# Academic Affairs Committee Meeting

Thursday, September 7, 2023

10-11:30am

Education 123 Conference Room

Meeting ID: 859 8694 2698

<https://csub.zoom.us/j/85986942698>

## Meeting Minutes

### Welcome and Introductions

In attendance: Danielle Solano; Alice Hays; Debra Jackson; Eduardo Montoya; Heidi He; Jing Wang; John Deal; Michael Szolowicz; Tiffany Tsantsoulas; Tommy Holiwell; Larry Gonzales

### Approval of the Agenda

Agenda was approved by all.

### Approval of Minutes April 27, 2023

<https://csub.box.com/s/pizi3pnrpaf3e9e59ko4zippl38wjgzp>

The minutes were approved. Discussion occurred about making sure that the final minutes were approved over email after the final meeting for this AY.

### Selection of Vice Chair

Alice Hays will take notes.

Mike S. and Heidi H. will alternate attending meetings as necessary.

### Access to Box Folder & Email List

Dani checked to be sure if everyone was able to access the Box folder and all the links.

Dani also checked the AAC email to be sure that we were all on it. No one reported that they were not.

Dani posts everything into Box. If we get a referral that is too late, and we didn’t have a chance to read and review them, we will pull it off the agenda.

### Announcements/Reports

* 1. Upcoming: Guidelines for formation of Schools/Colleges
     1. May have this for next meeting.
  2. Debra let us know that there are several programs that will be proposed this Fall. The sooner we can get them looked at and approved, the more likely we can get them into next year’s catalogue. Doctoral program for nursing, for one. Concentration elevation proposal coming from NSME for engineering. Music program is moving forward with BS of music degree. One more unknown at this point.
     1. Debra would like to request that if new programs propose changes to degree programs that we elevate them to the top of the agenda to be sure that we get through the content so we can get them approved by the time catalogue copy is done.
     2. Tomi asked what the purpose of this committee is…. Dani responded- we are the academic committee of the senate. Anything that goes through the senate, EC decides which committee reviews the proposals. Sometimes things get sent to multiple committees. We do anything that is academic. We come up with an action (often a referral), or no action. We are also the final curriculum committee as well as the school’s curriculum committee for those schools that do not have it.

### Draft Resolutions for the Senate

1. 2023-2024 #05 - Academic Integrity Campaign - Ombudsperson and CPR **(ON HOLD)**  
   <https://csub.box.com/s/o83lacik4n623iruc1w7j5qckgjpcwsr>
2. 2023-24 #07 - Definitions of Concentration and Emphasis and their Implementation  
   <https://csub.box.com/s/y02loyunggdv6ipt50w98nzf6ysyp8k3>

This was finalized last year, but we ran out of time to send it off. Debra asked to add two items to the resolved. 1st- Resolved begin with the CSU definition of a subplan. (Move from bottom to top) CSUB will follow system wide definition of subplans… cannot constitute more than half of the system wide units in that parent program. There are a couple of programs that have more than 50% of their program is part of these concentrations/Emphases. 2nd- CSUB awards only two types of subplans- concentrations and emphases- so it’s clear that no other types of subplans should be recognized (i.e. tracks or options.) Develop into three Resolved: Define units, explain degree awards of subplans, give details of our definitions.

The rationale for doing this work is to make the designations consistent across the university and to ensure that programs are following policy.

We cannot get accurate program data if we don’t have consistent terminology, which necessitates a consistent policy.

Questions that arise, can the implementations of these definitions be done administratively without having to go to committee moves.

The data can only be applied moving forward. The goal will be to clean the data up moving forward.

Do we have a definition between a common unit vs. a distinct unit? If it says “pick one of the 4” in all subplans, then it counts as a common unit- but if a particular subplan requires specific options, it becomes a distinct unit.

We resolved the definitions of concentrations and emphases.

Of note- programs in violation of the CO policy on subprograms must undergo curriculum committee review to comply with the policy.

There are several programs currently that are not aligned with the Chancellor’s office at this point. John is bringing up the potential issues that arise about adding a catalog deadline.

Concentration elevation process could support those programs that cannot change their programs to meet the subprogram.

Heidi moves to approve the resolution. Approved.

1. 2023-2024 #10 - Bylaws Changes—Standing Committee Chairs  
   <https://csub.box.com/s/ug9hg1kcidjkvxzsbb2wccimgcee4o3c>
   * 1. All committees were asked to comment on these.
     2. There are some recommendations from last year in a pdf file in the Box folder we share.
     3. Please review these recommendations from last year and bring any changes or additions to next meeting.
2. 2023-2024 #18 - Posthumous Degree Policy  
   <https://csub.box.com/s/w924t4ty1ey00t2hum0lun2202y0vgy9>

There is no current consistency on the way we award these degrees in terms of students who have passed.

### Open Forum

No new information.