Minutes of Meeting of Monday, November 19, 2007

Members Present: Carl Bellone, Tom Bickley, Jennifer Eagan, Linda Ivey, Jim Mitchell, Jeff Seitz, Mitchell Watnik, Denise Wong

Members Absent: Tom Cadwallader, Hongwei Du, Fung-Shine Pan, Student Representatives (to be appointed)

Guests: Chris Chamberlain, Leann Christianson, Dana Grisham, Zach Hallab, Rosanne Harris, Michael Leung, Rita Liberti, Saeid Motavalli, Sally Murphy, Julia Norton, Hank Reichman, Don Sawyer, Melany Spielman

The meeting was called to order at 2:45 by Jennifer Eagan.

1. Approval of Agenda as amended MSP Mitchell/Seitz 7/0/0

2. Concern about communication between colleges regarding new course proposals. Rita Liberti addressed this with the committee. Her primary concern is about other departments offering courses that cover specific subject matter that is the responsibility of K.P.E. The specific example is the offering by Ethnic Studies of a course on race and sport, without notification to K.P.E., which had offered an almost identical course. Seitz asked how it could be fixed. Rosanne Harris responded that Carl Bellone is working on a proposal. Additionally, Seitz points out, that there is a request for notification of relevant departments on the new course proposal form. Hank Reichman addressed the movement away from the practice of cross-listing courses. He recommends further use of that practice. Eagan notes that waiting until a course comes through GE is too late. This seems a responsibility beyond that of the deans.

3. Approval of corrected Minutes of meeting of November 5, 2007: MSP Seitz/Mitchell 7/0/1

4. MS in Construction Management Program Proposal MSP Seitz/Mitchell 7/0/0

Saeid Motavalli addressed the committee regarding the need for this program. The demand is driven by the current market’s need for managerial competency in the industry. This is a strongly desired niche market offering. Mitchell asked about prerequisites. This is not a traditional engineering program, and therefore is not subject to the same prerequisites one might expect to find. Seitz and Mitchell recommended more specificity in the admissions standards (e.g., experience with CAD), or in the prerequisites for the courses. Further discussion concerned math requirements. Reichman recommended that the process not be overly focused on this level of detail, as the admissions committee for the program will carefully exam the qualifications of potential students. Leung and Motavalli both point out the importance of the advisory committee.
Motavalli thinks that trigonometry would be a wise addition to the admissions requirements. Watnik asked about the wisdom of hiring an assistant professor to run the program along with the demands of earning tenure. Leung seeks a balance of experience in the field and development of the program. Motavalli anticipates further hiring as the program grows. Eagan asked about the specific benefits of this masters’ level degree compared to those of the B.S. programs in construction management. Motovalli and Leung both note the value of experienced members of the industry coming to this program.

5. Program Modification of M.S. in Telecommunications MSP Seitz/Watnik 7/0/0
Leann Christianson provided background that this was originally an interdisciplinary degree between CBE and COS. CBE has withdrawn and COS wishes to continue. This is a name change to M.S. in Computer Networks. Courses formerly offered through CBE will be offered through COS. Otherwise the curriculum remains the same.

6. Course Material Accessibility policy. MSP Mitchell/Seitz 7/0/0 Seitz and other members of the committee expressed concern about the meaning of “accessibility.” This is not intended to mean that a faculty member must provide ALL course materials on demand to ALL students enrolled in a course. The intent of this policy is to ensure that materials will be accessible by students when the material is presented to the entire class. Perhaps inserting language that that accommodations will be made when universal design does not meet the needs of every student will clarify this. Seitz recommended inserting (as the second sentence of the first paragraph) “Courses shall follow the principles of universal design to the highest degree possible, or accommodations will be provided.” These words will be struck from the first sentence, “and follow the principles of universal design to the highest degree possible.” Last sentence will read “This policy will become effective Fall 2008.”

7. (3:45 time certain) Program Modification for Recreation (Leisure Studies), including a new program. Approval for changes in B.S.: MSP Mitchell/Seitz 7/0/0 M.S. in recreation MSP Mitchell/Seitz 7/0/0. Melany Spielman brings this forward because of the relative invisibility of the option in Hospitality, while there is significant demand for this offering. Therefore this modification request proposes a B.S. in Hospitality Management, an M.S. in Recreation, and a revision of the B.S. in Recreation (to remove the hospitality management part). Already there are 46 majors in the B.S. in Hospitality Management by word of mouth. The significance to the Bay Area of the tourist and leisure industry impacts enrollment in these programs. Internships come readily to the students. Graduates find placement very easily. Spielman notes that there are both online and face to face majors. Eagan raised concern about resources. Spielman points out the close connection in this instance of growth in enrollment and growth in financial resources. Mahoney confirmed that information. Sawyer notes that a new day has come in which funding follows enrollment. Seitz commented on the relationship of release time, lecturers, and enrollment. Watnik questioned aspects of the course numberings. Eagan brought in the questions raised by CAPR regarding which are online offerings. Spielman spoke to the question of committee responsibility in the area of online courses and degrees.
8. Implementation of Online and Hybrid Course Policy. Eagan brought information from Nan Chico on the notes field in PeopleSoft for designating (and defining) online and hybrid (at least 1/3 of the course online with some face to face sessions) courses. The category “web-enhanced” does not affect classroom resource, but indicates to students that the web is a required part of that course. If we take these definitions of online and hybrid courses, CIC will not have to review the burdensome number of courses that the policy seems to imply that CIC will. Eagan will ask ExComm to create a BEC with these definitions. The issue is approving newly online/hybrid courses and not those having been taught for some time. Seitz seeks clarity on how many units are assigned to an online course. Mitchell notes that college curriculum committees are responsible for the assignment of units of credit for online courses. Course evaluation procedures need to be revised for online courses.

9. Adjourned at 4:46 pm M/S/P Bickley/Mitchell 7/0/0

Respectfully submitted, Tom Bickley