

**M-I-N-U-T-E-S**  
**Curriculum Committee**  
**Tuesday, October 8, 2024, 11:00 AM**  
**Zoom**

Present: Ariel Setniker (Chair), Christine Isakson, Amy Parsons, Amy Skoll, Tony Snell, Michael Bielski, Michael Kazek, Amber Janssen, Bets McNie, Alex Parker (Non-voting), and Pat Harper (Non-voting)

Absent: Dinesh Pinisetty (Non-voting), Steve Browne (Non-voting), Graham Benton (Non-voting) and Shari Smiljanic-Villa (Non-voting)

Guests: Wil Tsai, Ryan Wade and Chris Chiego

## **I. Approval of Agenda and Minutes**

- \* Ariel called for approval of the agenda for Tuesday, October 8, 2024. Bets motioned for approval; Mike K. seconded the motion. The minutes were unanimously approved, 9-Yes, 0-No, 0-Abstentions.
- \* Ariel called for approval of the minutes for Tuesday, September 10, 2024. Christine motioned for approval; Amy P. seconded the motion. The minutes were approved, 9-Yes, 0-No, 0-Abstentions.

## **II. New Business**

- \* **CCR 09/24-02 NAU 205 Ship Stability** – Remove PHY 100 and PHY 100L as Co-Requisites but Continue as Prerequisites – Bets McNie  
Amber motioned to waive the first reading; Mike K. seconded the motion. The unanimous vote was 9-Yes, 0-No, 0-Abstentions. Amber motioned for approval; Amy S. seconded the motion. The unanimous vote was 9-Yes, 0-No, 0-Abstentions.
- \* **CCR 10/24-01 CEP 250 ME Co-Op I** – Add ME 205 as a Prerequisite – Wil Tsai  
Mike K. motioned to waive the first reading; Bets seconded the motion. The unanimous vote was 9-Yes, 0-No, 0-Abstentions. Amy S. motioned for approval; Mike K. seconded the motion. The unanimous vote was 9-Yes, 0-No, 0-Abstentions.
- \* **CCR 10/24-02 ME Curriculum Revision** – Wil Tsai
- \* **CCR 10/24-03 ENG 112 Intro to Technical Communication** – Add 1 Unit – Wil Tsai
- \* **CCR 10/24-04 ME 462 Experimental Methods in Mechanical Engineering** – Add 1 Unit and Remove Area A1 Designation – Wil Tsai  
In 2021, an ME major curriculum revision was made with two objectives - one was to bring ME closer in compliance with EO 1100 and the other was a campaign to reduce the overall unit load in the ME program. Both objectives were successful. Area A1 Oral Communication was said to be met in major, which means that three courses were identified where learning outcomes associated with oral communication were met in the ME program. ENG 112 Intro to Technical Communication, a 1-unit course was created, which was offered during the first semester on the ME roadmap. There was an existing ME 490 Engineering Design Process class where students were getting oral communication instruction in preparation for the presentations that they would be doing in the class. The third class was new, ME 462 Experimental Methods in Mechanical Engineering, which also has an associated lab. In all of these classes, the instruction would include meeting the learning outcomes for oral communication. That ME cohort is now reaching their senior year and seeing the full rollout.

Now, with the EO 1100 revision, one 3-unit Area C Arts/Humanities has been removed, which frees up 3 units in the ME curriculum. ME has never been compliant with Area E so there is no Area E course reduction. Now that there are three extra units, the first change the ME department is proposing is to add one of the units to ENG 112 to make it a 2-unit course. The second change would be to remove the Area A1 designation from ME 462 and one of the units would be added to make it a 2-unit course. Wil will speak with Sarah about the GE Committee approving the removal of the Area A1 designation. One more CCR regarding GE is down the pipeline. ME has never had an upper division B4 course. That course is pending review by the GE Committee. After the GE Committee approves it, it will be brought to the Curriculum Committee. After approval, the Mechanical Engineering program will be in full compliance with EO 1100. The overall load of the program will be reduced by one unit. Mike K. recommended that Wil's slide presentation be included in the CC Sharepoint file.

\* **CCR 10/24-05 BA-IBL Curriculum Revision** – Christine Isakson

The GE Committee has approved all the changes to the curriculum to make sure it is in compliance. The lower division Area C2 has been replaced by a 3-unit Free Elective. The foreign language requirement has been dropped but students still have the option to take a foreign language to meet their Area C2. A new C&C questionnaire is needed from Colin when he returns. GOV 200 was moved to spring of the sophomore year. An ISS questionnaire is also needed from Ryan. IBL 100 was added to fall of the freshman year and replaced a 1-unit free elective. To support the Data Science minor, MTH 105 was replaced with a 3-unit math elective so students have a choice to take MTH 105 or MTH 210.

\* **CCR 10/24-06 ISS Curriculum Roadmap Revision** – Amy Skoll

This roadmap was reviewed by the GE Committee and was approved. A required course, Cross-Cultural Competence, was tagged as the Area E course. It has been removed from the roadmap, along with the Area C2. Cross-Cultural Competence will remain a course that will be taught, but it will be in an assortment of electives that will be rotated. Another major elective was added to give the students more variety. Students take Senior Thesis, a very time-consuming course, in the fall of their senior year. One of the major electives was moved to spring of the sophomore year to lessen the unit load in that semester. Mike K. noticed that there was a typo on the ISS roadmap. It will be corrected before the next meeting.

\* **CCR 10/24-07 GMA 255 Strategic Policy Leadership** – New Course - Amy Skoll

This policy-related skills course was moved to the spring of the sophomore year so it will prepare the students for their internship experience. This course is designed to be a class about the policy-making process. How do you make strategic decisions? How do you influence change and how do you do so in a professional manner? This course is a mixture of the policy process in analyzing policies, evaluating policies, recommending and accessing policies, but also evaluating the leadership decisions that are behind the scenes of those changes. In the ISS program it's not just the policy on paper. A great policy can be crafted and yet that's not necessarily enough to get that policy passed or to get external stakeholders bought in or to communicate this policy in a way that's persuasive. Amber noticed that there are no prereqs required, but the course is heavy in communication and critical thinking. She suggested EGL 100 and EGL 220 as prereqs, which would prevent incoming freshmen from enrolling in the course. Amy agreed that they would be excellent prereqs. Students definitely should not take this course in their first year.

\* **CCR 10/24-08 GMA 375 Research Methods** – New Course - Chris Chiego

This course prepares students for writing their senior thesis. Our students need to better understand research, how to do research, how to deal with articles, how to think on their own for developing their own questions. It introduces them to how social science research works in a qualitative and quantitative stance, but also gives them their own tools they can start to use more effectively at this point going beyond the citing sources and start thinking more like a researcher. This course would be designed for the spring semester of the junior year. Students will end up with a final product that is their proposal for their thesis, talking about what they would be using sources-wise, what they would be doing in terms of research design, what their topic would be. This would give them the chance to have their senior thesis class be writing and advising rather than deciding in mid-October they want to change topics and then start panicking. There will be course competencies and goals related to understanding the research process, ethics in the research project, types of research design, statistical data, working with spreadsheets and data sources, and making them critical consumers of research. Amber suggested that there should be a written communication prereq, an oral communication prereq and a statistics prereq. Chris doesn't want to prevent ambitious sophomore students from being excluded from taking the course, but a statistics prereq and a writing prereq make a lot of sense. He will take that under consideration. Under Course Goals, Ariel encouraged Chris to beef up some of them. "Understand" is used a lot. Under Course Competencies, "Construct" is used so why not beef up the course goal to "Construct and evaluate hypotheses..." Chris can do that.

## **New Policy**

\* **Discussion of the New Policy**

Ariel, Amy P. and Kitty worked on the policy for a year and a half. Our current policy that we are still sitting under was last revised in 2009. We are currently working on presidential signatures but Ariel is hoping we can implement it by spring. It will be a lot more user-friendly. Ariel requests that the CC members familiarize themselves with the new policy before the next meeting. That policy, and the old one, can be found in the General folder on the CC Sharepoint. With this potential merger coming up, curriculum will be one of the biggest things we will be tackling should that merger be approved.

\* **Call for a Policy Subcommittee**

Ariel called for a small sub taskforce of this current committee to go ahead and start deeply familiarizing themselves with our policy that is about to come into play, as well as Cal Poly's, so that we can hit the ground running instead of spending all of spring semester just figuring out how we'll talk to each other – curriculum committee to curriculum committee. Christine, Mike K, Ariel and Amy P volunteered to be on the policy subcommittee.

Someone asked Ariel what the difference is between curriculum roadmaps and curriculum sheets for the purview of this committee. Curriculum sheets are the list of courses. Roadmaps are the pattern that students will take those courses. The 2009 policy doesn't mention sheets or roadmaps so they are treated as supplementary materials to CCRs. At the CSU-wide level, every campus is required to provide a faculty-approved curriculum, accompanied with proof that students can achieve the curriculum in four years. That's why we need to see roadmaps. The curriculum sheets are kept by the Registrar.

The meeting was adjourned at 12:05 PM.

Respectfully submitted,

