



California State University
Dominguez Hills

Office of Academic Programs • 1000 East Victoria St. • Carson, CA 90747

UNIVERSITY CURRICULUM COMMITTEE

**Wednesday, October 12, 2011
10:00-12:00 – Provost’s Conference Room**

Minutes

Present: J. Bersi, C. Jacobs, J. Keville, M. Krivokuca, J. Gasco, L. Stallworth, C. Tubbs, D. Hoopes, S. Pawar, J. Davis, C. Bordinaro, J. Wilkins

Excused: J. Han, K. Chai

- 1. Call to Order: 10:08am**
- 2. Approval of Agenda: J. Keville moved to approve. M. Krivokuca seconded. M/S/P**
 - a. Approved**
- 3. Approval of September 28, 2011 Minutes: C. Tubbs/J. Keville. M/S/P**
 - a. Approved**
- 4. New Business**
 - a. Election of UCC representative to Program Review Panel (PRP)
 - b. An email will be sent out to UCC and vote will take place at the next UCC meeting.

5. Curriculum Proposals

Labor Studies

1. UCC 11-12 026 LBR 496 MC
 - a. Vivian Price- mode of instruction. Internship that is structured, to include.
 - b. The course is repeatable for 9 units.
 - c. T. Haney- the proposal is requesting change in delivery, not mode of instruction. The course sections with delivery need to be scheduled individually.
 - d. Different syllabus for each method of delivery is necessary.
 - e. It was questioned if this proposal needs to go through the curriculum process.

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

3. UCC 11-12 017 MGT 495 MC
 - a. J. Wilkins- round off for grading is not listed.
 - b. C. Jacobs- SLO's are too vague and not measurable as stated. State what skills students will have.
 - c. Contact information for DSS needs to be included.
 - d. J. Wilkins moved to approve pending revised measurable SLO's, DSS contact information and round-off grading clarification. C. Bordinaro seconded. M/S/P
 - e. Approved Pending

Marketing

1. UCC 11-12 018 MKT 352 MC
 - a. Proposal form incomplete; #15 Justification information needs to be included.
 - b. Need a hybrid syllabus for this course. Online syllabus was attached only.
 - c. C. Jacobs- not much interaction between students.
 - i. M. St.James- their projects are interactive. Not detailed on this version of the syllabus. Need an updated version of the online syllabus.
 - d. C. Bordinaro moved to table until receipt of revised online syllabus and hybrid syllabus. J. Keville seconded. M/S/P
 - e. Tabled
2. UCC 11-12 019 MKT 355 MC
 - a. Department should consult with CBAPP scheduler regarding course offering frequency.
 - b. Tabled- need updated syllabus
3. UCC 11-12 020 MKT 450 MC
 - a. C. Jacobs- Need revised syllabus with course schedule assignments/exams.
 - b. J. Bersi- SLO's need to be rewritten in measurable terms.
 - c. No justification with the proposal.
 - d. Tabled- need revised syllabus.
4. UCC 11-12 021 MKT 451 MC
 - a. C. Bordinaro- typo on p. 1. Course title. Abbreviated course title should read "Marketing."
 - b. Department should consult with CBAPP scheduler regarding course offering frequency.
 - c. SLO #1 is not measurable.
 - d. Question attendance policy and how it is defined on Blackboard.
 - i. N. Christodoulidou- Instructor monitors and reviews the frequency of student participation on the course discussion board.

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- ii. M. Krivokuca suggested the syllabus be more specific or descriptive of what defines “frequently.”
 - e. Contact information is missing from the DSS Statement.
 - f. J. Wilkins moved to approve pending revision of SLO #1, typo to abbreviated course title, revised DSS statement and revised description of attendance requirements. C. Tubbs seconded. M/S/P
 - g. Approved Pending
5. UCC 11-12 022 MKT 452 MC
- a. Department should consult with CBAPP scheduler regarding course offering frequency.
 - b. Table until receipt of revised online syllabus and hybrid syllabus.
 - c. Tabled

Sports, Entertainment & Hospitality

1. UCC 11-12 023 SEH 330 MC
- a. Missing justification from the proposal.
 - d. Course frequency is not listed in the course catalog. Department should consult with CBAPP scheduler regarding course offering frequency.
 - b. SLO’s need to be rewritten in measurable terms.
 - c. Attendance should be more defined on Blackboard.
 - d. C. Bordinaro- Library statement needs to be updated. The links have been updated and login procedures have been updated.
 - e. J. Wilkins moved to approve pending justification, revised syllabus with measurable SLO’s, course schedule, DSS contact information, defined attendance policy and updated Library statement. J. Gasco seconded. M/S/P
 - f. Approved pending
2. UCC 11-12 024 SEH 448 MC
- a. C. Bordinaro moved to approve pending revised syllabus with measurable SLO’s, course schedule, DSS contact information. C. Tubbs seconded. M/S/P
 - b. Approved Pending
3. UCC 11-12 025 SEH 495 MC
- a. J. Gasco moved to approve pending revised syllabus with measurable SLO’s, DSS contact information, and updated Library statement. C. Bordinaro seconded. M/S/P
 - b. Approved Pending

Announcements

- a. C. Jacobs- The new UCC charge was approved by Academic Senate.
- b. Update from Academic Programs- T. Haney

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- c. Academic Programs has attended chair council meetings for College of Business Administration and Public Policy and the College of Arts and Humanities to review the curriculum process. Academic Programs is in the process of scheduling to meet with the College of Professional Studies.
- d. Academic Programs will be meeting with the College Curriculum Committees and/or CCC chairs only to go over more specifics of their role in the curriculum process.
- e. She is in the process of updating the Academic Programs website to include all new proposal forms.
 - i. The revised curriculum guide is not up yet. Academic Programs is waiting for confirmation on the statement regarding Impact Statements required from Information Technology department.
 - ii. The guide narrative, curriculum calendar and approved guidelines will be posted by next week.
- f. J. Bersi- At the next meeting UCC will be able to preview the new automated proposal form that Academic Affairs has been working on. UCC can review and feedback on the forms before they are launched to pilot this semester.

Adjourn: 11:55am