 Minutes

March 11, 2020

12:00 noon – 1:00 pm, Zoom

Present (via Zoom): Maria Fusaro (Chair, Education), Cary Feria (Social Sciences), Bem Cayco (Science), Jang Cho (Business, A&F), Fred Cohen (Humanities and the Arts), Melinda Jackson - Minutes taker (AD Undergraduate Education EXO), Anoop Kaur (Student), Wencen Wu (Engineering)

Excused: Sarah Schraeder (Staff Support), Tamar Semerjian (CHHS)

1. Call to Order. Maria Fusaro called the meeting to order at 12:00 p.m.
2. Approval of [Minutes of February 26, 2020](#). The committee approved minutes from February 26, 2020.
3. Discussion of [revised proposal for a Minor in Digital Media Art](#) (Department of Art and Art History).
  - a. Revised proposal combines elements of Web Development with this minor, rather than a separate minor proposal.
  - b. Need to include language about 12 units unique to the minor in catalog. Confirm with department that there is no overlap between major and minor requirements; since this is a 12 unit minor all must be counted uniquely for the minor (or substitutions approved for either major or minor).
  - c. Make sure units add up correctly (6 units prep for minor, 12 units required for minor).
  - d. Proposal approved unanimously.
  - e. Note additional language about program description and links to ULG's.
4. Adjournment. The meeting adjourned at 12:30 p.m.

### Upcoming 2019 -2020 Meetings:

2020: 3/25, 4/8, 4/22, 5/06

Take a look at honors program survey results at one of our upcoming meetings this semester. Notes: Undergraduate curriculum changes for 2020-2021 Academic Catalog should be approved by UGS on or before 3/11. This excludes any curriculum that needs to be sent to the

Chancellor's Office after campus approval - this deadline was at the first November meeting.

# Undergraduate Studies Committee

## Meeting #11 Minutes

April 8, 2020

12:00 noon – 1:00 pm, via Zoom

Present: Maria Fusaro (Chair, Education), Cary Feria (Social Sciences), Bem Cayco (Science), Jang Cho (Business, A&F), Fred Cohen (Humanities and the Arts), Wencen Wu (Engineering), Tamar Semerjian (CHHS), Sarah Schraeder (Recording, Staff Support)

Excused: Melinda Jackson (AD Undergraduate Education EXO), Anoop Kaur (Student)

1. Call to Order. Maria Fusaro called the meeting to order at 12:00 p.m.
2. Approval of [Minutes of March 11, 2020](#). The committee approved minutes from March 11, 2020.
3. [Discussion of Honors Program survey results](#).
  - a. The committee reviewed the survey results about Honors programs at SJSU and the awareness of the policy.
  - b. Maria shared that the regular Curriculum Updates could be used to inform the campus about policy updates related to curriculum. Sarah shared that anyone can sign up to receive the emails by signing up via a [GoogleForm](#).
4. Adjournment. The meeting adjourned at 12:25 p.m.

Upcoming 2019 -2020 Meetings:

2020: 4/22, 5/06