California State University
Dominguez Hills

UNIVERSITY CURRICULUM COMMITTEE

Wednesday, May 8, 2013
9:00am-1:00pm – Provost's Conference Room

Minutes

Present: Carrie Ann Blackaller (M. Barbosa); Caroline Bordinaro; John Davis; Munashe Furusa; Jan Gasco; Jack Han; David Hoopes (C. Bordinaro); Cathy Jacobs; Terry Peralta; David Sherman; Emily Magruder (J. Davis); Laura Robles; Janna Bersi; Kaye Bragg; Mark McKellip; Mitch Maki; Lisa Stallworth; Tracey Haney; Maria Barbosa

Excused: Kathy Chai (M. Barbosa); Milt Krivokuca (C. Jacobs)

1. **Call to Order:** 9:05am

2. **Approval of Agenda:** C. Blackaller moved to approve. D. Hoopes seconded.

    a. Approved

3. **Approval of Minutes:** D. Hoopes moved to approve. C. Blackaller seconded.

    a. Approved

4. **UCC 12-13   152   CSC 301 (120 unit requirement)   MC   M. Beheshti**

    a. Course was approved by the GE committee as a substitute for the SMT requirement. Course proposal helps Computer Science meet the 120 unit requirement.

        i. STAR Act is mentioned in the justification. Course does not apply to the STAR Act.

    b. C. Jacobs- DSS Statement- currently states to "contact me." That statement needs to be taken out. Revise statement to include university DSS contact information; suggest including phone number and email/website only since office location changes.

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c. C. Jacobs- As USLOAC chair, suggested the course outcomes be listed rather than in paragraph form. SLO's are measurable.

d. D. Hoopes moved to approve pending revised DSS statement. J. Han seconded. M/S/P

   i. Approved Pending

5. **UCC 12-13   153   CTC 305   NC**

   a. M. Beheshti- Course has been taught as a 495 course for 2 years. Department wants to make it a standard/new course. Course is taught by volunteer instructors, at no new cost to university.

   b. C. Jacobs- SLOs- Course has 30 SLO's- This is too many; each outcome needs to be assessed. Recommendation to collapse into 5-10 SLO's.

      i. 5-10 SLO's is recommended number for courses.

   c. DSS Statement- Needs to be revised; include the contact information to the office, phone and email/website. Remove statement to contact the instructor.

   d. J. Davis- SLO's #2- "fundamental of C # program..." asked if "#" was a typo.

      i. M. Beheshti- "C Sharp" is the name of a computer program; not a typo.

   e. C. Blackaller moved to approve pending revised DSS statement and SLO's. J. Gasco seconded. M/S/P

      i. Approved Pending

6. **UCC 12-13   040   FIN 200   NC**

   a. J. Davis moved to approve. C. Blackaller seconded. M/S/P

      i. Approved

7. **UCC 12-13   151   POL 331   NC- H. Salhi**

   a. T. Haney- FYI- A program modification is not required. Electives are not indicated in the Political Science program description.

   b. K. Bragg- There's a similar course in Public Administration on terrorism. Asked if Public Administration had any comments on this course; if they support this proposal.

   c. J. Davis – Asked what the difference is or need the need for this new course since a similar course is offered by Public Administration.

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      i. H. Salhi- The theme is the same but the focus of this course is different. This new course focus is on the act of terror. PUB/Criminal Justice (CJA) course looks at terror as a crime. This course has been taught as Special Topics for 2 years. Sees the course as important to the Political Science department.

d. C. Jacobs- The SLO's are OK.

e. J. Han- Grading scale- no plus or minus.

      i. H. Salhi- This is intentional, not a typo. Did not want grading to be that detailed with +/- grade. It can be changed.

f. C. Bordinaro- The Computer Information Literacy Statement is missing. Needs to be added. This has become a syllabus requirement since course was originally proposed.

g. C. Bordinaro moved to approve pending addition of Computer Information Literacy Statement. D. Hoopes seconded. M/S/P

      i. Approved Pending

8. **UCC 12-13   146   SOC 500   NC-   K. Pinto**

a. It is not indicated on the proposal how the course is going to be used in the program.

b. L. Stallworth- course classification C-13. Guidelines are 2hrs/unit. Course should be 6 hours per week. It is only 2.5 /wk. Need to reclassify course as a lecture.

c. K. Pinto- Departments wants to offer the course to new graduate students to introduce them to the graduate program. Propose students take the course early to help them learn about resources on campus, help them graduate sooner, learn about career options in the field.

d. C. Jacobs- Mode of instruction question C-13. Recommend to classify as C-2 lecture.

      i. K. Pinto- Wants students to get 3 units. Will change to C2- lecture; it's not a seminar course.

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e. T. Haney- Grading- Course is A-F. It's listed as an A-B/NC on the proposal form. She will change/correct form.

f. K. Pinto- Wants to offer course as an elective.

   i. Does not require a program modification.

g. K. Pinto- Course was developed because of the problems she's seen with students as graduate coordinator.

h. C. Jacobs- Syllabus needs SLO's; there are course objectives only.

i. C. Bordinaro- Computer Info Literacy Statement - Need to add standard information to "Computing Needs" statement.

j. J. Davis-DSS Statement- Include contact information- Phone and email/website.

k. T. Haney- Department needs to complete the program template for online/hybrid course offerings.

l. C. Bordinaro moved to approve pending Student Learning Outcomes, revised Computer Info Literacy Statement and DSS Statement. D. Hoopes seconded. M/S/P

   i. Approved Pending

<mark>Communications</mark>

1. **UCC 12-13   068   COM 100- online   MC**

   a. Item G refers to course being used for Cal State Online. There is no way to police that. T. Haney- This is handled by the scheduler; they will have to manually correct that for CSOnline sections of the course. Will have to 'go on faith' that the scheduler will cap enrollment at 50.

   b. It's a C-1- large lecture intended for Applied Studies CSOnline students.

   c. Concerns about large number of students.

      i. Decided to lower cap to 30 based on UCC's recommendation.

   d. D. Hoopes moved to approve. C. Bordinaro seconded. M/S/P

      i. Approved

2. **UCC 12-13   069   COM 495- online   MC**

FC = frozen course, MC = modified course, NC = new course, RC = retired course FP=frozen program, DP=discontinued program, MP = modified program, NP=new program

a. As department chair, she saw a need to develop a course with a high enrollment capacity. They did a pilot with 80 students.

b. Course uses a "collaboration feature." Asks students for availability; creates groups, a schedule and testing based on availability.

c. Instructor received online teaching certification in 2008 from a certification course through University of Texas Pan American.

d. A research paper is not required for this course.

e. T. Haney- This shouldn't be a 495 "topic" course. New course need a "real" number. She will work with department to find an available new course number for this course.

f. J. Davis moved to approve. C. Bordinaro seconded. M/S/P

    i. Approved

3. L. Stallworth- Asked a general question about the difficulty in filling out the template. It does not indicate how far to go back with the information. How difficult is it to obtain the piloted course information?

    i. T. Haney- There has not been any reported issues; schedulers and department chairs complete the template.

Business Administration (120 Unit Requirement) - Myron Sheu

a. Proposed to retire BUS 300 and break up into 3 new courses- BUS 301, BUS 302 and BUS 303. The course content does not change. The format changes for the 120 unit requirement, but the content will not change.

b. M. Maki- All Business majors are 121 units. This modification will change the core and reduce the program by 1 unit so they will be in compliance.

c. D. Hoopes- Asked about the course modification for BUS 300 approved by UCC that changed the course number to BUS 200.

    a. M. Maki- That change was for the TMC; it does not help with us with the 120 requirement. Business will withdraw the proposal that changed the course number of BUS 300.

1. **UCC 12-13   162   BA Business Administration   MP**

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a. C. Bordinaro moved to approve. M/S/P

b. Approved Pending

2. **UCC 12-13   163   BUS 300   RC**

a. Proposal to retire for a future term will be submitted.

   i. Withdrawn

3. **UCC 12-13   164   BUS 301   NC**

a. The course is proposed as a 1 unit, 5 week course. 3 hours/week; 1 hour will use compressed scheduling. It's a C2. The hours and units add up. This was done with Math- MAT 111, 112, 113.

   i. C. Jacobs- the final needs to be moved up in the schedule.

b. Grading scale- Revise grading scale to list N/C grade only once after the C grade. Remove all other listed N/C grades listed after the C grade.

   i. This should be proposed as an A-C/NC grading not A-F and CR/NC course. Proposal Form will be corrected.

c. DSS Statement- Revise Disable Student Services statement. Remove the incorrect room number. Include contact information; phone number and email/website.

d. C. Jacobs- Asked how writing is tested with a Scantron exam.

   i. M. Sheu- The format was not changed; he's not qualified to answer the question.

   ii. K. Bragg- The Scantron test addresses questions from the textbook regarding appropriate business memos; content of business knowledge. There are also writing assignments. Scantron test is not an evaluation of student's writing.

e. Class Schedule- Move final into Week 5 of course.

f. D. Sherman- Shares C. Jacob's concerns. Concerned about the breakdown of the course.

g. C. Bordinaro moved to approve pending revised DSS Statement, revised grading scale, and course schedule. J. Davis seconded. M/S/P

   i. Approved Pending

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4. **UCC 12-13   165   BUS 302   NC**
   a. Grading Scale- Revise grading scale to list N/C grade only once after the C grade.
   b. DSS Statement- Revise to include contact information phone and email/website. Remove wrong room number.
   c. D. Hoopes moved to approve pending revised grading scale and DSS statement. J. Gasco seconded. M/S/P
      i. Approved Pending
5. **UCC 12-13   166   BUS 303   NC**
   a. Grading Scale- Revise grading scale to list N/C grade only once after the C letter grade.
   b. DSS Statement- Revise to include contact information phone and email/website. Remove wrong room number.
   c. For all three courses, BUS 301, 302 and 303, need to identify how the courses are going to be utilized in the program.
      i. The proposal forms, #15 Course Utilization- mark utilization "required alternate."
   d. D. Hoopes moved to approve pending revisions. J. Davis seconded.
      i. Approved Pending

Clinical Science (120 Unit Requirement) - C. Jackson- Harris

Clinical Science pulled the internship practitioner component out from the major requirements to comply with the 120 unit requirement. The program was unique because the internship was included in the major. Students will now apply to the post-baccalaureate certificate separately for the internship component.

1. **UCC 12-13   156   BS- Clinical Science- Medical Technology Option   MP**
   a. M. Furusa moved to approve. J. Han seconded. M/S/P
   b. Approved
2. **UCC 12-13   161   BS- Clinical Science- Cytotechnology Option   MP**
   a. J. Davis moved to approve. M. Furusa seconded. M/S/P

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i. Approved

3. **UCC 12-13   157   CLS 304   NC**

   a. J. Davis moved to approve. J. Han seconded. M/S/P

      i. Approved

4. **UCC 12-13   158   CLS 307   MC**

   a. Component class- co requisites: Lecture- 3units; lab-1 unit.

      i. The course is currently set up as C-6/C-16. Going to change to C-4.

   b. L. Stallworth- This raises WTU from 4 to 5.

   c. D. Hoopes moved to approve. J. Gasco seconded. M/S/P

      i. Approved

5. **UCC 12-13   160   CLS 401   MC**

   a. Increase units and change to mode of instruction.

   b. J. Davis moved to approve. C. Bordinaro seconded. M/S/P

      i. Approved

Graduate Education- A. Chlebicki

1. **UCC 12-13   070   MA & Credential Grad Education- Ed Administration   MP**

   a. This is a change to put online. Program is approved as hybrid at 40/60%. Program feels they're ready to go 90% online; they need some face to face time with students.

   b. L. Stallworth- Asked if program will be offered stateside or through extended education. Courses are all listed as face to face. Courses have never been indicated as hybrid.

   c. J. Davis- The development of the cohorted program is state of the art.

   d. C. Blackaller moved to approve. C. Bordinaro seconded. M/S/P

      i. Approved

      ii. T. Haney- College of Education will need to work with J. Bersi and submit to WASC for a substantive change. There's a fast track process

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which may expedite the process; not sure how long the process will take.

    iii. J. Bersi- Program cannot offer courses in that modality until the university gets approval from WASC for substantive change. Taking approximately one year for approval.

    e. A. Chlebicki – COE would like to advertise and offer for summer/spring 2014.

2. **UCC 12-13   154   MA & Credential Graduate Education- Educational Administration   MP**

    a. Proposal to change program title name of MA option and Credential to School Leadership Program (SLP) to fall in line with federal government terminology.

        i. C. Blackaller- As someone in education, she supports this this change.

        ii. M. Furusa- seconded that.

    b. C. Blackaller moved to approve. C. Bordinaro seconded. M/S/P

        i. Approved

3. **UCC 12-13   155   EAD 550, 551, 552,553, 554, 555, 556, 557, 560, 561, 580, 581, 582   MC (course prefix only)**

    a. Request change to SLP (School Leadership Program).

    b. C. Blackaller moved to approve. C. Bordinaro seconded. M/S/P

        i. Approved

- M. Maki- Noted regarding the 120 unit requirement and Clinical Science program, when T. Haney and he met with C. Jacobs, the program coordinator had already come with decision to make the program changes.
- Since the last time UCC meeting, the Chancellor's Office has agreed that programs over 130 units have another semester to come into compliance with the 120 unit requirement.
- C. Jacobs- Suggested to maybe considering some changes that may need to be made to the GE package.

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Earth Sciences- J. Keyantash

a. Proposing to rename the current degree to reflect what it really is. Currently have the option of "Earth and Environment" under the degrees in Geography and Geology. Notification went to the Chancellor's Office; a response from Academic Programs was received that changes had not actually been approved by then Provost R. Vogel.

b. The Chancellor's Office was notified of the name change. The Chancellor's Office notified the department that they are not in favor of the name change/option name.

    a. Concerned it is unconventional. Department has considered CO's advice; now they're back in the same position to retool degrees; distinct degrees but there is commonality. Some shared courses.

1. **UCC 12-13   147   BA Geography- Earth & Environment option   MP**

    a. Removing the option to the BA in Geography. Asking students to take a minor.

    b. C. Blackaller moved to approve. J. Gasco seconded. M/S/P

        i. Approved

2. **UCC 12-13   148   BS Geology- Earth & Environment option   MP**

    a. Propose to change degree title to BS in Earth Science; no option.

        i. Program modification/Curriculum changes included also.

    b. T. Haney- We will need to notify/ask the Chancellor's Office for the change of program name.

    c. J. Gasco- the BS in Geography does not accurately reflect the degree.

        i. J. Keyantash- It is a repackaging of the BS in Geology and Earth Science option calling the degree a BS in Earth Science.

        ii. Some curriculum changes are included in the proposal. There is an increase in Math.

    d. C. Jacobs- Asked if there would be a change course prefixes for the new degree title.

        i. No- The existing course prefixes will still be used. (EAR)

    e. J. Gasco moved to approve. C. Bordinaro seconded. M/S/P

        i. Approved

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Environmental Science

1. **UCC 12-13   149   MS Environmental Science   MP**
    a. J. Gasco moved to approve. D. Hoopes seconded. M/S/P
        i. Approved

2. **UCC 12-13   150   EAR 410 (utilization only)   MC**
    a. C. Bordinaro moved to approve. D. Hoopes seconded. M/S/P
        i. Approved

Arts and Humanities

1. **UCC 12-13   056   MA Arts & Humanities- Arts & Humanities in the City Option NP**
    a. E. Magruder- This is old business; came up to Humanities committee a long time ago. The idea is to have more options; want to interact with other departments.
        i. She does not teach in the MA program and cannot speak for how it affects the faculty.
    b. April 27, 2011 is when the proposal originally came up before UCC. Supplemental applications and revised syllabi have been submitted.
    c. T. Haney- Will need to consult with admissions and records regarding "funneling" students into options. Students apply to MA degree program and then they are put into option. Concerns have come up with similar situations regarding workflow and the application process. It is not a PeopleSoft issue.
    d. T. Haney- These new program options will also need to go to the CO after approval. If approved, we can forward to the CO and work out technical issues while it is being reviewed.
        i. M. Furusa- seconded T. Haney's suggestion to forward proposals to the CO while admission work flow issues are being worked out.
    e. C. Bordinaro- All the changes submitted seem to fit together.
    f. D. Hoopes moved to approve. C. Bordinaro seconded. M/S/P

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i. Approved

2. **UCC 12-13   057   MA Arts & Humanities- Arts & Humanities in Music Option NP**

   a. C. Bordinaro moved to approve. D. Hoopes seconded. M/S/P

      i. Approved

Health Sciences- Pam Krochalk

1. **UCC 12-13   118   HSC 201   MC**

   a. C. Bordinaro moved to approve. C. Blackaller seconded. M/S/P

      i. Approved

2. **UCC 12-13   119   HSC 308   MC**

   a. C. Bordinaro moved to approve. C. Blackaller seconded. M/S/P

      i. Approved

3. **UCC 12-13   120   HSC 492   MC**

   a. C. Bordinaro moved to approve. C. Blackaller seconded. M/S/P

      i. Approved

4. **UCC 12-13   125   HEA 469   NC**

   a. P. Krochalk- This will be a required course in the program.

      i. C. Jacobs- The course utilization was not listed on the form. A program modification will need to be submitted.

   b. D. Hoopes moved to approve pending program modification. J. Han seconded. M/S/P

      i. Approved Pending

5. **UCC 12-13   126   HEA 471   NC**

   a. D. Hoopes moved to approve. E. Magruder seconded. M/S/P

      i. Approved

6. **UCC 12-13   128   HEA 318   MC**

   a. C. Bordinaro moved to approve. J. Han seconded. M/S/P

      i. Approved

7. **UCC 12-13   129   HEA 320   MC**

   a. C. Bordinaro moved to approve. E. Magruder seconded. M/S/P

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i. Approved

8. **UCC 12-13   130   HEA 461   MC**

 a. C. Bordinaro moved to approve. J. Gasco seconded. M/S/P

  i. Approved

9. **UCC 12-13   131   HEA 463   MC**

 a. C. Bordinaro- Good learning outcomes.

  i. C. Jacobs- Approves of SLO's as LO coordinator.

 b. C. Bordinaro moved to approve. J. Gasco seconded. M/S/P

  i. Approved

10. **UCC 12-13   132 (a) HEA 472   MC**

 a. J. Gasco moved to approve. M. Barbosa seconded. M/S/P

  i. Approved

11. **UCC 12-13   133   HEA 476   MC**

 a. C. Bordinaro moved to approve. M. Barbosa seconded. M/S/P

  i. Approved

12. **UCC 12-13   134   HEA 478   MC**

 a. C. Bordinaro moved to approve. M. Barbosa seconded. M/S/P

  i. Approved

13. **UCC 12-13   135   HEA 490   MC**

 a. M. Barbosa moved to approve. J. Gasco seconded. M/S/P

  1. Approved

14. **UCC 12-13   136   HEA 312, HEA 313, HEA 314, HEA 315, HEA 319, HEA 462, HEA 464, HEA 465, HEA 466, HEA 467, HEA 477   MC**

 a. T. Haney- Asked if the committee would mind if they include all graduate courses to change prefixes from HSC to HEA.

 b. C. Bordinaro moved to approve by acclamation. C. Blackaller seconded. M/S/P

  i. Approved

15. **UCC 12-13   137   HEA 460   FC**

16. **UCC 12-13   138   HEA 470   FC**

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17. UCC 12-13   139   HEA 474   FC

18. UCC 12-13   140   HEA 475   FC

  a. P. Krochalk- Department is not prepared to retire courses.

  b. C. Bordinaro moved to freeze all four by acclamation. J. Gasco seconded.

   M/S/P

    i. Approved

    ii. P. Krochalk is going to work with C. Jackson-Harris to make HSC 308

     a Clinical Science (CSC 308) course.

Election of UCC Chair

 1. C. Bordinaro nominated C. Jacobs for an additional year as UCC chair. J. Gasco

  seconded. M/S/P

  a. C. Jacobs elected chair of UCC for 2013-2014.

Announcements

 1. C. Jacobs- Thanked the UCC for their hard work.

 2. C. Bordinaro-Thanked Maya Medina and Tracey Haney.

  a. C. Jacobs- "This place would not run without them!"

Adjourn: 1:06pm

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