

1991-92
ACADEMIC SENATE
California State University, Sacramento

AGENDA

Thursday, December 12, 1991
Forest Suite, University Union

INFORMATION

1. Tentative Schedule--Spring 1992 Academic Senate Meetings, Thursdays, 2:30-4:30 p.m., Forest Suite, University Union:

February 13 and 27, 1992
March 12 and 26, 1992
April 9 and 23, 1992
May 7, 14 and 21, 1992

2. President Gerth

Response to Senate request in AS 91-74:

Resolved: The CSUS Academic Senate requests that President Gerth inform the Senate at its next scheduled meeting (or soon thereafter, if schedules conflict) of the results of the Executive Council's October 16-17, 1991, deliberations on adoption of systemwide action pertaining to ROTC programs; and, be it further

Resolved: The CSUS Academic Senate requests that if the President's efforts to cause systemwide adoption of his proposal on ROTC discontinuation have not succeeded prior to the end of the Fall 1991 term, the President meet with the Senate to discuss the course of action to be taken on this campus with regard to ROTC in order to maintain the integrity of the University's policy on non-discrimination.

3. David Wagner -Info.

CONSENT CALENDAR

AS 91-103/Ex. COMMITTEE APPOINTMENTS--SENATE

ad hoc Committee to Reconsider Campus Program Review Process:

TIM HALLINAN, Instructional Faculty, 1992
MICHAEL LEWIS, Instructional Faculty, 1992
PAMELA MILCHRIST, Instructional Faculty, 1992
SAM RIOS, Instructional Faculty, 1992
ESTELA SERRANO, Instructional Faculty, 1992

AS 91-104/Ex. COMMITTEE APPOINTMENTS--UNIVERSITYDirector of Financial Aid, Advisory Committee on the Selection of the:

PATRICIA ACKERMAN, At-large
RENE MERINO, At-large

Student Complaint Hearing Panel (per PM 91-11):

RICHARD ADAMS, At-large, 1992
BARBARA ARNSTINE, At-large, 1992
DAVID VANICEK, At-large, 1992
TOM WILLIAMS, At-large, 1992

AS 91-105/CC, FisA, Ex. PROGRAM CHANGES

The Academic Senate recommends approval of the following program change proposals:

School of Arts and Sciences

- a. Chemistry B.S.: Change Chemistry 110 to Chemistry 110 and 110L, which requires the addition of one unit (to 33 units) to the total units required in upper division courses (see Attachment A).
- b. Geology B.A. and B.S.: Change in the Bachelor of Arts and Bachelor of Science as shown in Attachment B.
- c. Home Economics B.S.: Move HUES 195C from list of "Recommended electives" to the "units from the following" location (see Attachment C).
- d. Music B.M.: Add Music 153 to the Voice concentration; add Music 154 to the Instrumental concentration; add Music 153 or Music 154 to the Credential concentration; add Music 173 and 174 to the Keyboard concentration; add Music 183A or Music 183B to the Theory/Composition concentration (see Attachment D).

School of Business Administration

- e. Undergraduate Concentrations in Business Administration: Delete MGMT 181 and add MGMT 128 in Marketing concentration; shift additional units to the elective category and delete units from the information systems category in the Operations Management concentration; delete MIS 125 from the Information/Control elective section in the Strategic Management concentration (see Attachment E).

- f. Business Administration Minor: Delete MIS 5 and 6 and the addition of Stat 1 to the Business Administration Minor (see Attachment F).
- g. Real Estate and Land Use Affairs: Add OBE 196B to the list of courses from which four courses can be chosen to be counted toward the core of the Real Estate and Land Use Affairs concentration (see Attachment G).
- h. Business Administration: Add under "Major Requirements" for the Business B.S. degree that "Communication Studies 4 (Introduction to Public Speaking) is recommended for all undergraduate business majors to satisfy the Area A1, Oral Communication, requirement for General Education." (see Attachment H).

School of Education

- i. Child Development Major: Increase units in the major from 46 to 48; move ChDv 133.0 from Required Upper Division Courses to Core A; change name of Core A to Required Foundation Courses; change number of units required in Core A from 9 to 12; offer students a choice of HE 152.0, HE 150.0, or HE 155.0 in Core B; add ChDv 135.0 to Core B; reduce units in Electives from 12 to 11; and delete ChDv 137.3 from the Catalog (see Attachment I).

School of Engineering and Computer Science

- j. Civil Engineering B.S.: Delete CSc16, add CE 101, and reposition a G.E. course from upper to lower division, and two courses (Engr 124 and a CE elective) into different semesters at the upper division level (see Attachment J).
- k. Computer Science B.S.: Add, to the last item under Required Upper Division Courses, CSc 192 to the list of courses from which students may choose two units (see Attachment K).
- l. Electrical Engineering B.S.: Change in elective structure in Electrical and Electronic Engineering program (see Attachment L).
- m. Mechanical Engineering Program: 1) Replace an elective with a required course, ME 138, 2) permit students to substitute ME 160 or ENGR 173 for ME 111 as a required course, and 3) divide existing course, ME 190, into two, ME 190 and ME 146, where the total hours of lecture and lab will remain the same (see Attachment M).

AS 91-106/GPPC, FisA, Ex. PROGRAM CHANGES

The Academic Senate recommends approval of the following program change proposals:

School of Arts and Sciences

- a. Communication Studies M.A.: As part of application procedure, students must submit to the Department either one or two examples of writing which best demonstrates their critical, analytical, research or creative abilities (see Attachment N).
- b. Communication Studies M.A.: Add oral defense of the thesis or project as requirement for Thesis and Project Options in the Graduate Program (see Attachment O).

School of Education

- c. Curriculum and Instruction M.A.: Increase ED TE 520.0 from 3 to 4 units and reduce the number of elective units from 12 to 11, maintaining a 30 unit total for the program (see Attachment P).
- d. Education Reading Specialist M.A.: Change title of Master of Arts in Education (Reading Specialist Option) to Master of Arts in Education (Reading Option); change title of ED TE 221.1, Classroom Diagnosis and Correction of Reading Problems, to Literacy Assessment and Instruction in the Classroom (see Attachment Q).
- e. Education Reading Specialist M.A.: Change title of ED TE 220.0, Reading for the Inservice Teacher, to Issues in Language and Literacy; Change title of ED TE 221.3, Seminar: Psychology and Sociology of Reading, to Research in Psychology and Sociology of Reading; Change title of ED TE 221.4, Seminar in Administration and Supervision of Reading Programs, to Leadership in Literacy; change title of ED TGE 221.5, Practicum in Diagnosis of Reading Disabilities, to Clinical Diagnosis and Instruction in Reading and Language; add ED TE 220.1, Language and Literacy in Multicultural Settings, as a requirement; delete ED TE 221.6, Practicum in Remediation of Reading Disabilities (see Attachment R).
- f. Counseling M.S. Option: Change title of program from "generic" to "Community" Counseling to conform with regulations for accreditation purposes (see Attachment S).

REGULAR AGENDA

Approved
AS 91-102/Flr. MINUTES

Approval of the Minutes of the meetings of November 14 (#6) and November 21 (#7), 1991.

Agreed
AS 91-107/GPPC, Ex. ^{Flr.} CORE REQUIREMENT FOR GRADUATE PROGRAMS
(AS 91-35 revisited)

Based on the recommendation of the Graduate Policies and Programs Committee, the Academic Senate recommends revision of the "Policy Relating to Undergraduate and Graduate Degree Programs" (1990 Compilation of Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs, page 28) as follows [strikeover = deletion; underscore = addition; bold = conditions imposed by the President]:

~~... Graduate degree programs are expected to include at least three courses with no fewer than nine units, excluding independent study, field work, and the culminating experience, that are common to the degree program. All graduate majors or programs within a major must have a core curriculum requirement which emphasizes integration of knowledge and preparation for specialization and which is designed to assure mastery of requisite knowledge and skills.~~

The core, which is a common body of knowledge specific to a discipline, will consist of a minimum of nine units. Excluded are independent study, field work, internships and thesis units.

At least six of the nine required units must be common to all programs within the major. The remaining three units must be describable as meeting a particular educational objective within the major.

agreed
~~Exceptions to this nine-unit core requirement will be considered on a program by program basis. Exceptions will only be made under extraordinary circumstances and must be approved by the Vice President for Academic Affairs.~~
Requests for exceptions along with documentation are to be submitted to the Graduate Dean and the Graduate Policies and Programs Committee for consideration.

[Note: This requirement must be met in full by May 31, 1992, or the next program review, whichever occurs first.]

Carried

AS 91-108/CC, Ex. SPECIAL MAJOR REQUIREMENTS

The Academic Senate recommends that the Bachelor of Arts or Bachelor of Science Special Major, as described in the 1990-92 Catalog description of "Special Major/Minor" (see page 523, Attachment T), be amended as follows:

SPECIAL MAJOR

To qualify, for a Special Major or Minor a student must satisfy the following requirements:

- Students must have completed all coursework prior to the application for the Special Major with a combined grade point average of 2.5.
- All approvals should be obtained...
- ...

Unit Requirements

A minimum total of 124 units are required for the Bachelor of Arts or Bachelor of Science Special Major. No more than 6 units may be in Independent Study (199 or similar courses) and Fieldwork (195 or similar courses). The unit requirements for the major are:

...

Carried

AS 91-109/UWC, GE, Ex. G.E.--SECOND SEMESTER COMPOSITION REQUIREMENT (Amends AS 91-42)

The Academic Senate recommends revision, effective Fall 1992, of the "Policies Pertaining to the General Education Program and Course/Proficiency Requirements for Graduation with the Baccalaureate Degree," dated August 1991, Section II.B.2.a, page 24, as follows [Attachment U shows subsection B in its entirety]:

2. Second Semester Composition Requirement

a. Course Requirement

All students, ~~including students who have completed~~ the except those fully certified under IGETC, shall be required to complete a second semester composition course with a C- grade or better. ...

AS 91-110/UWC, GE, Ex.

G.E.--WRITING COMPONENT IN UPPER
DIVISION G.E. COURSES (Amends AS 91-42)
[Responds to Senate's request AS 91-75]

The Academic Senate recommends revision, effective Fall 1992, of the "Policies Pertaining to the General Education Program and Course/Proficiency Requirements for Graduation with the Baccalaureate Degree," dated August 1991, Section I.D.b.2).a), page 10, as follows [Attachment V-1 shows subsection D in its entirety; Attachment V-2 provides University Writing Committee rationale]:

b. Writing Requirements

1) Writing Component in Lower Division G.E. Courses

...

2) Writing Component in Upper Division G.E. Courses

- a) Upper division G.E. courses, unless granted an exception as provided in paragraph c) below, shall include substantial writing assignments (a minimum of 1500 words of formal, graded writing assignments). In view of this requirement, class size shall be limited to 50 students per section.

...

AS 91-111/AP REGISTRATION PRIORITY

The Academic Senate recommends adoption of the policy for priority registration recommended by the Academic Policies Committee, amended as follows (strikeover = deletion; underscore = addition):

Priority Registration

Until the SIS records system is in operation, priority registration shall be implemented as follows:

1. First Priority

- a. Students who have 1) a disability and 2) needs related to their disability, such as a need for prearranged support services, or a need to restrict distance that must be travelled between classes, or a need to restrict the number of trips to campus. Eligibility shall be confirmed each semester by a Learning Disabilities Specialist or a Disability Management Counselor.

- b. Students who are "priority workers".

2. Second Priority

Certified ~~§~~students (see d. below) in selected programs that offer tutoring, group work, or other academic support services, and which the program must require that participating students register in specific courses, a sequence of courses, or specific time blocks. Approval of programs for inclusion under this priority is the responsibility of the Academic Policies Committee. Requests for program inclusion in this priority shall be reviewed by the Academic Policies Committee which shall forward its recommendations on approval to the Senate for recommendation to the President.

Second priority is extended to students in approved programs when the program head certifies that they have satisfied the following conditions:

- a. The student is an active participant in the program during the semester in question.
- b. The student is (if necessary--as determined by the program head) an active participant in the academic support services.
- c. The student, if a continuing CSUS student, has a CSUS gpa of at least 2.0 in his/her previous Spring grade report most recently recorded semester.
- d. The student is making satisfactory progress toward his/her degree--including the following (with the possible exception of the student's first semester at CSUS):
 - the student has satisfied the English composition requirement, or is enrolled in the English composition course, or in the appropriate remedial courses.
 - the student has satisfied the Quantitative reasoning requirement, or is enrolled in a Quantitative reasoning courses, or in the appropriate remedial courses.

In each of the above cases, if a student is enrolled in a course but does not successfully complete the course (i.e., receives a grade of NC or lower than C-) then that student will not be permitted to receive second priority until the student has successfully completed the course.

- the student is enrolled in appropriate courses for his/her major (the program head can determine this by having the student's major advisor sign the student's CAR form).

~~If a program head certifies that students have satisfied the above requirements, and his/her certifications are later found to be incorrect, then eligibility of the programs's students for priority will be terminated. The program head may appeal this decision to the Academic Policies Committee. The committee will then determine whether future certifications of eligibility of students from this program will be accepted. Program eligibility shall be reviewed for consistency with the guidelines by the appropriate administrator in consultation with the Academic Policies Committee.~~

3. Additional Priorities

Students not receiving first or second priority as defined above shall receive priority in the following order:

Graduating seniors, freshmen, seniors, classified graduate students, juniors, sophomores, unclassified graduate students.

AS 91-112/LIB, Ex. LIBRARY CIRCULATION POLICY

The Academic Senate recommends approval of the changes in Library Circulation Policy as proposed by the Library faculty and administration and recommended by the Senate's Library Committee, as follows:

PROPOSED CHANGES IN LIBRARY CIRCULATION POLICY

I. LOAN PERIOD:

	<u>New</u>	<u>Old</u>
FT faculty/Staff	6 mo.	1 year
PT faculty	1 sem.*	1 sem.
Graduate students enrolled for culminating requirement	1 sem.*	1 sem.
Other CSUS students and UCD students	21 days	21 days
Alumni and community users	21 days	21 days

*No matter when during the semester an item is checked out, it is due at the end of that semester.

II. RESTRICTIONS ON # ITEMS THAT CAN BE BORROWED:

	<u>New</u>	<u>Old</u>
FT faculty/Staff	unlimited	unlimited
Parttime faculty	unlimited	unlimited
Graduate students enrolled for culminating requirement	unlimited	unlimited
Other CSUS students	unlimited	unlimited
Reciprocal users, e.g. UCD	30	unlimited
Alumni and community users	10	unlimited

III. RECALL PROCEDURES:

ALL BORROWERS

New: If a checkout item is requested by another library user, it will be recalled. The recall notice will specify a NEW due date, which will be seven days from the date the recall is sent, but will be no less than three weeks from the original checkout date.

If the item is not returned by the new due date, the borrower will be assessed a \$10.00 FINE per item and BORROWING PRIVILEGES WILL BE SUSPENDED UNTIL THE ITEM(S) IS RETURNED OR REPLACEMENT COST IS PAID.

Old: 15 cents a day fine (same as overdue books that have not been recalled).

IV. SANCTIONS FOR FAILURE TO RETURN ITEMS BY THE DUE DATE ("OVERDUE BOOKS")

	<u>New</u>	<u>Old</u>
Faculty/Staff and Graduate students enrolled for culminating requirement	Seven days after the due date an overdue notice is sent and and borrowing privileges are suspended	None
All other users	Borrowing privileges will be suspended seven days after due date (see Section V. for "fine" information)	Fine of 15 cents per day up to \$10.00

V. SANCTIONS FOR FAILURE TO RETURN ITEMS 45 DAYS AFTER DUE DATE

	<u>New</u>	<u>Old</u>
Faculty/Staff and Graduate students enrolled for culminating requirement	A bill will be sent for re- placement cost of the item(s) plus a processing fee. Sus- pension of borrowing privileges will continue until the item(s) are returned or the replacement bill and \$10.00 processing fee are paid.	Bill sent for cost of book
CSUS students and all other users	A fine of \$10.00 is assessed and borrowing privileges remain suspended until the fine is paid. In addition, a bill will be sent as described above. Finally, an "academic hold" will be imposed if fine and bill are not paid.	Bill sent for cost of book Academic hold
All other users	Same as faculty.	

FIRST READING

AS 91-113/Ex. SCHOLARSHIP, DESCRIPTION OF (CALL FOR REFERENDUM)

The Academic Senate calls for a referendum of the faculty to establish the following as the description of scholarship at CSU Sacramento:

Scholarship is the quality of learning characterized by a broad, deep, and current understanding of the content, perspectives, theories, methods, potential, limitations, and pedagogy in a particular academic and epistemological enterprise.

Scholarship is associated with thinking openly, deeply, and critically; it encompasses the processes of discovery, integration, application, creation, and criticism. Faculty can engage in each of these processes at varying levels of scholarship.

Scholarship also encompasses dissemination, which might take many forms, including publications, conference presentations, lectures, reorganization of course content, participation in exhibits or performances, consulting, teaching, and service to the University or to professional organizations. No form is inherently more scholarly than another.



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

M E M O R A N D U M

November 26, 1991

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Revision of Chemistry B.S. Degree

At its meeting on Monday, November 25, the Academic Senate Curriculum Committee took the following action regarding the proposed revision of the Bachelor of Science program in Chemistry:

It was MSC to approve the proposed change of Chemistry 110 to Chemistry 110 and 110L, which requires the addition of one unit (to 33 units) to the total units required in upper division courses.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: James Hill, Chair
Department of Chemistry
Ann Weldy, Associate Dean
School of Arts and Sciences

California State University Sacramento
6000 J Street
Sacramento, California 95815

NOV 26 1991

Academic Senate Registrar
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California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-6049

SCHOOL OF ARTS AND SCIENCES
OFFICE OF THE DEAN
FAX (916) 278-5787

TO: Jolene Koester, Interim Assistant Vice President
Academic Affairs

FROM: Ann Weldy, Associate Dean
School of Arts and Sciences

DATE: May 31, 1991

RE: Revision of Chemistry B.S. Degree

I am forwarding a proposal to revise the B.S. degree in Chemistry. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

JUN 1991



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

Evaluation of the Proposed Changes to the Bachelor of Science in Chemistry

The change involves splitting CHEM 110 which is currently 3 units of lecture (C4) and 1 unit of lab (C16) into two separate courses. CHEM 110 will be a 3 unit lecture course (C4), and CHEM 110L will be a 2 units lab course (C16). Currently CHEM 110 is offered every Fall with an enrollment of 14. The new courses will also be offered every Fall with a similar enrollment. The net effect is an increase of 2 wtu every Fall semester, or a yearly average of 1 wtu. This change should not have any significant fiscal impact.

M E M O R A N D U M

DATE: November 22, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair *Steve Buss*
Fiscal Affairs Committee

SUBJECT: Proposed Revision of Chemistry B.S.

=====
On November 19, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed revision of the Chemistry B.S.

If you have any questions, please call me at x7387.

SB:dp

Attachment

cc: ✓ Jolene Koester, Associate Vice President for Academic Affairs

Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee

Charlotte Cook, Chair, Academic Senate

7.	Course	C/S	Units	Section Added (+)		Deleted (-)		Enrollment		Staffing +/-wtus		+/-FTE	
				F	S	F	S	F	S	F	S	F	S
	Chem 110	04	4	-1	0	0	0	14	0	-5	0	-	0
	Chem 110	16											
	Chem 110	04	3	+1	0	0	0	14	0	+3	0	+0.22	0
	Chem 110L	16	2	+1	0	0	0	14	0	+4	0	+0.27	0

b) Changes in wtus will be accommodated within present allocation if Dean of School of Arts and Sciences does not provide additional resources.

c) None

- (3) Chem 25 Org. Chem Lab I (Chem 20 or 24)
 (4) Chem 31 Inorg. Quant. Anal. (Chem 1B)
 (4) Math 30 Calculus I (Three and one half years of high school math and Math 29)
 (4) Math 31 Calculus II (Math 30)
 (12) Phys 11A, B, and C
 (3) Chem 124 Org. Chem Lec II (Chem 24; Chem 25 - concurrent enrollment OK)

B. Required Upper Division Courses (32 units)

- (4) Chem 110 Inorg. Chem (Chem 140B concurrent enrollment OK)
 (3) Chem 124 Org. Chem Lec II (Chem 24; Chem 25 - concurrent enrollment OK)
 (3) Chem 125 Org. Chem Lab II (Chem 25 and Chem 124)
 (4) Chem 133 Chem Instrumentation (Chem 140B)
 (3) Chem 140A Physical Chem Lecture (Chem 31, Math 32, and Phys 11A and either, Phys 11B or 11C with the other taken concur.)
 (3) Chem 140B Physical Chem Lecture (Chem 140A)
 (3) Chem 141 Physical Chem Lab (Chem 140B - may be taken concurrently)
 (3) Chem 198 Senior Research (Chem 124, 140B, and instructor's permission)
 (6) Additional courses from the following to a minimum total of 31 upper division units in Chemistry. Elective courses should be selected in consultation with an adviser.
 Chem 126 Physical Org. Chemistry (Chem 125 and Chem 140B)
 Chem 128 Organic Synthesis (Chem 124)
 Chem 160A Structure and Function of Biological Molecules (Chem 124)
 An upper division math or physics course approved by adviser and department chair

- (3) Chem 25 Org. Chem Lab I (Chem 20 or 24)
 (4) Chem 31 Inorg. Quant. Anal. (Chem 1B)
 (4) Math 30 Calculus I (Three and one half years of high school math and Math 29)
 (4) Math 31 Calculus II (Math 30)
 (12) Phys 11A, B, & C
 (3) Chem 124 Org. Chem Lec II (Chem 24; Chem 25 - concurrent enrollment OK)

B. Required Upper Division Courses (33 units)

- (2) Chem 110 Inorg. Chem (Chem 140B concurrent enrollment OK)
 (3) Chem 110L Inorg. Chem Lab (Chem 110) - Concurrently
 (3) Chem 124 Org. Chem Lec II (Chem 24; Chem 25 - concurrent enrollment OK)
 (3) Chem 125 Org. Chem Lab II (Chem 25 and Chem 124)
 (3) Chem 133 Chem Instrumentation (Chem 140B)
 (3) Chem 140A Physical Chem Lecture (Chem 31, Math 32, and Phys 11A and either, Phys 11B or 11C with the other taken concur.)
 (3) Chem 140B Physical Chem Lecture (Chem 140A)
 (3) Chem 141 Physical Chem Lab (Chem 140B - may be taken concurrently)
 (3) Chem 198 Senior Research (Chem 124, 140B, and instructor's permission)
 (6) Additional courses from the following to a minimum total of 31 upper division units in Chemistry. Elective courses should be selected in consultation with an adviser.
 Chem 126 Physical Org. Chemistry (Chem 125 and Chem 140B)
 Chem 128 Organic Synthesis (Chem 124)
 Chem 160A Structure and Function of Biological Molecules (Chem 124)
 An upper division math or physics course approved by adviser and department chair

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Chemistry Date of Submission 11/6/90
to School Dean:

Requested Effective Fall X Spring , 19 91

Type of Program Change: _____ Required forms attached:

- Modification in Existing Program
 - Substantive Change _____ Form C
 - Non Substantive Change _____ no form required
 - Deletion of Existing Program _____ Form D
 - Initiation (Projection) of New Program _____ Form E
 - Implementation of New Program _____ Form F
 - Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form C
 - Addition of New Certificate Program _____ Form P



Briefly describe the change requested and the justification for the change:

The change of Chemistry 110 to Chemistry 110 and Chemistry 110L requires the addition of one unit to the total units required in upper division courses for the BS degree in Chemistry: 32 to 33 units. No other changes in the BS degree are proposed. The additional one unit is needed to accommodate the additional laboratory period in the new Chemistry 110L (lab) course.

1. Department of Chemistry
School of Arts and Sciences
Contact: James C. Hill, Chair
2. B.S. in Chemistry
3. Purpose of Change: To separate Chemistry 110, Inorganic Chemistry, into separate lecture and laboratory courses (both exist together under rubric of Chemistry 110) and to add extra student hours to laboratory.
4. Need for Change: Students have informally requested the change to two courses because they perceive difficulty in establishing a final grade for the course based on two distinctly different activities. There is some merit to the argument. The more important reason for the change is the need for additional student contact hours to complete advanced experiments. The laboratory involves sophisticated experiments and a final project that cannot be accomplished in a single three hour laboratory. In some ways, the laboratory provides a structured culminating experience in using/applying instrumental techniques to structural problems in chemistry. These types of activities are very time intensive. To provide proper credit for actual time spent by students, and to expand the number of laboratory hours, it is necessary to do the hours now without student credit for them).
5. No programmatic impact on other academic units and programs will occur.
6. The Department of Chemistry wants to make the following change in its B.S. program:

Change Chemistry 110 (4 units) to a lecture only course, Chemistry 110 (3 units), and a laboratory only course, Chemistry 110L (2 units). Increase the number of required U.D. units in the B.S. degree program to 33 units (from 32).

The programs compare:

New Program

- A. Common Core (43 units)
 - (5) Chem 1A Gen. Chem
 - (5) Chem 1B Gen. Chem (Chem 1A)
 - (3) Chem 24 Org. Chem Lec I (Chem 1B)

Old Program

- A. Common Core (43 units)
 - (5) Chem 1A Gen. Chem
 - (5) Chem 1B Gen. Chem (Chem 1A)
 - (3) Chem 24 Org. Chem Lec I (Chem 1B)

Transaction:

School Review Completed (date): _____

University Review Completed (date): _____

Chancellor's Review Completed (date): _____

Approvals:

Department Chair: James C Hill Date: 11/6/90

School Dean: Date: 6-3-91

Associate Vice President-Curriculum: Date:



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

M E M O R A N D U M

November 26, 1991

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Revision of Geology B.A. and B.S. Degree

California State University Sacramento
6000 J Street
Sacramento, California 95819

NOV 26 1991

Academic Senate Minutes
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At its meeting on Monday, November 25, the Academic Senate Curriculum Committee took the following action regarding the proposed revision of the Bachelor of Arts and Bachelor of Science programs in Geology:

It was MSC to approve the proposed changes in the Bachelor of Arts and Bachelor of Science programs in Geology.

Although Form B indicates that the changes are non-substantive, the changes are substantive and the proposal was referred to the Fiscal Affairs Committee for review. Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Gregory Wheeler, Chair
Department of Geology

Ann Weldy, Associate Dean
School of Arts and Sciences

THE CALIFORNIA STATE UNIVERSITY

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: Geology Date of Submission: September 18, 1991
to School Dean:

Requested Effective Fall X Spring X, 1992

Name of Faculty Contact Person, if not Department Chair: _____

Type of Program Change: _____ Required Forms Attached:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Modification in Existing Program | Form C |
| <input type="checkbox"/> Substantive Change | <input checked="" type="checkbox"/> Form B |
| <input checked="" type="checkbox"/> Non-Substantive Change | Form D |
| <input type="checkbox"/> Deletion of Existing Program | Form E |
| <input type="checkbox"/> Initiation (Projection) of New Program | Form F |
| <input type="checkbox"/> Initio Master Plan | Form G |
| <input type="checkbox"/> New Degree Programs | Form H |
| <input type="checkbox"/> Addition of New Minor, Concentration, Option, Specialization, Emphasis | |
| <input type="checkbox"/> Addition of New Certificate Program | |



Briefly describe the change requested and provide a justification for the change:

See Attached

Approvals:

Department Chair: *Gregory Wheeler* Date: 9-17-91

School Dean: *Ann Weldy* Date: 11-12-91

University Committee: _____ Date: _____

Justification for Change in the Geology B.A. and B.S. Degrees

The motivation for changes proposed here are several.

1. The science of Geology is multifaceted and evolving.
2. By streamlining the curriculum, students can graduate sooner.
3. We are responding to the University and School Resource Allocation plan by (a) reducing the number of electives required and offered in the major; (b) combining classes to eliminate concentration/option requirements, and (c) reducing the frequency and number of low-enrolled classes.

The proposed changes result in no change in unit value in the B.A. or B.S. The proposed program will cost less since there are fewer low enrollment electives required. There should be a substantial savings to the School because of the more streamlined nature of the program. Two days of faculty workshops and many hours of discussion has resulted in a decrease in prerequisites in a number of classes and a course sequencing model that makes graduation on time far more probable than in the past. Specifically, students entering their junior year with the required prerequisites will be able to get all the classes they need reasonably schedule in four semesters.

Changes and Justification

New courses:

Geology 104 Metamorphic Petrology (2 units) - Until now, Igneous and Metamorphic Petrology have been combined in a single, 4-unit course. Both take somewhat different approaches and, for that reason, should be two separate courses. The Geology Department feels that thin sections should be used extensively in both courses and is proposing to add an introduction to the polarizing microscope to Geol 102. This will consume approximately one unit of that class' time, so we propose that Geol 102 be a 3 unit course in igneous petrology and thin section microscopy and Geol 104 a 2 unit course in metamorphic petrology that builds on the microscopic techniques learned in Geol 102.

Description: The origin, classification, chemical and physical characteristics of metamorphic rocks. Determination of physical chemical and tectonic environments during metamorphism. Emphasis in the laboratory will be on hand specimen and thin section observation and interpretation. Laboratory three hours. Not offered every semester. Prerequisite: Geol 102; 2 units.

Geology 107 Applied Geology (3 units) - This course is offered early in the major curriculum to allow all majors to see the applications of geologic knowledge, incite them to more diligent study, and make them aware of professional options available to geologists.

Description: The application of geology to such topics as groundwater, civil engineering, petroleum, and metallic and non-metallic resources. Topics may vary from year to year. Field trip. Prerequisites: Geol 9, 10, and 12, Chem 1A. Not offered every semester.

Revised Course:

Geology 112 Basic Principles of Geophysics and Geochemistry (3 units) - This course is being revised to include content from the geochemistry course. Previously these elective courses were taken primarily by students planning graduate work in geochemistry and geophysics. Although the Geology Department has never had a formal concentration in these areas, combining the classes will create one high enrollment course replacing two lower enrollment courses that were more specialized options.

Description: Introduction to the basic principles of seismology, earthquakes and heat flow. Study will include the gravitational, magnetic and electrical fields of the Earth. Also basic principles of isotope geology, and the origin, abundance, distribution and migration of the elements in the various parts of the Earth. Prerequisite: Geol 10.

The above three courses add eight required units. The units will replace units acquired by deleting classes and units described below:

Geology 120 Geomorphology (reduced from 2 to 1 unit) - The lecture component will be dropped from this class and incorporated into other geology classes. The important lab technique portion will be retained.

Geology 102 Igneous Petrology (reduced from 4 to 3 units) - This course is losing one unit because material from this course will now be taught in the newly created Geol 104.

Geology 105 Paleontology (reduced from 4 to 3 units) - One hour of lecture has been cut from this class. Most students will find two hours of lecture provides adequate background for the commonly pursued geology fields.

Geology 188 Geowriting (1) - This class is deleted and writing will be incorporated into most all geology major classes.

Geology 189 Colloquium (1) - This class is deleted. Students will be strongly encouraged to attend guest speaker lectures brought to campus.

Electives (3) - This is a reduction from 6 units. The result will be fewer low enrolled elective courses.

Finally, Geology 9 Physical Geology Lab (1) will replace Geology 13 Historical Geology Lab (1) as a lower-division prerequisite. This is being done to better conform with community college curricula which provides Geology 9, but not 13.

The B.S. degree in Geology will require the same changes as the B.A.

PROPOSED B.A. DEGREE IN GEOLOGY
1992-1994 Catalog

Summary of Changes
BA/BS

Preparation for the Major

Geology 9	Physical Geology Lab	1 unit
Geology 10	Physical Geology	3
Geology 12	Historical Geology	3
Chemistry 1A	General Chemistry	5
Math 30	Calculus I	4
OR Math 29	Pre-Calculus Math	
AND Math 26A	Calculus I	
Physics 5A (or 11A)	General Physics	4
	Subtotal	20 units

Major

Geology 100	Mineralogy	4 units
Geology 101	Techniques of Field Geology	1
Geology 102	Igneous Petrology	3
Geology 103	Sedimentary Petrology	3
Geology 104	Metamorphic Petrology	2
Geology 105	Paleontology	3
Geology 107	Applied Geology	3
Geology 110	Structural Geology	3
Geology 111	Field Methods	2
Geology 112	Basic Principles of Geophysics & Geochemistry	3
Geology 115	Stratigraphy	3
Geology 119	Field Mapping	2
Geology 120	Geomorphology	1
Electives	Chosen from list of approved courses available in Geology Office	3
	Subtotal	36 units

TOTAL 56 units

**ATTENDANCE AT 16 COLLOQUIUMS VERIFIED BY FACULTY SIGNATURE.
GEOLOGY SUMMER FIELD CAMP IS NOT REQUIRED.**

The B.A. degree program is designed as a shorter, less rigorous preparation for some geology jobs, earth science teaching in high school, and jobs such as park naturalist, environmentalist, geologic planning specialist, or in geology-related businesses. The B.A. degree can be used in dual-track majors combining geology with biological sciences, chemistry, physics, or engineering.

Units

New Required Courses:	Geol 9	Physical Geology Lab	+1
	Geol 104	Metamorphic Petrology	+2
	Geol 107	Applied Geology	+3
	Geol 112	Basic Principles of Geophysics and Geochemistry	+3

Courses Reduced in Value:	Geol 102	Igneous Petrology	-1
	Geol 105	Paleontology	-1
	Geol 120	Geomorphology	-1

Courses Deleted:	Geol 13	Historical Geology Lab	-1
	Geol 188	Geowriting	-1
	Geol 189	Geology Colloquium	-1
	Geol Elective		-3

I have attached old and new BA/BS Requirements.

PROPOSED B.S. DEGREE IN GEOLOGY
1992-1994 Catalog

Preparation for the Major

Geology 9	Physical Geology Lab	1 unit
Geology 10	Physical Geology	3
Geology 12	Historical Geology	3
Chemistry 1A	General Chemistry	5
Chemistry 1B	General Chemistry	5
Math 30	Calculus I	4
Math 31	Calculus II	4
Physics 5A (or 11A)	General Physics	4
Physics 5B (or 11B)	General Physics	4
	A computer course approved by the Geology Department	2
	Subtotal	35 units

<u>Major</u>		
Geology 100	Mineralogy	4 units
Geology 101	Techniques of Field Geology	1
Geology 102	Igneous Petrology	3
Geology 103	Sedimentary Petrology	3
Geology 104	Metamorphic Petrology	2
Geology 105	Paleontology	3
Geology 106	Optical Mineralogy	3
Geology 107	Applied Geology	3
Geology 110	Structural Geology	3
Geology 111	Field Methods	2
Geology 112	Basic Principles of Geophysics & Geochemistry	3
Geology 115	Stratigraphy	3
Geology 119	Field Mapping	2
Geology 120	Geomorphology	1
Geology 161	Advanced Petrology	2
Geology 162	Sedimentary Petrography	1
Geology 198	Senior Research	2
Electives	Chosen from list of approved courses available in Geology Office	3
	Subtotal	44 units
	TOTAL	79 units

ATTENDANCE AT 16 COLLOQUIUMS VERIFIED BY FACULTY SIGNATURE.
GEOLOGY SUMMER FIELD CAMP IS ALSO REQUIRED (IN SENIOR YEAR).
THIS IS USUALLY A 4 TO 6 WEEK COMMITMENT.

The B.S. degree program is designed to be the best possible preparation for advanced work in geology in graduate school or for professional employment as a geologist. The geology program offers a strong background in the major areas of geology including mineralogy, petrology, paleontology, stratigraphy, structural geology, field mapping, and report writing.

Fiscal Impact Table for Geology Proposed Changes

The Geology Department stated in the justification for change section that the proposed changes represent a less expensive alternative to the current curriculum. All courses added, deleted or modified are listed below.

New Required Courses

Title	Course Classification	Units	WTU	Net Change in WTU
Geol 9	Physical Geology Lab	1	2	+2
Geol 104	Metamorphic Petrology	2	3	+3
Geol 107	Applied Geology	3	3	+3
Geol 112	Basic Prin. of Geophysics & Geochemistry	3	3	+3
	TOTAL	+11	WTU	+11

Courses Reduced in Value

Title	Course Classification	Units	WTU	Net Change in WTU
Geol 102	Igneous Petrology	4 reduced to 3	5	-1
Geol 105	Paleontology	4 reduced to 3	4	-1
Geol 120	Geomorphology	2 reduced to 1	2	-1

Courses Deleted

Title	Course Classification	Units	WTU	Net Change in WTU
Geol 13	Historical Geology Lab	1	2	-2
Geol 188	Geowriting	1	3	-3
Geol 189	Geology Colloquium	1	3	-1
	Geology Elective	3	3	-3
	TOTAL	-12	WTU	-12

Although this table shows a savings of just 1 WTU, savings will be greater. The proposed curriculum will result in fewer elective sections and more fully enrolled classes. Since students will graduate more quickly, both the School and student will save money.



California State University: Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

DATE: November 25, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Program Change Proposal in Geology

=====

The Fiscal Affairs Committee unanimously agrees that there is favorable fiscal impact (savings of 1/6 of a faculty position) to the program change proposal in Geology.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic
Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs
Committee
Charlotte Cook, Chair, Academic Senate



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

M E M O R A N D U M

November 26, 1991

California State University Sacramento
4000 J Street
Sacramento, California 95819

NOV 26 1991

Academic Senate Secretary
413

To: Charlotte Cook, Chair
Academic Senate

From: *John Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Revision of Home Economics B.S. Degree

At its meeting on Monday, November 25, the Academic Senate Curriculum Committee took the following action regarding the proposed revision of the Bachelor of Science program Home Economics:

It was MSC to approve the proposal to move HUES 195C from the list of "Recommended electives" to the "units from the following" location.

Since this is a non-substantive change, it was not referred to the Fiscal Affairs Committee for review.

A copy of the proposal is attached for your information.

JLW/cp
Att.

cc: Jeline Ware, Chair
Department of Human Environmental Sciences

Ann Weldy, Associate Dean
School of Arts and Sciences

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: Human Environmental Sciences Date of Submission to School Dean: 10-14-91

Requested Effective Fall X Spring , 1992 to be reflected in new catalog

Name of Faculty Contact Person, if not Department Chair:

Type of Program Change: Required Forms Attached:

- Modification in Existing Program Form C
- X Substantive Change Form B
- X Non-Substantive Change Form D
- Deletion of Existing Program Form E
- Initiation (Projection) of New Program Form F
- onto Master Plan Form G
- New Degree Programs Form H
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change:

Per Tom Griffith, Director of Advising Center, the list of "Recommended electives" will be eliminated from the 1992-94 catalog. Therefore the request is to change HUES 195C, Internship, from the list of "Recommended electives" to the above location "units from the following". (See attached copy of catalog page 377 for clarification).

Approvals:

Department Chair: *Jeline A. Ware* Date: 10-14-91

School Dean: *Ann Weldy* Date: 11-20-91

University Committee: Date:

- Hm Ec 123A Historic Interiors (Art 1A or 1B or Hm Ec 20)
- Hm Ec 123B Contemporary Interiors (Art 1A or 1B or Hm Ec 20)
- Hm Ec 124 Asian Design (Hm Ec 123A or 123B or permission of instructor)
- Hm Ec 126A Advanced Interior Design I (Hm Ec 122B)
- Hm Ec 126B Advanced Interior Design II (Hm Ec 122B)
- Hm Ec 128 Household Equipment and Energy Management
- Hm Ec 129 Topics in Environmental Design
- Hm Ec 129A Business Practices for Interior Designers (Hm Ec 20 or permission of instructor)
- Hm Ec 129B Design Portfolio (Hm Ec 126A or 126B or concurrently)
- Hm Ec 129C Kitchen Design (One of the following: Hm Ec 120 or 121 or 128 or permission of instructor)
- Hm Ec 129D Detailing for Interior Designers (Hm Ec 122A)

The following courses are recommended electives

- Hm Ec 130A Historic Costume
- Hm Ec 130B 20th Century Costume (Hm Ec 130A)
- Hm Ec 141 Family Finance
- Hm Ec 142 Consumer Problems
- Hm Ec 159 Adulthood and Aging in Human Development (Hm Ec 50, Hm Ec 51 or Hm Ec 150 or permission of instructor)
- Hm Ec 195C Internship (upper division status; 2.5 or above G.P.A.)
- Hm Ec 199 Special Problems

C. Unit Requirements: A minimum of 12 lower division and 24 upper division units are required. Courses beyond the minimum must be selected from home economics courses to total 42 units.

IV. TEXTILES, CLOTHING AND MERCHANDISING (43 UNITS)

- A. Prerequisite Requirements (12-18 units)
- (3) Hm Ec 20 Design
 - (3) Hm Ec 31 Textiles
 - (3) Hm Ec 32 Fundamentals of Clothing
 - (6) Six units from the following:
 - Hm Ec 10 Nutrition and World Food Needs
 - Hm Ec 51 The Individual and the Family (Hm Ec 50 and Hm Ec 52 may be substituted)
 - Hm Ec 140 Family Resource Management
- B. Required Upper Division Courses (25 units minimum)
- (3) Hm Ec 130A Historic Costume
 - (4) Hm Ec 131A Advanced Pattern Adjustment and Fit (Hm Ec 32)
 - (3) Hm Ec 134 Introduction to Fashion Marketing
 - (3) Hm Ec 138 Consumer Issues in Textiles and Clothing (Hm Ec 31)
 - (3) Hm Ec 160 Integrative Seminar (21 Hm Ec units)
 - (7-11) Seven to eleven units from the following:
 - Hm Ec 130B 20th Century Costume (Hm Ec 130A)
 - Hm Ec 131B Advanced Clothing (Hm Ec 131A)
 - Hm Ec 132A Apparel Design: Pattern Drafting (Hm Ec 131A or permission of instructor)
 - Hm Ec 132B Apparel Design: Draping (Hm Ec 132A)

- Hm Ec 133 Tailoring (Hm Ec 131A or permission of instructor)
 - Hm Ec 135 Topics in Fashion Merchandising
 - Hm Ec 135A Analytical and Specification Buying (Hm Ec 134)
 - Hm Ec 135B Promotion of Fashion Merchandising (Hm Ec 134)
 - Hm Ec 135C Fashion Sketching
 - Hm Ec 135D Visual Merchandising Essentials (Hm Ec 20 and Hm Ec 134 or permission of instructor)
 - Hm Ec 135E Buyer of Fashion Merchandise (Hm Ec 134)
 - Hm Ec 136 Fashion Retailing (Hm Ec 134)
- Recommended electives:
- Hm Ec 102 Home Economics Presentation Techniques
 - Hm Ec 121 Interior Design (Hm Ec 20 or equivalent)
 - Hm Ec 123A Historic Interiors (Art 1A or 1B or Hm Ec 20)
 - Hm Ec 123B Contemporary Interiors (Art 1A or 1B or Hm Ec 20)
 - Hm Ec 195A Field study
 - Hm Ec 195C Internship

C. Unit Requirements: A minimum of 12 lower division and 24 upper division units are required. Courses beyond the minimum must be selected to total 42 units.

V. HOME MANAGEMENT, FAMILY ECONOMICS AND CONSUMER STUDIES (48 UNITS)

- A. Required Lower Division Courses (21 units minimum)
- (3) Hm Ec 10 Nutrition and World Food Needs
 - (3) Hm Ec 11 Principles of Food Preparation
 - (3) Hm Ec 20 Design
 - (3) Hm Ec 31 Textiles
 - (3) Hm Ec 51 The Individual and the Family (Hm Ec 50 and Hm Ec 52 may be substituted)
 - (6) Econ 1A & 1B Introduction to Macroeconomic Analysis and Microeconomic Analysis (ECON 104, Introduction to American Economy, may be substituted)
- B. Required upper division courses (24 units minimum)
- (3) Hm Ec 140 Family Resource Management
 - (2) Hm Ec 1401 Family Resource Management Laboratory (Hm Ec 140 or concurrently)
 - (3) Hm Ec 141 Family Finance
 - (3) Hm Ec 142 Consumer Problems
 - (3) Hm Ec 160 Integrative Seminar (21 Hm Ec units)
 - (3) Hm Ec 195C Internship or Hm Ec 195A Field Study
 - (7) Seven units minimum from the following:
 - Hm Ec 102 Home Economics Presentation Techniques
 - Hm Ec 104 Family Legal Issues
 - Hm Ec 110 Food Management (Hm Ec 11)
 - Hm Ec 121 Interior Design (Hm Ec 20 or equivalent)
 - Hm Ec 128 Household Equipment and Energy Management
 - Hm Ec 138 Consumer Issues in Textiles and Clothing (Hm Ec 31)
 - Hm Ec 147 Financial and Legal Aspects of Aging
 - Hm Ec 150 Seminar: Families Under Stress (Hm Ec 50, Anth 2, Soc 3 or Psych 1)
 - Hm Ec 159 Adulthood and Aging in Human Development

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Music Date of Submission to School Dean: 10/11/91

Requested Effective Fall Spring X, 19 92

Name of Faculty Contact Person, if not Department Chair: Rollin R. Potter, Chair

Type of Program Change: Required Forms Attached:

- Modification in Existing Program Form C
- Substantive Change Form B
- Non-Substantive Change Form D
- Deletion of Existing Program Form E
- Initiation (Projection) of New Program onto Master Plan Form F
- New Degree Programs Form G
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form H
- Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change:

The Department requests an addition of an Advanced Choral Conducting Course, Music 153, to the Bachelor of Music Voice Major. The new offering will better prepare vocalists as conductors and teachers. The change is strongly recommended by the National Association of Schools of Music, our accrediting body.

Synovak Recording

Approvals:

Department Chair: *Rollin R. Potter* Date: 9/30/91

School Dean: *Ann Weldy* Date: 10-1-91

University Committee: _____ Date: _____



California State University Sacramento
600 J Street
Sacramento, California 95819
NOV 26 1991

November 26, 1991
Academic Senate Reporters
413

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Revisions of Music B. M. Degree
At its meeting on Monday, November 25, the Academic Senate Curriculum Committee took the following action regarding the proposal to revise of the Bachelor of Music concentrations:

- It was MSC to approve the proposed addition of Music 153 to the Voice concentration.
- It was MSC to approve the proposed addition of Music 154 to the Instrumental concentration.
- It was MSC to approve the proposed addition of Music 153 or Music 154 to the Credential concentration.
- It was MSC to approve the proposed addition of Music 173 and Music 174 to the Keyboard concentration.
- It was MSC to approve the proposed addition of Music 183A or Music 183B to the Theory/Composition concentration.

These actions were taken pending final approval of the proposal by the Academic Council in the School of Arts and Sciences.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Rollin Potter, Chair
Department of Music

Ann Weldy, Associate Dean
School of Arts and Sciences

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Music Date of Submission to School Dean: 10/1/91

Requested Effective Fall Spring X, 19 92

Name of Faculty Contact Person, if not Department Chair: Rollin R. Potter, Chair

Type of Program Change: _____ Required Forms Attached: _____

X Modification in Existing Program

- X Substantive Change _____ Form C
- Non-Substantive Change _____ Form B
- Deletion of Existing Program _____ Form D
- Initiation (Projection) of New Program onto Master Plan _____ Form E
- New Degree Programs _____ Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form G
- Addition of New Certificate Program _____ Form H

Briefly describe the change requested and provide a justification for the change:

The Department requests an addition of an Advanced Instrumental Conducting Course, Music 154, to the Bachelor of Music Instrumental Major. The new offering will better prepare instrumentalists as conductors and teachers. The change is strongly recommended by the National Association of Schools of Music, our accrediting body.

Approvals: _____

Department Chair: Rollin R. Potter Date: 9/30/91

School Dean: _____ Date: _____

University Committee: _____ Date: _____

I. Course Content and Objectives
A course in instrumental conducting techniques including refinement of basic conducting skills, rehearsal procedures, score study and familiarization with interpretation of instrumental literature. Prerequisite: Music 151

II. Required Texts
The Modern Conductor, Green
The Art of Conducting, Hunsberger/Ernst

- III. Course Format
 - a. Lecture / Demonstration
 - b. Evaluation of existing skills
 - c. Assignment of works/exercises
 - d. Score examination/preparation
 - e. Assignment of larger works
 - f. Evaluations with ensemble
 - g. Video taping.

- IV. Course Requirements
 - a. Demonstration of understanding of transpositions--examinations (2 or 3)
 - b. Two or three shorter works to be conducted with an ensemble
 - c. One or two larger works to be conducted with an ensemble (video tape)
 - d. No more than two absences without lowering of grade

- V. Evaluation
 - Transpositions 20%
 - Smaller works 30%
 - Larger works 50%

VI. Structured Outline

Week 1	Lecture/Demonstrations	
Week 2	Evaluation of existing skills, etc.	
Week 3	Assignment of smaller works and conducting	
Week 4	"	
Week 5	"	
Week 6	Assignment of larger works and conducting	
Week 7	"	
Week 8	"	
Week 9	"	
Week 10	"	
Week 11	Video taping	
Week 12	"	
Week 13	"	
Week 14	"	
Week 15	"	

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Music Date of Submission
to School Dean: 10/11/91

Requested Effective Fall X Spring 19 92

Name of Faculty Contact Person, if not Department Chair:
Rollin R. Potter, Chair

Type of Program Change: Required Forms Attached:

- Modification in Existing Program
- Substantive Change Form C
- Non-Substantive Change Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change:

The Department requests an addition of Accompanying, Music 173, and Piano Pedagogy, Music 174, to the Bachelor of Music Keyboard Major. The new offerings will better prepare pianists as performers and teachers. The change is recommended by the National Association of Schools of Music, our accrediting body.

Approvals: _____

Department Chair: Rollin R. Potter Date: 9/30/91

School Dean: _____ Date: _____

University Committee: _____ Date: _____

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Music Date of Submission
to School Dean: 10/11/91

Requested Effective Fall X Spring 19 92

Name of Faculty Contact Person, if not Department Chair:
Rollin R. Potter, Chair

Type of Program Change: Required Forms Attached:

- Modification in Existing Program
- Substantive Change Form C
- Non-Substantive Change Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change:

The Department requests an addition of Advanced Choral Conducting Course, Music 153, or Advanced Instrumental Conducting, Music 154, to the Credential Program. The new offerings will better prepare vocalists or instrumentalists as conductors and teachers. The change is strongly recommended by the National Association of Schools of Music, our accrediting body.

Approvals: _____

Department Chair: Rollin R. Potter Date: 9/30/91

School Dean: _____ Date: _____

University Committee: _____ Date: _____

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Music Date of Submission
to School Dean: 10/11/91

Requested Effective Fall X Spring , 1992

Name of Faculty Contact Person, if not Department Chair:
Rollin R. Potter, Chair

Type of Program Change: _____ Required Forms Attached:

- Modification in Existing Program
- Substantive Change _____ Form C
- Non-Substantive Change _____ Form B
- Deletion of Existing Program _____ Form D
- Initiation (Projection) of New Program
onto Master Plan _____ Form E
- New Degree Programs _____ Form F
- Addition of New Minor, Concentration,
Option, Specialization, Emphasis _____ Form G
- Addition of New Certificate Program _____ Form H

Briefly describe the change requested and provide a justification for the change:

The Department requests the addition of either Introductions to MIDI Principles, Music 183A, or Digital Synthesis and Sampling, Music 183B, to the Bachelor of Music Theory/Composition Major. These offerings both reflect our plan to make these programs current and are strongly recommended by the National Association of Schools of Music, our accrediting body.

Form C

California State University, Sacramento
Substantive Program Change Proposal

1. Department of Music, Rollin R. Potter, Chair
2. Bachelor of Music--Voice, Instrumental, Keyboard, Theory/Composition Concentration
3. The change will provide Bachelor of Music majors with courses in their concentrations that will better prepare them for careers in music.
4. The changes are strongly recommended by the National Association of Schools of Music, our accrediting body.
5. None. (No impact on other academic units.)

6. The Department of Music wants to make the following change for its Bachelor of Music Voice, Instrumental, Keyboard, and Theory/Composition majors and its Credential Program.

Add to the indicated concentrations:

- Voice--Music 153, Advanced Choral Conducting
- Instrumental--Music 154, Advanced Instrumental Conducting (new course)
- Keyboard--Music 173, Accompanying, and Music 174, Piano Pedagogy
- Theory/Composition--Music 183A, Introductions to MIDI Principles, or Music 183B, Digital Synthesis and Sampling

New Program

Old Program

- A. Required Lower Division Core Courses (19 units)
- (3) Music 5 Beginning Theory Same
 - (3) Music 6 Intermediate Theory Same
 - (3) Music 7 Advanced Theory Same
 - (3) Music 10A Survey of Music Literature Same
 - (3) Music 10B Survey of Music Literature Same

Approvals: _____

Department Chair: Rollin R. Potter Date: 9/30/91

School Dean: _____ Date: _____

University Committee: _____ Date: _____

- (4) Music 142 Large Performance Ensembles Same
- B. Required Upper Division Core Courses (24 units) Same
- (3) Music 103 Counterpoint (Music 6.7) Same
- (3) Music 105 20th Century Theory (Music 6.7) Same
- (3) Music 106 Form and Analysis (Music 6.7) Same
- (3) Music 110A History of Music (Music 10A-B) Same
- (3) Music 110B History of Music (Music 10A-B) Same
- (4) Music 142 Large Performance Ensembles Same
- (2) Music 151 Fundamentals of Conducting (3 units)
- (2) Music 185 Senior Recital Same

Note: Courses in parentheses are prerequisites.

****Note: ALL MUSIC MAJORS, regardless of their unit load, shall be enrolled each semester in Applied Music for 2 units (until they have reached the maximum of 16 units), and in a Large Performance Ensemble (Music 142) until the Senior Recital is completed.**

Note: Courses in parentheses are prerequisites. Majors must complete each required course with a grade of C- or higher.

C. Concentration Requirements (Select One)

1. Voice Concentration (27 units) (25 units)
 - (1) Music 14D Basic Piano for Majors
 - (8) Music 37 Voice: Intermediate**
 - (3) Music 136 Diction for Singers
 - (8) Music 137 Voice: Advanced**
 - (2) Music 153 Advanced Choral Conducting → New Course
 - (4) Music 172 Major Repertoire
 - (1) Music 175 Junior Recital
2. Keyboard Concentration (29 units) (25 units)
 - (1) Music 27 Functional Voice
 - (8) Music 32/35 Applied Music**
 - (3) Music 102 Scoring and Arranging (Music 6.7)
 - (8) Music 132/135 Applied Music**
 - (4) Music 172 Major Repertoire

- (2) Music 173 Accompanying New Course
- (2) Music 174 Piano Pedagogy New Course
- (26 units)
3. Instrumental Concentration (28 units)
 - (1) Music 14D Basic Piano for Majors
 - (1) Music 27 Functional Voice
 - (8) Music 41 Applied Music**
 - (3) Music 102 Scoring and Arranging (Music 6.7)
 - (8) Music 141 Applied Music**
 - (4) Music 144 Chamber Music
 - (2) Music 154 Adv. Instrumental Conducting New Course
 - (1) Music 175 Junior Recital
4. Theory/Composition Concentration (27 units) (25 units)
 - (1) Music 14D Basic Piano for Majors
 - (1) Music 27 Functional Voice
 - (4) Music 32/35/37/41 Applied Music**
 - (3) Music 102 Scoring and Arranging (Music 6.7)
 - (4) Music 107A-B Composition (Music 106)
 - (4) Music 132/135/137/141 Applied Music**
 - (4) Music 177A-B Adv. Composition (Music 107A-B)
 - (4) Music 180A-B Adv. Counterpoint (Music 103)
 - (2) Music 183A Introductions to MIDI Principles New Course

OR

- (2) Music 183B Digital Synthesis and Sampling New Course

TEACHING CREDENTIAL

Sections of the California Administrative Code, Title 5, which govern single subject waiver programs are being revised. Consult the department for the currently approved program for a teaching credential.

Requirements for the credential candidate are the same as the BA requirements with the following additions:

- (4) Music 40 (one unit each in brass, woodwinds, strings & percussion)
 - (3) Music 119
 - (1) chosen from Music 139, 143.3, 144.5 or 144.7
- New Offerings: Music 153/154**



MEMORANDUM

DATE: November 22, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Proposed Change in Bachelor of Music Concentrations

On November 19, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in Bachelor of Music Concentrations.

If you have any questions, please call me at x7387.

SB:dp
Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee
Charlotte Cook, Chair, Academic Senate

Course	Course Classification	Units	Sections Added(+)		Sections Deleted(-)		Enrollment per section		Staffing	
			F	S	F	S	F	S	F	S
MUS 151	04	2	no change				no change			no change
MUS 153	05	2	no change				no change			no change
MUS 154	05	2	0	1+	0	15	0	0	15	0 +2 0 +2
MUS 173	04	2	1+	0	biannual	7	0	7	0	biannual +9 3 0
MUS 174	04	2	0	1+	biannual	0	7	0	7	biannual +2 +9 3 0
MUS 183A	36	2	no change				no change			no change
MUS 183B	36	2	no change				no change			no change

The above changes in FTEF and WTU can be accommodated with existing faculty with no increased allocation. No additional spaces, equipment, etc. will be required.

Evaluation of the Proposed Changes to the Bachelor of Music

Fiscal Impact

The summary of the impact is

Summary of the Changes

1. An existing Upper Division requirement is reduced from 3 to 2 units.
2. Concentration requirements are increased by 2 to 4 units. The course(s) added are either existing courses previously taken as electives by the students, or are new courses.

Description of Changes

1. Music 151, Fundamentals of Conducting (C4 - 1 section each semester) is changed from 3 to 2 units.
2. The following concentration requirements are added:
 - a. Voice concentration

Music 153, Advanced Choral Conducting (C5 - 1 section each Fall - 2 units). This is an existing course.

- b. Keyboard concentration

Music 173, Accompanying (C4 - 1 section every other Fall - 2 units). This is an existing course offered as an elective.

Music 174, Piano Pedagogy (C4 - 1 section every other Spring - 2 units). This is a new course.

- c. Instrumental concentration

Music 154, Adv. Instrumental Conducting (C5 - 1 section each Spring - 2 units). This is a new course.

- d. Theory/Composition concentration

Music 183A, Introduction to MIDI Principles (S36 - 1 section every four semesters - 2 units).

Music 183B, Digital Synthesis and Sampling (S36 - 1 section every four semesters - 2 units).

This two course series replaces an existing 2 units course offered as an elective.

Course	Course Class.	Units	Sections Deleted (-)		Sections Added (+)		Enrollment per Section		+/- WTU's		+/- FTEF's	
			F	S	F	S	F	S	F	S	F	S
MUS 151	C4	3	-1	-1	-1	-1	15	15	-3	-3	-2	-2
+13	C4	2	+1	+1	+1	+1	15	15	+2	+2	+2	+13
MUS 154	C5	2			+1	+1						+13
MUS 173	C4	2	+1				7		+2			+13
MUS 174	C4	2			+1	+1		7		+2		+13
MUS 183A	S36	2	+1				12		+5			+33
MUS 183B	S36	2			+1	+1		12		+5		+33
+17										+4.5		+2.5
												+3

offered every other year only, Wtu's will be divided in half in total counts. This amounts to an average increase of .23 FTEF per year.



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

November 26, 1991

To: Charlotte Cook, Chair
Academic Senate

From: John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Revision of Undergraduate Concentrations in Business Administration

At its meeting on Monday, November 25, the Academic Senate Curriculum Committee took the following action regarding the proposed changes in undergraduate concentrations in Business Administration:

It was MSC to approve the proposed deletion of MGMT 181, and the proposed addition of MGMT 128 in the Marketing concentration.

It was MSC to approve the proposed shifting of additional units to the elective category and deleting units from the information systems category in the Operations Management concentration.

It was MSC to approve the proposed deletion of MIS 125 from the Information/Control elective section in the Strategic Management concentration.

These actions were taken pending final approval of the proposed changes by the Administrative Council in the School of Business Administration.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Herb Blake, Chair
Department of Management
Fellicenne Ramey, Associate Dean
School of Business Administration

THE CALIFORNIA STATE UNIVERSITY

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: Management Date of Submission to School Dean: October 1, 1991

Requested Effective Fall Spring 19 92

Name of Faculty Contact Person, if not Department Chair:

Type of Program Change:

Required Forms Attached:

Modification in Existing Program

___ Substantive Change

___ Form C

Non-Substantive Change

___ Form B

___ Deletion of Existing Program

___ Form D

___ Initiation (Projection) of New Program onto Master Plan

___ Form E

___ New Degree Programs

___ Form F

___ Addition of New Minor, Concentration, Option, Specialization, Emphasis

___ Form G

___ Addition of New Certificate Program

___ Form H

Briefly describe the change requested and provide a justification for the change:

The Management Department requests that three of its undergraduate concentrations be modified--Marketing, Operations Management, and Strategic Management.

See attached for explanation and justification.

Approvals:

Department Chair: Herb Blake Date: _____

School Dean: _____ Date: _____

University Committee: _____ Date: _____

CATALOG CHANGE REQUESTS

Proposed Changes to Marketing Concentration

The Management Department requests that three of its undergraduate concentrations be modified--Marketing, Operations Management, and Strategic Management.

Present:

(12) Four of the following: MGMT 105, 123, 124, 125, 126, 127, 171, 172, 173, 181, 196D.

Marketing

Marketing proposes changes to the elective offerings in the Marketing Concentration: deleting MGMT 181, Purchasing and Materials Management, and adding new course MGMT 128,

Proposed:

(12) Four of the following: MGMT 105, 123, 124, 125, 126, 127, 128, 171, 172, 173, 181, 196D.

Justification: The adjustments will make the elective offerings more relevant to the marketing discipline.

[additions are underlined, deletions are struck out]

Fiscal Impact: There will be some shifting of enrollments from the deleted class to other marketing courses and some shifting of enrollments from the other marketing courses to the new class, but there will be no external effect.

Justification: The adjustments will make the elective offerings more relevant to the marketing discipline. There will be some shifting of enrollments from the deleted class to other marketing courses and some shifting of enrollments from the other marketing courses to the new class, but there will be no external effect.

Operations Management

OSM proposes shifting additional units to the elective category and deleting units from the information systems category.

Justification: The new Business major features an information systems class in the required core curriculum, thus most students will not need to take additional information systems classes.

Fiscal Impact: We estimate that about twenty students per year would no longer take MIS 121.

Strategic Management

OSM proposes deleting one course from the Information/Control elective section.

Justification: The MIS Department has told us that the course, MIS 125, is to be phased out.

Fiscal Impact: We estimate that a small number of students may choose other course alternatives while MIS 125 is being phased out, thus there will only a minor fiscal effect.

NO

OK

Operations Management Concentration (21 units)

The curriculum in Operations Management (OM) is concerned with the organization, methods, analytical techniques, and language employed in managing production/operations systems which turn out goods or services. Students who concentrate in OM are provided with a well-balanced program of qualitative and quantitative subject matter as well as an appreciation of the human element in organizations; therefore, they should be able to assume first-level line or staff positions in production/operations systems for either profit-making or government organizations.

- (3) MGMT 181 Purchasing and Materials Management (MGMT 180)
- (3) MGMT 183 Production Systems Design (MGMT 180)
- (3) MGMT 186 Production Planning and Inventory Control (MGMT 180)
- (3) MGMT 171 Logistics and Physical Distribution Management (MGMT 180)
OR
- MGMT 188 Operations Strategy and Policy (MGMT 180)
- (3) OBE 153 Management of Human Resources
OR
- OBE 157 Industrial Relations

(6) Two of the following:

- ACCY 161A
- MGMT 105, 170, 171*, 188*, 196E
- MIS 121, 132, 135
- ECON 100B

*If not taken previously can be counted as an elective.

Strategic Management Concentration (21)

The Strategic Management concentration permits a focus upon the skills of the manager, whether the manager is an entrepreneur or operating at the corporate or agency level, with emphasis on the skills of decisionmaking as taught through the case method. Managerial skills in planning, organizing, and controlling are highly transferable within private industry and within the public and nonprofit sector as well, thus permitting a wide variety of career goals.

- (3) MGMT 170 Management Problems (recommended to precede MGMT 182)
- (18) One course from each of the following areas:
 - Environment--MGMT 123, 172, 187; OBE 117; PHIL 103
 - Finance--MGMT 134, 135, 138; OBE 140
 - Human Resources--OBE 153, 154, 157
 - Information/Control--ACCY 161A; MGMT 105, 186; MIS 121
 - Marketing--MGMT 121, 124, 125, 126, 127
 - Operations Management--MGMT 171, 181, 183, 188

JUSTIFICATION:

Due to the modification of the MIS parts of the Business Administration major, MIS 125 will be phased out. Thus, it is omitted from the list of elective courses. There will be no significant fiscal impact.

JUSTIFICATION: The revised Business Administration major has a core class in Management Information Systems (MIS 175). Consequently, students following the OM concentration will no longer be required to take a MIS course, but may elect to take additional MIS courses should they choose. Due to the modification of the MIS parts of the Business Administration major, MIS 125 will be phased out. Thus it is omitted from the list of elective courses. There will be no significant fiscal impact.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

M E M O R A N D U M

DATE: November 22, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Proposed Changes in Undergraduate Concentrations

On November 19, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed changes in Undergraduate Concentrations.

If you have any questions, please call me at x7387.

SB:dp
Attachment
cc: Jolene Koester, Associate Vice President for Academic Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee
Charlotte Cook, Chair, Academic Senate

Evaluation of the Proposed Changes to the Bachelor of Business Administration

There are two proposals one from OBE and one, involving three concentrations, from Management.

OBE: OBE 196B has been added to a list of four courses, students will now choose four out of five courses on that list.

Since the department will offer 196B instead of one of the other courses, there should not be any fiscal impact.

Marketing Concentration: replacement of MGMT 181 by 128 in a list of 11 MGMT courses of which the students choose four.

Since the courses are both in the same department and have the same course classification, it appears that the change will have no fiscal impact.

Operation management Concentration: a choice of one of MIS 121 or 125, and one of a list of 10 courses, all but one in the School of Business, is replaced by a choice of two of from the same list to which MIS 121 has been added. The net result appears to be the elimination of MIS 125 and added flexibility for the students.

It appears that this change should have no significant impact.

Strategic Management Concentration: elimination of MIS 125 from a list of five courses from which the students choose one course. all the courses are in the School of Business.

This change has no fiscal impact.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

California State University Sacramento
6000 J Street
Sacramento, California 95815

M E M O R A N D U M

NOV 14 1991

Academic Senate Meeting Minutes
413

November 12, 1991

To: Charlotte Cook, Chair
Academic Senate

From: John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Change in Business Administration Minor

At its meeting on Monday, November 11, the Academic Senate Curriculum Committee took the following action regarding the proposed change in the Business Administration Minor:

It was MSC to approve the deletion of MIS 5 and 6 and the addition of Stat 1 to the Business Administration Minor.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Felicenne Ramey, Associate Dean
School of Business Administration

THE CALIFORNIA STATE UNIVERSITY

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: School of Business Date of Submission to School Dean: September 18, 1991

Requested Effective Fall XX Spring, 19 92

Name of Faculty Contact Person, if not Department Chair: Felicenne H. Ramey

Type of Program Change: Required Forms Attached:

- Modification in Existing Program
 - Substantive Change Form C
 - Non-Substantive Change Form B
 - Deletion of Existing Program Form D
 - Initiation (Projection) of New Program onto Master Plan Form E
 - New Degree Programs Form F
 - Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
 - Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the charge:

Change in minor requirements due to the deletion of courses required in the major. No change in total number of units required.

Delete MIS 5 and 6 Add STAT 1

Approvals:

Department Chair: _____ Date: _____

School Dean: Felicenne H Ramey Date: 10/17/91

University Committee: _____ Date: _____



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

FISCAL AFFAIRS COMMITTEE

Fiscal Impact Analysis

Proposed Change in Minor Requirements

Introduction

The proposed change is to delete MIS 5 and 6 and add Stat 1 to the Business Administration Minor in the 1992/93 catalog. This is an extension of a change already made in the Business Administration major for the lower division core requirements. The estimated number of Business Administration minors is 100 per semester. The lower division course minor requirements are available at the community colleges which makes it hard to estimate what the demand will be.

Fiscal Analysis

The necessity of taking the Stat 1 course at CSUS must take into consideration whether the student was a prior Business Administration major changing to a minor, or a transfer student having taken the course. Based on that assumption, the possibility is that about a third of the minors would need Stat 1 at CSUS, or one class section of 30 students. The Business Administration Department plans to phase out MIS 6 by 1992 and MIS 5 by 1993.

Conclusion

The impact on the Business Administration Department would be continuation of the phase out of MIS 5 and 6. The Mathematics Department may in the future need to add 1 section per semester depending on the demand or 6 WTU's per year or .2 FTEF.

M E M O R A N D U M

DATE: November 6, 1991

TO: John Williams, Chair
Curriculum Committee

Steve Buss
Steve Buss, Chair
Fiscal Affairs Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Proposed Change in Minor Requirements

On November 5, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in Minor Requirements.

If you have any questions, please call me at x7387.

SB:dp

Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs

Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee

Charlotte Cook, Academic Senate



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694
California State University, Sacramento
6000 J Street
Sacramento, California 95819

M E M O R A N D U M

NOV 14 1991

Academic Senate Meeting
413

November 12, 1991

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Change in Real Estate and Land Use Affairs

At its meeting on Monday, November 11, the Academic Senate Curriculum Committee took the following action regarding the proposed change in the Real Estate and Land Use Affairs concentration:

It was MSC to approve adding OBE 196B to the list of courses from which four courses can be chosen to be counted toward the core of the Real Estate and Land Use Affairs concentration.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Michael Sparks, Chair
Department of Organizational Behavior and Environment
Felice Ramey, Associate Dean
School of Business Administration

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Revised 10/8/91

School of Business Administration

Organizational Behavior Date of Submission 10/7/91
to School Dean:

Requested Effective Fall X Spring , 19 92

Name of Faculty Contact Person, if not Department Chair: _____

Type of Program Change: _____ Required Forms Attached:

- Modification in Existing Program X Form C
- Substantive Change X Form B
- Non-Substantive Change _____ Form D
- Deletion of Existing Program _____ Form E
- Initiation (Projection) of New Program _____ Form F
- onto Master Plan _____ Form G
- New Degree Programs _____ Form H
- Addition of New Minor, Concentration, Option, Specialization, Emphasis _____
- Addition of New Certificate Program _____

Briefly describe the change requested and provide a justification for the change:

Students in RELUA have diverse career interests that are not now being met. The current scheduling to meet concentration requirements imposes a hardship on students striving to meet concentration requirements. The current catalog does not allow experimental courses (196B) to be used as part of the undergraduate concentration in RELUA. Faculty are prevented in their attempts to offer new and diverse courses that address contemporary subject areas in RELUA.

SEE ATTACHED

Approvals:

Department Chair: *Michael Sparks* Date: 10/7/91
V. Michael Sparks, Dept. Department Chair

School Dean: *John L. Williams* Date: 10/7/91

University Committee: _____ Date: _____



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6088

SCHOOL OF BUSINESS ADMINISTRATION DEPARTMENT OF ORGANIZATIONAL BEHAVIOR & ENVIRONMENT

September 30, 1991

MEMORANDUM

TO: R.A.H. Goodfellow, Chair, Undergraduate Programs Committee

FROM: P. Michael Sparks, Department Chair *MS*
Department of Organizational Behavior and Environment

SUBJECT: OBE 196B, RELUA Concentration

This change simply changes the variety of Real Estate offerings for our students with no increase in the total quantity of course offerings.

MS:jc

xc: Felicenne H. Ramey, Associate Dean for Academic Affairs

reluascon.196

Catalog Change Proposal for Real Estate and Land Use Affairs Concentration (page 144 of the 1990-92 catalog):

Insert after "(3) OBE 140" (required) "Students wishing to concentrate in RELUA may select any 4 of the following course: ."

Catalog will now read:

9. Real Estate and Land Use Affairs Concentration (21 units)

The Real Estate and Land Use Affairs... this area will prepare the student for personal investment decision making.

(3) OBE 140 Real Estate and Land Use Affairs

Required: Students wishing to concentrate in RELUA may select any 4 of the following courses:

(3) OBE 142 Financial Aspects of Land (OBE 140)

(3) OBE 143 Real Property Investment Analysis and Valuation (OBE 140)

(3) OBE 145 The Regulation of Land Use (OBE 140)

(3) OBE 149 Seminar in Contemporary Land Use (OBE 140 or consent of instructor)

(3) OBE 196B Experimental Offering in Real Estate and Land Use Affairs

(6) Two of the following:

- OBE 118, 141
- MGMT 137, 138
- ECON 132, 180
- ENV S 122
- SOC 110
- CM 10 & 20 (counts as one course)

real.est



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

DATE: November 6, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair *Steve Buss*
Fiscal Affairs Committee *RP*

SUBJECT: Proposed Change in Real Estate and Land Use Affairs

On November 5, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in Real Estate and Land Use Affairs.

If you have any questions, please call me at x7387.

SB:dp
Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs

Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee

Charlotte Cook, Chair, Academic Senate

FISCAL AFFAIRS COMMITTEE

Fiscal Analysis

Proposed Change in Real Estate and Land Use Affairs

The School of Business Administration, Department of Organizational Behavior and Environment wishes to add OBE 196B (Experimental Offerings) to its lists of courses that can be counted toward the core of the Real Estate and Use Affairs concentration.

The current concentration requires 4 core courses and a choice of two additional courses drawn from a list of 6. The proposed concentration would permit students to choose 4 courses from a list of 5 (including OBE 196B) and 2 from the present list of 6.

No additional units are proposed. The department proposes reducing their offerings of the other 4 core courses as necessary to cover the additional staffing for 196B.

This proposal has no fiscal impact.

OBE 196B: Experimental Offerings will be presented on an irregular basis, possibly once every two years. During the semester in which the course is presented, it will substitute for one of the course offerings in the concentration: OBE 142, OBE 143, OBE 145, or OBE 149.

Course	Class	Size	Units	Sections Added (+)	Sections Deleted (-)	Enrollment Per Section	Staffing Needs
OBE 196 B	C-3	30	3	+1	-1	30	+2
OBE 143	C-3	30	3			30	-2



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6088

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF ORGANIZATIONAL BEHAVIOR & ENVIRONMENT

FORM C

Substantive Program Change Proposal

1. **Name of academic unit submitting proposal:** The Department of Organizational Behavior and Environment, School of Business Administration.

2. **Title of program to be changed:** Real Estate and Land Use Affairs (RELUA) concentration.

3. **Purpose of change:**

This change allows students to use an OBE 196B: Experimental Offerings course to meet the requirements of the Real Estate and Land Use Affairs concentration. The change will provide students with an optional course with which to fulfill their concentration

4. **Need for the change:**

There are a number of topics such as Corporate Real Estate that are not currently offered in the concentration. The option of an OBE 196B would allow interested faculty to provide such course offerings from time to time without significantly impacting on the major offerings of the concentration

5. **Programmatic impacts on other academic units:**

There will be no programmatic or fiscal impacts on any other unit with SBA. The proposal will have no programmatic or fiscal impacts outside the SBA on other academic units.

6. **Proposed Change**

The Department of Organizational Behavior and Environment wants to make the following changes in the RELUA concentration:

Add the course OBE 196B Experimental Offerings as an option for students to use in fulfilling the requirements of their Real Estate and Land Use Affairs concentration.

Real Estate & Land Use Affairs (21 units)

NEW PROGRAM *

A. Required Course (3 units)

OBE 140: Real Estate & Land Use

B. Select four (12 units)

OBE 142: Financial Aspects of Land
OBE 143: Real Property Investment Analysis
OBE 145: Regulation of Land Use
OBE 149: Seminar in Land Use
OBE 196B: *Experimental Offerings*

B. Select two (6 units)

OBE 118, 141
MGMT 137, 138
ECON 132, 180
ENV S 122
SOC 110
CM 10 & 20

OLD PROGRAM

A. Required Course (3 units)

OBE 140: Real Estate & Land Use

B. Select four (12 units)

OBE 142: Financial Aspects of Land
OBE 143: Real Property Investment Analysis
OBE 145: Regulation of Land Use
OBE 149: Seminar in Land Use

B. Select two (6 units)

OBE 118, 141, 194
MGMT 137, 138
ECON 132, 180
ENV S 122
SOC 110
CM 10 & 20

7. **Resources needed to implement the program change:**

The course OBE 196B: Experimental Offerings will be offered on an irregular basis as faculty and students identify a real estate and land use affairs topic such as Corporate Real Estate that is not presently addressed in the curriculum. As such, the course will have minimal programmatic or fiscal impacts either within or outside the department.

As an experimental course offering demonstrates repeated viability and support, actions can be taken at that time to address more permanent changes in course offerings in the concentration.

a. Table of Implementation (attached)

b. Changes in FTEF and wtu's. It is anticipated that there will be no net change in FTEF or wtu's in the OBE Department or SBA.

c. **Additional Resources.** The resources of the Department in this area of teaching interest are sufficient to offer OBE 196B: Experimental Offerings on an irregular basis as need indicates without seriously impacting its ability to maintain its present levels of offerings at the undergraduate level and with no adverse programmatic or fiscal impacts



California State University: Sacramento

SACRAMENTO, CALIFORNIA 95819-2694
California State University Sacramento
6000 J Street
Sacramento, California 95819

NOV 14 1991

Academic Senate Meeting
413

M E M O R A N D U M

November 12, 1991

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Recommendation From Business Administration

At its meeting on Monday, November 11, the Academic Senate Curriculum Committee took the following action regarding the proposed recommendation from the School of Business Administration:

It was MSC to approve the School of Business Administration's recommendation that business students complete Coms 4, Introduction to Public Speaking, prior to enrollment in upper division courses, and to recommend that it be indicated in the catalog.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Michael Sparks, Chair
Department of Organizational Behavior and Environment
Felice Ramey, Associate Dean
School of Business Administration

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

School of Business Administration

Academic Unit: Organizational Behavior and Environment Date of Submission to School Dean: 10/7/91

Requested Effective Fall Spring 1992

Name of Faculty Contact Person, if not Department Chair: _____

Type of Program Change: _____ Required Forms Attached:

Modification in Existing Program

Substantive Change _____ Form C

Non-Substantive Change _____ Form B

Deletion of Existing Program _____ Form D

Initiation (Projection) of New Program onto Master Plan _____ Form E

New Degree Programs _____ Form F

Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form G

Addition of New Certificate Program _____ Form H

Briefly describe the change requested and provide a justification for the change:

The School of Business Administration recommends that business students complete Coms 4, Introduction to Public Speaking, prior to enrollment in upper division courses.

Approvals:

Department Chair: *Michael Sparks* Date: 10/7/91
P. Michael Sparks, OBE Department Chair

School Dean: *John Ramey* Date: 10/7/91

University Committee: _____ Date: _____



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

FISCAL IMPACT EVALUATION

OCT.18, 1991

Proposed change in Business Administration

The School of Business Administration recommends that business students complete ComS 4, Introduction to Public Speaking, prior to enrollment in upper division courses.

M E M O R A N D U M

DATE: November 6, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair *Steve Buss*
Fiscal Affairs Committee *SB*

SUBJECT: Proposed Change in Business Administration

On November 5, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in Business Administration.

If you have any questions, please call me at x7387.

SB:dp
Attachment
cc: Jolene Koester, Associate Vice President for Academic Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee
Charlotte Cook, Chair, Academic Senate

Evaluation

ComS 4 is a multi-section course with 14 sections taught in the Fall 1991 semester.

A letter was written by Professor Sparks, Chairperson, OBE to Communication Studies if such a change would impact that department to which Professor Martin, Chairperson, ComS stated that such a change would cause no "unusual problems" as Communication Studies might have to change the mix in the number of sections of ComS 4 and ComS 5, Communication Experience, which is also a multi-section (24 sections, Fall 1991) course.

Recommendation

This committee, based on the available information, feels that this will have no fiscal impact as WTUs for Communication Studies will just be redistributed from sections of ComS 5 to ComS 4.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

November 5, 1991

California State University, Sacramento
6000 J Street
Sacramento, California 95819

NOV 06 1991

Academics Senate Building
413

To: Charlotte Cook, Chair
Academic Senate

From: *John Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Change in Child Development Major

At its meeting on Monday, November 4, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Child Development Major:

It was MSC to approve the revision of the Child Development Major which includes the an increase in units from 46 to 48; moving ChDv 133.0 from Required Upper Division Courses to Core A; changing name of Core A to Required Foundation Courses; changing number of units required in Core A from 9 to 12; offering students a choice of HE 152.0, HE 150.0, or HE 155.0 in Core B; add ChDv 135.0 to Core B; reduce units in Electives from 12 to 11; delete ChDv 137.3 from the Catalog.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Warren Prentice, Chair
Department of Teacher Education

Steve Gregorich, Dean
School of Education



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

DATE: October 30, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Proposed Change in Child Development Major

On October 29, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in the Child Development Major.

If you have any questions, please call me at x7387.

SB:dp
Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee

Charlotte Cook, Chair, Academic Senate

FISCAL IMPACT ANALYSIS

Proposed Change in Child Development Major

In summary, Teacher Education proposes the following:

OLD	NEW
Group A Ch Dev 133.0	Group A Ch Dev 133.0
Group B Ch Dev 133.0	Group B Ch Dev 135.0
Group C Ch Dev 135.0	Group C Ch Dev 135.0
TOTAL	TOTAL
9 units	12 units
25 units	25 units
12 units	11 units
46 units	48 units

All courses are 04 classification, and there are 398 majors as of Fall 1991.

Teacher Education estimates that there will be a net change of 1.5 WTU's per semester, although their table is quite confusing (See attached). Apparently, there will be some phase in/out required of Ch Dev 135.0 which is undergoing a title/content change at the same time that it is being re-categorized. Further, Ch Dev 137.3 is being deleted (however, it was not offered in Spring 1991 or Fall 1991). Finally, Ch Dev/HES 157.0 is being developed as a new course (since it is co-offered with HES, the effect has been halved throughout the table).

The unit change is understated. The net increase from 46 to 48 units is not totally forthright as only one of the many electives available is a two unit course and all others are three units, thus it is probable that almost every major will have at least 49 units instead of 48 in the PCP. Effectively, every major must take an additional elective. However, due to the many courses available, it is likely that the additional demand can be absorbed within existing class limits without necessitating additional course offerings.

Our analysis is that the new program will add 9 WTU's per year vice the 3 WTU's per year estimated by Teacher Education. Since Ch Dev 137.3 has not been offered, a deletion may not be warranted. The WTU effects of Ch Dev/HES 157.0 seem all right if there are to be 3 sections per term with each unit paying half the freight.

Course	Course Class.	Units	Sections Added (+) Sections Deleted (-)			Enrollment Per Section			Staffing +/- WTU's			+/- FTE
			F	S	S	F	S	F	S	F	S	
135.0 (Old)	04	3.0	-1	-1	-1	-30	-30	-3	-3	-3	-6	-6
135.0 (New)	04	3.0	+2	+2	+2	+60	+60	+6	+6	+6	+12	+12
137.3	04	3.0	-1	-1	-1	-30	-30	-3	-3	-3	-6	-6
157.0	04	1.5	+1.5	+1.5	+1.5	+15	+15	+1.5	+1.5	+1.5	+3	+3
Net Change		+1.5	+1.5	+1.5	+1.5	+15	+15	+1.5	+1.5	+1.5	+3	+3

In a comparison of the old program with the new program, there is an increase of 2 units. This results from the following:

Group A: Required Foundation Courses

In the old program, "Required Lower Division Courses," 9 units were required.

In the new program, "Required Foundation Courses," 12 units are required. This is a result of moving CII DV 133.0, Research in Human Development, to the courses required prior to taking Group B.

Group B: Required Upper Division Courses

No change in the number of units required under this group.

Group C: Electives

In the old program, "Electives," 12 units are required.

In the new program, "Electives," 11 units are required.

Total Program Units: Net increase of 2.0 units

7b. How will the above changes in FTEF and wtU's be accommodated?

The increase in cost is negligible, 3 weighted teaching units per year with an increase in enrollment of 6 FTE per year.

11.5

7c. What additional space, equipment, operating expenses, library, computer, or media resources, clerical/technical support, or other resources will be needed? Estimate the cost and indicate how these resources will be accommodated.

No additional space, equipment, operating expenses, library, computer, or media resources, clerical/technical support, or other resources will be needed.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Program Change Proposal

Academic Unit: Child Development Date of Submission to School Dean: _____

Requested Effective Fall XX Spring XX, 1992

Type of Program Change: _____ Required forms attached:

- XX Modification in Existing Program _____
- XX Substantive Change _____ XX Form C _____
- _____ Non Substantive Change _____ no form required
- _____ Deletion of Existing Program _____ Form D _____
- _____ Initiation (Projection) of New Program _____ Form E _____
- _____ Implementation of New Program _____ Form F _____
- _____ Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form G _____
- _____ Addition of New Certificate Program _____ Form H _____

Briefly describe the change requested and the justification for the change:

1. Increase units in major from 46 to 48 units.
2. Move Ch DV 133.0, Research in Human Development from Required Upper Division Courses to Core A.
3. Change the name of Core A from Required Lower Division Courses to Required Foundation Courses.
4. Change the number of units required in Core A from 9 to 12.
5. Core B - Offer students a choice of HE 152.0, HE 150.3, or HE 155.0.
6. Add Ch Dv 135.0, Cross Cultural Child Development, to Core B.
7. Reduce units in Electives from 12 to 11.
8. Delete Ch Dv 137.3, Life Span Human Development, from the Catalog.

(See attached justification for above changes).

Transmittal:

School Review Completed: 8/23/91

University Review Completed: _____

College of Business Completed: _____

Approvals:

Department Chair: [Signature] Date: 8/23/91

School Dean: [Signature] Date: 9-6-91

Associate Vice President-Curriculum: _____ Date: _____

FORM C

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Program Change Proposal

1. Name of Academic Unit Submitting Proposal: Teacher Education
- Name of contact Person: Warren L. Prentice, Department Chair
- Full title of degree program to be changed: Child Development Major

3. Purpose of the Change:

Delete CH DV 135.0, Social Agencies and the Young Child (.3 units)
Delete CH DV 137.3, Life Span Human Development

Add CH DV/HE 157.0, Infant and Toddler: Development & Care (.3)
Add CH DV 135.0, Cross Cultural Child Development (.3)

Change title From: CH DV 136.0, Preschool Curriculum and Methods
To: CH DV 136.0, Early Childhood Curriculum and Methods

Change description of CH DV 136.0, Early Childhood Curriculum and Methods

*Course content includes an examination of theory, research, and exemplary practices in early childhood curriculum development. Topics include the history of early childhood, organizing instruction, and goals and issues. Activities include discussions, presentations and demonstrations. Not offered every semester.

Change prerequisites as follows: Move CH DV 133.0, Research in Human Development, from Group B to Group A. It has always been a required prerequisite to courses in the upper division core classes now identified as Group B.

5. Programmatic or fiscal impact on other academic units' programs:

No programmatic or fiscal impact is expected on other academic units' programs.

6. Side by side comparison of old program requirements and new program requirements as they will be presented in the University Catalog.

NEW PROGRAM	
Group A: Required Foundation Courses (12)	
(3) Ch Dv 30.0	Human Development
(3) Hm Ec	The Family and Social Issues
(3) Bio 20	Biology: A Human Perspective
(3) Ch Dv 133.0	Research in Human Development (Ch Dv 30, Hm Ec 50)
Group B: Required Upper Division Courses (25 units):	
(5) Ch Dv 137.1	Childhood Growth and Development I (Ch Dv 133.0)
(5) Ch Dv 137.2	Childhood Growth and Development II (Ch Dv 133.0)
(3) Hm Ec 152	Middle Years and Adolescence (Ch Dv 30.0), or Hm Ec 150
	Seminar: Families Under Stress (Hm Ec 50), or Hm Ec 155
	Family Life Education
(3) Ch Dv 131.0	Language and Learning (Ch Dv 137.1)
(3) Ch Dv 135.0	Cross Cultural Child Development
(3) Ch Dv 130.0A	Field Work in Child Development (Ch Dv 137.1, Ch Dv 137.2, senior standing, or instructor's permission), or (3) Hm Ec 153
	Experience with Young Children
(3) Hm Ec 154	Issues in Parenting (Ch Dv 30.0)
Group C: Electives (11 units):	
An additional 11 units to a minimum total of 48 units must be selected from the list of approved electives in the handbook available from Child Development advisors.	
TOTAL PROGRAM UNITS: 48	

OLD PROGRAM	
Group A: Required Lower Division Courses (9)	
(3) Ch Dv 30.0	Human Development
(3) Hm Ec	The Family and Social Issues
(3) Bio 20	Biology: A Human Perspective
Group B: Required Upper Division Courses (25 units):	
(3) Ch Dv 133.0	Research in Human Development (Ch Dv 30, Hm Ec 50)
(5) Ch Dv 137.1	Childhood Growth and Development I (Ch Dv 133.0)
(5) Ch Dv 137.2	Childhood Growth and Development II (Ch Dv 133.0)
(3) Hm Ec 152	Middle Years and Adolescence (Ch Dv 30.0), or Hm Ec 150
	Seminar: Families Under Stress (Hm Ec 50), or Hm Ec 155
	Family Life Education
(3) Ch Dv 131.0	Language and Learning (Ch Dv 137.1)
(3) Ch Dv 130.0A	Field Work in Child Development (Ch Dv 137.1, Ch Dv 137.2, senior standing, or instructor's permission), or (3) Hm Ec 153
	Experience with Young Children
(3) Hm Ec 154	Issues in Parenting (Ch Dv 30.0)
Group C: Electives (12 units):	
An additional 12 units to a minimum total of 46 units must be selected from the list of approved electives in the handbook available from Child Development advisors.	
TOTAL PROGRAM UNITS: 46	

Course	Course Class.	Units	Sections Added (+) Sections Deleted(-)			Enrollment Per Section			Staffing +/- WTU's			+/- FTE		
			F	S	F	S	F	S	F	S	F	S	F	S
135.0 (Old)	04	3.0	-1	-1	-30	-30	-3	-3	-6	-6	-6	-6	-6	
135.0 (New)	04	3.0	+2	+2	+60	+60	+6	+6	+12	+12	+12	+12	+12	
137.3	04	3.0	-1	-1	-30	-30	-3	-3	-6	-6	-6	-6	-6	
157.0	04	1.5	+1.5	+1.5	+15	+15	+1.5	+1.5	+3	+3	+3	+3	+3	
Net Change		+1.5	+1.5	+1.5	+15	+15	+1.5	+1.5	+3	+3	+3	+3	+3	

In a comparison of the old program with the new program, there is an increase of 2 units. This results from the following:

Group A: Required Foundation Courses

In the old program, "Required Lower Division Courses," 9 units were required.

In the new program, "Required Foundation Courses," 12 units are required. This is a result of moving CH DV 133.0, Research in Human Development, to the courses required prior to taking Group B.

Group B: Required Upper Division Courses

No change in the number of units required under this group.

Group C: Electives

In the old program, "Electives," 12 units are required.

In the new program, "Electives," 11 units are required.

Total Program Units: Net increase of 2.0 units

7b. How will the above changes in FTE and wt's be accommodated?

The increase in cost is negligible, 3 weighted teaching units per year with an increase in enrollment of 6 FTE per year.

7c. What additional space, equipment, operating expenses, library, computer, or media resources, clerical technical support, or other resources will be needed? Estimate the cost and indicate how these resources needs will be accommodated.

No additional space, equipment, operating expenses, library, computer, or media resources, or clerical technical support, or other resources will be needed.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

California State University Sacramento
6000 J Street
Sacramento, California 95819

MEMORANDUM

NOV 6 1991

John L. Williams
Chair
Academic Senate Curriculum Committee

November 5, 1991

To: Charlotte Cook, Chair
Academic Senate

From: John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Change in Civil Engineering

At its meeting on Monday, November 4, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in Bachelor of Science program in Civil Engineering:

It was MSC to approve the proposed deletion of CSC 16, addition of CE 101, and repositioning a G.E. course from upper to lower division, and two courses, Engr 124 and a CE elective, into different semesters at the upper division level.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLM/cp
Att.

cc: V. L. Agaskar, Chair
Department of Civil Engineering

John Hester, Associate Dean
School of Engineering and Computer Science



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6029

DEPARTMENT OF CIVIL ENGINEERING

MEMORANDUM

Date: October 2, 1991

To: Jolene Koester
Associate Vice President
for Academic Affairs

From: V. L. Agaskar, Chairman
Civil Engineering Department

Subject: PROGRAM CHANGE PROPOSAL -
CIVIL ENGINEERING

A Program Change Proposal for a minor modification of the existing program for B.S. in Civil Engineering is attached.

The documentation consists of (15 copies)

1. Completed Form B (one page)
2. Responses to questions on Form C (two pages)
3. Attachments showing the Old and Proposed Programs (two pages)

The Course Change Form for the proposed new course CE 101 has been separately transmitted through the Dean's office.

VLA:oc
Attachments
cc: Assoc. Dean John Hester

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Civil Engineering Date of Submission to School Dean: Oct. 1, 1991
Requested Effective Fall X Spring 19 92

Name of Faculty Contact Person, if not Department Chair: _____

Type of Program Change: _____ Required Forms Attached:

- X Modification in Existing Program
- X Substantive Change Form C
- Non-Substantive Change Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program onto Master Plan Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change: _____

Change: Delete lower division course Csc 16 (2 units). Add upper division course CE 101 (3 units). Rearrange three other courses to accommodate this change.

Justification:

Civil engineering students need experience solving actual engineering problems with the aid of a computer. Although understanding programming principles is important, few civil engineers write computer programs. Therefore it is more valuable to have experience applying the computer to the solution of problems than to have detailed knowledge of a particular programming language. This course will form the foundation for computer usage in subsequent civil engineering courses.

Approvals:

Department Chair: ML Agaskar Date: 10/1/91

School Dean: John V. ... Date: 10/3/91

University Committee: _____ Date: _____

FORM C

Procedures for Submitting Substantive Program Change Proposals

1. Department of Civil Engineering
Vishnu Agaskar, Chairman
2. B.S. in Civil Engineering
3. The purpose of the change is to introduce an upper division junior-level computer applications course in the civil engineering curriculum, so that all majors in the program (including community college transfers) are provided with uniform exposure to computer applications available in the five disciplines of civil engineering.
4. Civil engineering students need experience solving actual engineering problems with the aid of a computer. Although understanding programming principles is important, few civil engineers write computer programs. Therefore it is more valuable to have experience applying the computer to the solution of problems than to have detailed knowledge of a particular programming language. This course will form the foundation for computer usage in subsequent civil engineering courses.
5. The change affects the Computer Science Department (CSC 16 is eliminated as a requirement), and the Mechanical Engineering Department (Engr 124 is moved from the 5th to the 7th semesters). There is no programmatic impact on either of these departments. There is no fiscal impact on the M.E. Department. The CSC Department will be affected fiscally by the decrease in pre-C.E. majors in CSC 16 service course. This is estimated to be about 5 FTES/year.

The Chairs of all three departments in the School were provided with a package of information similar to that enclosed herewith prior to discussion in the Academic Council of the School. The Academic Council, which consists of two elected faculty from each of the four departments in the School, approved the new course unanimously.
6. Please refer to the attached pages:

Old Program - Proposed changes to Old Program and Their Effect;

New Program - New Program after Proposed Changes.

Each shows the corresponding (old and new) curriculum. On each the affected course is "boxed" and a notation about the change is shown in a "box" on the same line.

B.S. IN CIVIL ENGINEERING - CURRICULUM

The changes are summarized as follows:

- a. Delete from required lower division courses: CSC 16; 2 units
- b. Add to required upper division courses: CE 101 (new course); 3 units
- c. Total units for the degree thus increase by 1 - from 139 to 140

d. The other "changes" just involve "repositioning" a G.E. course from upper to lower division, and two courses, Engr 124 and a CE elective, into different semesters at the upper division level (as described on the attached curriculum tables).

7. a. Deleted Course CSC 16 (2 units)

This is a service course offered by the CSC Department and taken by other students as well. It is our estimate that our pre-majors contribute about 5 FTES/year to this course, based on an enrollment of 40 students/year. This amounts to 1 of 6 sections usually offered by the CSC Department or 2 WTU/year.

Added New Course CE 101 (3 units)

The new course will enroll ALL C.E. majors (50-60 per semester). We expect to offer one lecture and two labs per semester, or 12 WTU per year.

Course	Classific.	Units	Sect. Added (+)		Sect. Deleted (-)		Enroll. /sect.		Staffing	
			F	S	F	S	F	S	F	S
C2		2	-1/2	-1/2	20	20	-1	-1	-0.67	-0.67
C4		2	+1	+1	60	60	+2	+2	.133	.133
C16		1	+2	+2	30	30	+4	+4	.267	.267

b. The Civil Engineering Department will absorb the FTEE and WTU with its existing faculty allocation.

c. None.

THICKSUD
CHANGES TO OLD PROGRAM
AND THEIR EFFECT

Course to be deleted

Semester/Year Units will change to 18 35

FRESHMAN YEAR		(2nd Semester)		UNITS
Che 1A	General Chemistry (Lab) 5	Math 31	Calculus II	4
Math 30	Calculus I	Phys 11A	General Physics: Mech (Lab) 4	4
Engr 4	Deser Geom & CAD (Lab) 2	CE 9	Plane & Topo Survey (Lab) 4	4
*Gen Ed	English 1A or Equiv. 3	CSC 16	FORTRAN Program (Lab) 2	2
*Gen Ed		*Gen Ed		3
Semester units		Semester units		17
				14

SOPHOMORE YEAR		(4th Semester)	
Math 32	Calculus III	Math 45	Differential Equations
Phys 11C	General Physics: Electricity, Magnetism, Mod Phys (Lab) 4	Phys 11B	General Physics: Heat (Lab) 4
Engr 45	Engineering Materials (Lab) 3	Engr 17	Intro Circuit Analysis 3
*Gen Ed		Engr 30	Analyt Mechs: Statics 3
*Gen Ed		*Gen Ed	
Semester units		Semester units	
17		16	
		33	

JUNIOR YEAR		(6th Semester)	
Engr 110	Analyt Mechs: Dynamics 3	Engr 132	Fluid Mechanics 3
Engr 112	Mechanics of Materials 3	CE 113	Structural Laboratory 1
Engr 115	Statistics for Engineers 2	CE 161	Theory of Structures I 4
Engr 124	Thermodynamics 3	CE 171A	Soil Mechanics 4
Engr 140	Engineering Economics 2	**CE 147	Trampo Facilit: Design & Op 3
CE 100	Engineering Geology 2	OR	
*Gen Ed		CE Elective	
*Gen Ed		*Gen Ed	
Semester units		Semester units	
18		18	
		36	

Course to be moved to 7th Semester

SENIOR YEAR		(8th Semester)	
CE 135	Hydraulics Lab (Lab) 1	**CE 148	Trampo System Plan & Mgmt 3
CE 134	Water Resources Engr 4	OR	
CE 163	Struct Design in Steel 3	CE Elective	
CE 170	Water Quality & Supply Engr (Lab) 4	CE 164	Reinf Concrete Design 3
CE Elective		CE Elective	
*Gen Ed		*Gen Ed	
*Gen Ed		*Gen Ed	
Semester units		Semester units	
18		18	
		36	

Course to be moved to 8th Semester

Course to be moved to 2nd Semester

Total Units for Program will change to 140

** One of either CE 147 or CE 148 is required, the other may be taken as an elective.
* General Education requirements for engineering students graduating with the 1986-87 of later catalogs are listed on page 3. For requirements under earlier catalogs, consult a faculty adviser.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

B.S. IN CIVIL ENGINEERING - CURRICULUM

NEW PROGRAM		NEW PROGRAM	
FRESHMAN YEAR		AFTER PROPOSED CHANGES	
(1st Semester)	(2nd Semester)	(1st Semester)	(2nd Semester)
Che 1A General Chemistry (Lab) 5 Math 30 Calculus I 4 Engr 4 Deser Geom & CAD (Lab) 3 *Gen Ed 3 *Gen Ed 3 Semester Units 17	Math 31 Calculus II 4 Phys 11A General Physics: Mech (Lab) 4 CE 9 Plane & Topo Survey (Lab) 4 *Gen Ed 3 *Gen Ed 3 Semester Units 18	Math 45 Differential Equations 3 Phys 11B General Physics: Heat, Light, Sound (Lab) 4 Engr 17 Intro Circuit Analysis 3 Engr 30 Analyt Mech: Statics 3 *Gen Ed 3 Semester Units 16	Math 45 Differential Equations 3 Phys 11B General Physics: Heat, Light, Sound (Lab) 4 Engr 17 Intro Circuit Analysis 3 Engr 30 Analyt Mech: Statics 3 *Gen Ed 3 Semester Units 16
SOPHOMORE YEAR		JUNIOR YEAR	
(3rd Semester)	(4th Semester)	(5th Semester)	(6th Semester)
Math 32 Calculus III 4 Phys 11C General Physics: Electricity, Magnetism, Mod Phys (Lab) 4 Engr 45 Engineering Materials (Lab) 3 *Gen Ed 3 *Gen Ed 3 Semester Units 17	Engr 110 Analytic Mecha: Dynamics 3 Engr 112 Mechanics of Materials 3 Engr 115 Statistics for Engineers 2 Engr 140 Engineering Economics 2 CE 100 Engineering Geology 2 CE 101 Comp Physics in CE (Lab) 3 *Gen Ed 3 Semester Units 18	Engr 132 Fluid Mechanics 3 CE 113 Structural Laboratory 1 **CE 147 Transpo Facilit: Design & Op 3 OR CE Elective (See top of Page 2) CE 161 Theory of Structures I 4 CE 171A Soil Mechanics 4 *Gen Ed 3 Semester Units 18	Engr 132 Fluid Mechanics 3 CE 113 Structural Laboratory 1 **CE 147 Transpo Facilit: Design & Op 3 OR CE Elective (See top of Page 2) CE 161 Theory of Structures I 4 CE 171A Soil Mechanics 4 *Gen Ed 3 Semester Units 18
SENIOR YEAR		SENIOR YEAR	
(7th Semester)	(8th Semester)	(7th Semester)	(8th Semester)
Engr 134 Thermodynamics (Lab) 3 CE 135 Hydraulics Lab (Lab) 1 CE 136 Water Resources Engr 4 CE 163 Street Design in Steel 3 CE 170 Water Quality & Supply (Lab) 4 *Gen Ed 3 Semester Units 18	**CE 148 Transpo System Plan & Mgmt 3 OR CE Elective CE 164 Reinf Concrete Design 3 CE Elective CE Elective CE Elective *Gen Ed 3 Semester Units 18	Engr 134 Thermodynamics (Lab) 3 CE 135 Hydraulics Lab (Lab) 1 CE 136 Water Resources Engr 4 CE 163 Street Design in Steel 3 CE 170 Water Quality & Supply (Lab) 4 *Gen Ed 3 Semester Units 18	**CE 148 Transpo System Plan & Mgmt 3 OR CE Elective CE 164 Reinf Concrete Design 3 CE Elective CE Elective CE Elective *Gen Ed 3 Semester Units 18
TOTAL UNITS 110		TOTAL UNITS 110	

** One of either CE 147 or CE 148 is required; the other may be taken as an elective.
 * General Education requirements for engineering students graduating with the 1984-87 of later catalogs are listed on page 3. For requirements under earlier catalogs, consult a faculty advisor.

SEPTEMBER 1991

M E M O R A N D U M

DATE: October 30, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Proposed Change in B.S. in Civil Engineering

On October 29, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in the B.S. in Civil Engineering.

If you have any questions, please call me at x7387.

SB:dp
Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs

Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee

Charlotte Cook, Chair, Academic Senate

Fiscal Impact Analysis
Change in B.S. in Civil Engineering

The Department of Civil Engineering proposes to remove the lower division requirement of CSc 16, a 2 unit class, for majors, while adding a requirement of CE 101, a 3 unit class. Such a change in a highly structured major requires adjustment of the sequencing of other courses in the major.

The deletion of the CSc 16 requirement will, by the CE Department's estimation, affect approximately 40 students per year. This would cause approximately one fewer section per year to be offered, which would result in a decrease of 2 wtu's per year, or 1 wtu per semester, in faculty usage in the Computer Science Department.

The addition of the new course, CE 101, will affect 30-40 students per semester. More students are affected by this because it is an upper division change. CE 101 has lecture and lab components--2 units of C-4 lecture, run with 60 students per section and a cost of 2 wtu's per section, and 1 unit of C16 lab, run with 30 students per section and a cost of 2 wtu's per section. Thus in a three semester period 2 additional sections of the lecture (4 semester wtu's) and 4 additional sections of the lab (8 semester wtu's) would be needed. The total cost would be approximately 4 wtu's per semester, on average. The department states that it will absorb these costs within its existing faculty allocation.

The changes in the sequencing of the courses in the programs of the CE majors might have small effects on demand for particular courses, but this would only occur during the transitional period.

Summary

The proposed changes would save approximately 1 wtu per semester in the Computer Science Department and cost approximately 4 wtu's per semester in the Civil Engineering Department.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

November 5, 1991

California State University Sacramento
6000 J Street
Sacramento, California 95819

NOV 6 1991

Academic Senate Receiver
413

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Change in Computer Science

At its meeting on Monday, November 4, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in Bachelor of Science program in Computer Science:

It was MSC to add, to the last item under Required Upper Division Courses, CSC 192 to the list of courses from which students may choose two units.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Mary Jane Lee, Chair
Department of Computer Science

John Hester, Associate Dean
School of Engineering and Computer Science



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

DATE: October 30, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Proposed Change in Computer Science B.S.

On October 29, 1991, the Fiscal Affairs Committee unanimously approved that there is no fiscal impact to the proposed change in the Computer Science B.S.

If you have any questions, please call me at x7387.

SB:dp
Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee
Charlotte Cook, Chair, Academic Senate

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Computer Science Date of Submission: 9/30/91
Requested Effective Fall X Spring, 19 92

Type of Program Change: Required forms attached:

- Modification in Existing Program
 - Substantive Change Form C
 - Non Substantive Change no form required
 - Deletion of Existing Program Form D
 - Initiation (Projection) of New Program Form E
 - Implementation of New Program Form F
 - Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
 - Addition of New Certificate Program Form H

Briefly describe the change requested and the justification for the change:

under C. Required Upper Division Courses (34 units) last item:
(2) Minimum of 2 units selected from
:
add:
(1) C Sc 192 Career Planning (only 1 unit may satisfy this requirement)

The material included in C Sc 192 used to be part of the Senior Project (C Sc 190/191) and required of all students. It has now been pulled out in a separate course (C Sc 192) which we wish to include on the list of courses to satisfy the 2 experiential units requirement.

Transaction:

School Review Completed (date):
University Review Completed (date):
Chancellor's Review Completed (date):

Approvals:

Department Chair: James J. Lee Date: 9/30/91
School Dean: Bob C. Decker Date: 10/3/91
Associate Vice President-Curriculum: _____ Date: _____

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
COURSE CHANGE PROPOSAL

Date: 9/23/91 Check One: for catalog copy, X Not for catalog copy.
Academic Unit: Computer Science Semester Effective: Fall Spring X 19 92
Faculty Contact Person, if not the Department Chair: C. Mattiuzzi

A. PROVIDE A JUSTIFICATION FOR THE CHANGE AND COMPLETE THE APPROPRIATE SECTION FOR THE TYPE OF CHANGE, e.g., addition, deletion, change.

Justification:
Career planning is an important aspect of the student's education. This material has previously been covered in the Senior Project course (C Sc 190/191) but has been extracted in order to provide more emphasis and exposure to the subject.

DELETION: Prefix and No. _____ Title _____ Units _____

ADDITION: Prefix and No. C Sc 192 Title Career Planning Units 1
COWSES (if current description is not in Catalog, attach a copy.): From: Prefix and No. _____ Title _____ Units _____
To: Prefix and No. _____ Title _____ Units _____

New Course Description (if addition or change):

This course is designed to help students learn more about the labor market and opportunities in the Computer Science field. Students will examine their interests and consider their goals, and will learn how to conduct an effective proactive job search. The course will identify strategies for long term career growth. Prerequisite: C Sc 190, may be taken concurrently. 1 unit.

B. COURSE UPDATE TRANSACTION (Refer to instructions on reverse side of department copy)

Catalog No. 1	Sch 7	Course Prefix 8	No. 13	Dec 16	Alp 17	Footnote 18	Dipl 21	Course Classification 22
	4	CJSC	192					04
Course Title (5 spaces including blanks) 28		Units 53	Regis 56	Line 61	Line 66	ACT 67		
CAREER PLANNING		010				N		

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes No If yes, identify program(s):

Notification of Other Departments: The department chair's signature below indicates that these programs have been sent a copy of this request. Does the proposed change or addition cause a significant increase in the use of School or University resources (lab room, computer facilities, faculty, etc.)? Yes No X If yes, attach description of resources needed and verify that resources are available.

APPROVALS: If proposed change is approved, sign and date in the space below. If not approved, forward without signing to the next reviewing authority, in which case attach an explanatory memorandum to the original copy.

Department Chair: James J. Lee Date: 9/23/91
School Dean or Associate Dean: Bob C. Decker Date: 10/3/91
Associate Vice President-Curriculum: _____ Date: _____
Distribution: Academic Services - White; Department Chair - Green; School Dean - Canary; School Copy-Pink (Detach before submitting); Department Copy-Goldenrod (Detach before signing)



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6023

SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Office of the Dean
(916) 278-6366
(916) 278-5949 FAX

MEMORANDUM

November 26, 1991

Academic Senate Received
613

NOV 26 1991

To: Charlotte Cook, Chair
Academic Senate

From: *John L. Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Revision of Electrical Engineering B.S. Degree

At its meeting on Monday, November 25, the Academic Senate Curriculum Committee took the following action regarding the proposed change in the elective structure in the Electrical and Electronic Engineering program:

It was MSC to approve the proposed change in the elective structure in the Bachelor of Science program in Electrical and Electronic Engineering.

Since this is a non-substantive change, it was not referred to the Fiscal Affairs Committee for review.

A copy of the proposal is attached for your information.

JLW/cp
Att.

cc: Karl Stoffers, Chair
Department of Electrical and Electronic Engineering
John Hester, Associate Dean
School of Engineering and Computer Science

THE CALIFORNIA STATE UNIVERSITY

21 November 1991



MEMORANDUM

TO: Jolene Koester
Associate Vice President
For Academic Affairs

FROM: John N. Hester *John N. Hester*
Associate Dean

SUBJECT: EEE Program Change Proposal

The proposed change in the elective structure in the Electrical and Electronic Engineering Program is indeed a non-substantive change. You received a document which omitted the two physics courses (Phys 106 and Phys 130). This was an oversight and the corrected list was not included in the information sent to your office. A corrected list is included as an enclosure.

All changes from the 1990-92 catalog have been approved previously. These include changes in course numbering, some new courses and the elimination of BME 123 which has been dropped as a course offering.

The Department's intent is to have these changes become effective in the Fall 1992 semester. The Spring 1992 date shown on the sheet that you received is to be used only during the student advising process for planning purposes within the department.

THE CALIFORNIA STATE UNIVERSITY

INSERT 2A:

Descriptive Geometry and CAD-Electrical

INSERT 2B:

- BME 120** DESIGN ELECTIVE LECTURES
BME 122 Biomedical Electronics (lecture/lab)
CpE 153 Therapeutic Medical Devices
CpE 164 VLSI Design
CpE 186 Advanced Logic Design
EEE 135 Computer Hardware Design
EEE 141 Power System Relay Protection
EEE 142 Power System Analysis
EEE 144 Energy Systems Control
EEE 145 Electric Power Distribution
EEE 146 High Voltage Engineering
EEE 154 Power Electronics
EEE 155 Communication Circuit Design
EEE 164 Application of Integrated Circuits
EEE 165 Introduction to Antennas
EEE 181 Introduction to Optical Engineering
EEE 183 Introduction to Digital Signal Processing
Engr 166 Digital Communication Systems Robotics I

OTHER ELECTIVE LECTURES

- CpE 173** Computer Networks
EEE 151 Digital Electronic Devices
EEE 162 Applied Wave Propagation
EEE 166 Physical Electronics
EEE 187 Radar Systems
Phys 106 Introduction to Modern Physics
Phys 130 Acoustics

ELECTIVE LABORATORIES

- BME 120** Biomedical Electronics (lecture/lab)
CpE 165 Advanced Logic Design Lab
CpE 187 Microprocessor Design Lab
EEE 131 Electromechanics Lab
EEE 143 Energy Systems Lab
EEE 157 Integrated Circuits Lab
EEE 163 Traveling Waves Lab
EEE 186 Communication Systems Lab
EEE 189 Controls Lab
EEE 196U Fiber Optics Lab
Engr 167 Robotics I Lab

E&EE CURRICULUM PATTERN	
FRESHMAN YEAR	
CHEM 1A GENERAL CHEMISTRY	5 MATH 31 CALCULUS II
MATH 30 CALCULUS I	4 PHYS 11A MECHANICS
CSE 16L FORTRAN PROGRAMMING	2 ENGR 5 COMPUTER-AIDED DRAWING
GENERAL EDUCATION	6 GENERAL EDUCATION
TOTAL	17
SOPHOMORE YEAR	18
MATH 32 CALCULUS III	4 MATH 45 DIFFERENTIAL EQUATIONS
ENGR 30 ANALYTIC MECHANICS	3 PHYS 11B HEAT, SOUND & LIGHT
PHYS 11C ELECTRICITY & MAGNETISM	4 CPE 64 INTRO TO LOGIC DESIGN
ENGR 45 ENGINEERING MATERIALS	3 ENGR 17 CIRCUIT ANALYSIS
GENERAL EDUCATION	3 GENERAL EDUCATION
TOTAL	17
JUNIOR YEAR	18
EEE 117 ELECTRONIC NETWORKS I	4 EEE 161 APPLIED ELECTROMAGNETISM
EEE 130 ELECTROMECHANICAL CONVER.	3 EEE 118 ELECTRONIC NETWORKS II
ENGR 115 STATISTICS FOR ENGINEERS	2 EEE 180 SIGNALS AND SYSTEMS
ENGR 140 ENGINEERING ECONOMICS	2 ENGR 124 THERMODYNAMICS
CPE 184 INTRO TO MICROPROCESSORS	4 GENERAL EDUCATION
ENGR 110 DYNAMICS	3 GENERAL EDUCATION
TOTAL	18
SENIOR YEAR	17
EEE 185 MODERN COMMUNICATIONS	3 EEE 191 SENIOR DESIGN PROJECT
EEE 184 INTRO TO FEEDBACK SYSTEMS	2 EEE ELECTIVE LAB
EEE 190 ENGINEERING DESIGN	3 EEE DESIGN ELECTIVES
EEE ELECTIVE	1 GENERAL EDUCATION
EEE ELECTIVE LAB	3 GENERAL EDUCATION
GENERAL EDUCATION	3 GENERAL EDUCATION
TOTAL	15
TOTAL UNITS = 134	15

REQUIRED COURSES

CHEMISTRY

Chem 1A

PHYSICS

Phys 11A
 Phys 11B
 Phys 11C

MATHEMATICS

Math 30
 Math 31
 Math 32
 Math 45

ENGINEERING

Engr 5
 Engr 17
 Engr 30
 Engr 45
 Engr 110
 Engr 115
 Engr 124
 Engr 140

COMPUTER ENGINEERING

CpE 64
 CpE 184

COMPUTER SCIENCE

C SC 16

ELECTRICAL AND ELECTRONIC ENGR

E&EE 117
 E&EE 118
 E&EE 130
 E&EE 161
 E&EE 180
 E&EE 184
 E&EE 185

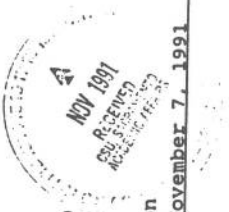
E&EE 190A OR B
 E&EE 191A OR B
 6 units design elective lecture
 3 units other elective lecture
 2 units elective lab

GENERAL EDUCATION

33 units

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL



Academic Unit: Electrical Engineering to School Dean: November 7, 1991
Requested Effective Fall Spring X, 1992.

Name of Faculty Contact Person, if not Department Chair: _____

Type of Program Change: _____ Required Forms Attached:

- ____ Modification in Existing Program
- ____ Substantive Change ^h Form C
- Non-Substantive Change Form B
- ____ Deletion of Existing Program Form D
- ____ Initiation (Projection) of New Program onto Master Plan Form E
- ____ New Degree Programs Form F
- ____ Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- ____ Addition of New Certificate Program Form G
- ____ Emphasis Form G
- ____ Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change: _____

(See attached memo to Joan Al-Kazily, dated November 5, 1991 with attachments.)

Approvals: _____

Department Chair: Karl E. Stoffers Date: 11.7.91

School Dean: John H. Stoffer Date: 11/8/91

University Committee: _____ Date: _____

MEMORANDUM

DATE: November 5, 1991

TO: Joan Al-Kazily

FROM: Karl E. Stoffers

SUBJECT: Revised List of Design Electives for the New Catalog

In response to comments from our ABET reviewer and ensuing departmental discussions, the EEE faculty resolved in the department meeting on Friday, October 25, 1991 to classify all elective lectures with ≥ 1.5 units of design content as design electives. Previously ≥ 2 units of design content were required for a course to be so classified.

The resulting increase in design electives promises to remove the enrollment imbalance between design electives and regular electives that has plagued our offerings since the two categories were introduced in 1988. Further, the distinction between design elective labs and other elective labs is abolished, since all our elective labs have .5 units of design content and, thus, meet the standard for design elective labs.

The new classification will allow students to graduate with a minimum of 17.5 units of design, instead of 18.5. This is still above the ABET minimum of 16 design units.

Copies of the E&EE Curriculum page that appeared in this year's ABET report and of the new version that will become effective Spring, 1992 are attached for your review.

I appreciate your willingness to review this matter speedily, so that we can still meet the deadline for the new catalog.

KES/ksh
Enclosures

(NEW)

Department Chairmen: Dr. Karl E. Stoffers

Telephone (916) 278-6873

The current curriculum pattern is shown on the reverse side.

For courses designated "GE" any "approved general education course" may be taken. The student should refer to the proper "general education requirement" sheet for his/her catalog year. The student is advised to take English 1A as early as possible and the Writing Proficiency Exam is required for entry into the second semester junior year.

Electives - students are required to select at least 9 units of lecture (6 of which must be design) and at least 2 units of lab from the following courses. Other upper division courses in engineering, computer science, mathematics and science may be selected as elective lectures with prior approval of the student advisor.

DESIGN ELECTIVE LECTURES	
*4 BME 120 ✓	Biomedical Electronics (lecture/lab)
3 BME 122 ✓	Therapeutic Med. Devices
3 CpE 153 ✓	VLSI Design
3 CpE 164	Advanced Logic Design
3 CpE 186	Computer Hardware Design
3 EEE 135	Power System Relay Protec.
3 EEE 141	Power System Analysis
3 EEE 142	Energy Systems Control
3 EEE 144	Electric Power Distrib.
OTHER ELECTIVE LECTURES	
3 CpE 173	Computer Networks
3 EEE 151	Digital Electronic Devices
3 EEE 162	Applied Wave Propagation
ELECTIVE LABS	
* BME 120	Biomedical Electronics (lecture/lab)
1 CpE 165	Advanced Logic Design Lab
2 CpE 187	Microprocessor Design Lab
1 EEE 131	Electromechanics Lab
1 EEE 143	Energy Systems Lab
1 EEE 157	Integrated Circuits Lab
1 EEE 163	High Voltage Engineering
1 EEE 166	Power Electronics
1 EEE 189	Communication Circuit Design
1 EEE 196U	Introduction to Antennas
1 Engr 167	Robotics I
1 EEE 145	Power Electronics
1 EEE 146	Communication Circuit Design
1 EEE 154	Appl. of Integrated Circuits
1 EEE 164	Introduction to Antennas
1 EEE 165	Introduction to Optical Engr.
1 EEE 181	Intro. to Digital Signal Processing
1 EEE 183	Digital Communication System Design
1 Engr 166	Robotics I
3 EEE 145	Power Electronics
3 EEE 146	Communication Circuit Design
3 EEE 154	Appl. of Integrated Circuits
3 EEE 164	Introduction to Antennas
3 EEE 165	Introduction to Optical Engr.
3 EEE 181	Intro. to Digital Signal Processing
3 EEE 183	Digital Communication System Design
3 Engr 166	Robotics I

(OLD)

Department Chairman: Dr. James G. Simes

Telephone (916) 278-6873

The current curriculum pattern is shown on the reverse side.

For courses designated "GE" any "approved general education course" may be taken. The student should refer to the proper "general education requirement" sheet for his/her catalog year. The student is advised to take English 1A as early as possible and the Writing Proficiency Exam is required for entry into the second semester junior year.

Electives - students are required to select at least 9 units of lecture and at least 2 units of lab from the following courses. One unit courses are lab, three unit courses are lectures, and four unit courses count as three units of lecture and one unit of lab.

ELECTIVES	
DESIGN	OTHER
(4) BME 120	Biomedical Electronics
(3) CpE 153	VLSI Design
(3) CpE 186	Computer Hardware Design
(3) CpE 187	Microprocessor Design Lab
(3) E&EE 135	Power System Relay Protec.
(3) E&EE 143	Power System Laboratory
(3) E&EE 144	Electric Power Distrib.
(3) E&EE 154	Commun. Circuit Design
(3) E&EE 155	Appl. of Integrated Circ
(3) E&EE 157	Integrated Circuits Lab
(3) E&EE 165	Intro. to Optical Engr.
(3) E&EE 186	Communication Systems Lab
(3) E&EE 189	Controls Laboratory
(3) E&EE 181	Intro to Digital Sig. Proc.
(3) E&EE 183	Digital Comm. Sys Design
(1-4) E&EE 196	Experimental Offerings
(3) Engr 166	Robotics I
(3) Engr 167	Robotics I and Laboratory
(3) BME 122	Therapeutic Med. Devices
(3) CpE 164	Advanced Logic Design
(3) CpE 165	Advanced Logic Design Lab
(3) CpE 173	Computer Networks
(3) E&EE 131	Electromechanics Lab
(3) E&EE 141	Power System Analysis
(3) E&EE 142	Energy Systems Control
(3) E&EE 145	High Voltage Engr.
(3) E&EE 151	Digital Electronics
(3) E&EE 159	Power Electronics
(3) E&EE 162	Applied Wave Propagation
(3) E&EE 163	Traveling Wave Lab
(3) E&EE 164	Introduction to Antennas
(3) E&EE 166	Physical Electronics
(3) E&EE 187	Radar Systems

Other upper division courses in engineering, computer science, mathematics and science may be selected as elective lectures with prior approval of the student advisor.

ELECTRICAL AND ELECTRONIC ENGINEERING FULL-TIME FACULTY	
Dr. John C. Balachandra	Power Engineering
Dr. Jean-Pierre R. Bayard	Microwaves & Antennas
Dr. Ronald W. Becker, PE	Computer Aided-Design, Digital Electronics, Microprocessors
Dr. Albert M. Cook, PE	Bioengineering, Electromagnetic Field Theory
Dr. Roy A. Cooper	Bioengineering
Dr. Steven de Haas	Electrical & Electronic Engineering
Dr. Katherine Ferrara	Computer Engineering
Dr. Turan Gonen, PE	Power Distribution, Industrial Engineering
Dr. Mahlon Heller	Systems and Robotics
Dr. B. P. Lathi	Communication Systems
Dr. Miroslav D. Markovic	Power Engineering
Dr. Charles G. Nelson, PE	Microwaves, Instrumentation, Applied Acoustics
Dr. John T. Oldenburg	Bioengineering, Electromagnetics
Dr. S. K. Ramach	Optical Communications Systems
Dr. James G. Simes, PE	Circuit Theory, Control Systems
Dr. Warren D. Smith	Communications, Bioengineering
Dr. Karl E. Stoffers	Computers, Control Systems
Prof. Norbert T. Torzyn, PE, Assoc. Chair	Network Theory
Dr. Suresh Vadhva	Computer Architecture, Software Engineering
Dr. Salah M. Younis, PE	Power Systems, Control



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

California State University Sacramento
6000 J Street
Sacramento, California 95819

MEMORANDUM

NOV 4 1991

November 12, 1991

Academic Senate Meeting
413

To: Charlotte Cook, Chair
Academic Senate

From: *John Williams*
John L. Williams, Chair
Academic Senate Curriculum Committee

Subject: Proposed Change in Mechanical Engineering Program

At its meeting on Monday, November 11, the Academic Senate Curriculum Committee took the following action regarding the proposed change in the Mechanical Engineering Program:

It was MSC to approve 1) replacing an elective with a required course, ME 138, 2) permitting students to substitute ME 160 or ENGR 173 for ME 111 as a required course, and 3) dividing an existing course, ME 190, into two, ME 190 and ME 146, where the total hours of lecture and lab will remain the same.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp
Att.

cc: Andrew Banta, Chair
Department of Mechanical Engineering
John Hester, Associate Dean
School of Engineering and Computer Science

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: Mechanical Engineering Date of Submission 9/20/91
to School Dean:
Requested Effective Fall Spring 19 92
Name of Faculty Contact Person, if not Department Chair:

Type of Program Change: Required Forms Attached:
 Modification in Existing Program
 Substantive Change Form C
 Non-Substantive Change Form B
 Deletion of Existing Program Form D
 Initiation (Projection) of New Program
onto Master Plan Form E
 New Degree Programs Form F
 Addition of New Minor, Concentration,
Option, Specialization, Emphasis Form G
 Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change:

See attached

Approvals:

Department Chair: *Andrew Banta* Date: 9/21/91
School Dean: *John Hester* Date: 10/1/91
University Committee: _____ Date: _____

Changes to the Mechanical Engineering program and the justification for the same are as follows:

1. The one unit of instruction in electric motors has been included in the first semester of the senior project course, ME 190. Many students are designing and building senior projects which include electric motors and thus need a background in this topic before starting the actual design. Therefore the instruction in electric motors has been separated into a stand-alone one unit course (ME 146), which will be taught in the second semester of the junior year. This portion of ME 190 has always been taught as a stand alone topic by a part-time instructor or a member of the EEE faculty. This change will not require any additional resources. A general education course and Engr 140 have been exchanged between the junior and senior years to keep the total units in each semester at 18 or less.

2. One ME Design elective has been replaced by a required course, ME 138, Concurrent Product and Process Design. This course will include two units of design and one unit of the application of probability and statistics to engineering problems. At the present time, the ME program has one lower division manufacturing course, ME 37. In the past the program included an upper division course, ME 139; this course was made an elective several years ago when ME 175, Computer Applications in ME, was added to the program. Given the renewed interest in manufacturing, the changing employment market for engineers in the the Sacramento area, and the proposed ABET requirement of the application of probability and statistics to engineering, the ME department concluded that a required upper division course in manufacturing is essential to keep the program current. This change will not increase the total units in the program and will not require any additional resources.

3. The vibrations course, ME 111, is replaced by a short list as follows:

- ME 111 Mechanical Vibrations
- ME 160 Automatic Controls
- Engr 173 Intro to Finite Element Analysis

The ME faculty feel all three of these topics are important to students interested in design. Given the severe limit on available units in the curriculum, the department feels this arrangement is the best compromise available at this time. This change will not increase the total units in the program or require any additional resources. A student may take a second, or all three of these courses by counting the additional course (or courses) as electives. Vibrations is currently included in the course description of ME115, a required course; the coverage of vibrations in this course will be expanded.

A side-by-side listing of the current program and the proposed program is attached. The current program listing shown includes a previously approved move of ME 116 to the junior year.

These changes were approved by the ME faculty at a department meeting on September 18. The faculty feel these changes will keep the program reasonably current for the next three years. A complete review of the curriculum is planned and will be completed prior to the deadline for the 1994-96 catalog.

MECHANICAL ENGINEERING

PRESENT CURRICULUM

Lower Division: as shown 1990--92 Catalog 66

Upper Division

1st Semester Junior year

ME 175 Computer Applications in M. E. 3
 Engr 110 Analytic Mechanics: Dynamics 3
 Engr 112 Mechanics of Materials 3
 Engr 124 Thermodynamics 3
 General Education 6
 18

2nd Semester Junior Year

Engr 132 Fluid Mechanics 3
 ME 125 Mechanical Engr Measurements 2
 ME 180 Engr Materials: Mechanical Prop 4
 ME 127 Intermediate Thermodynamics 3
 ME 116 Mechanical Engineering Design 3
 General Education 3
 18

1st Semester Senior Year

ME 115 Dynamics of Machinery 3
 ME 126 Heat transfer 3
 ME 190 Project Engineering I 3
 ME Design Elective 3
 ME Elective 3
 General Education 3
 18

2nd Semester Senior Year

ME 191 Project Engineering II 3
 Engr 140 Engineering Economics 2
 ME 111 Mechanical Vibrations 3
 ME Design Elective 3
 ME Elective 3
 General Education 3
 17

Total Units 137

REVISED CURRICULUM

Lower Division: as shown 1990-92 Catalog plus 2nd English composition with minor rearranging to balance units in each semester 69

Upper Division

1st Semester Junior year

ME 175 Computer Applications in M. E. 3
 Engr 110 Analytic Mechanics: Dynamics 3
 Engr 112 Mechanics of Materials 3
 Engr 124 Thermodynamics 3
 General Education 6
 18

2nd Semester Junior Year

Engr 132 Fluid Mechanics 3
 ME 125 Mechanical Engr Measurements 2
 ME 180 Engr Materials: Mechanical Prop 4
 ME 127 Intermediate Thermodynamics 3
 ME 116 Mechanical Engineering Design 3
 ME 146 Electric Machinery Applications 1
 Engr 140 Engineering Economics 2
 18

1st Semester Senior Year

ME 115 Dynamics of Machinery 3
 ME 126 Heat transfer 3
 ME 190 Project Engineering I 2
 ME 138 Concurrent Prod & Process Dagn 3
 ME Elective 3
 General Education 3
 17

2nd Semester Senior Year

ME 191 Project Engineering II 3
 ME 111 Mechanical Vibrations 3
 OR
 ME 160 Automatic Controls 3
 OR
 Engr 173 Intro to Finite Element Analysis 3
 ME Design Elective 3
 ME Elective 3
 General Education 6
 18

Total Units 140



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

FISCAL AFFAIRS COMMITTEE

Fiscal Impact Evaluation

Proposed Change in Mechanical Engineering Program

Proposal

The Mechanical Engineering Department proposes to 1) replace a M.E. elective with a required course (ME 138), 2) permit students to substitute ME 160 or ENRG 173 for ME 111 as a required course, and 3) divide an existing course (ME 190) worth 3 units into two courses (ME 190, 2 units and ME 146, 1 unit), where the same total hours of lecture and lab will be preserved.

Fiscal Impact

This proposal has no fiscal impact.

M E M O R A N D U M

DATE: November 6, 1991

TO: John Williams, Chair
Curriculum Committee

FROM: Steve Buss, Chair *Steve Buss*
Fiscal Affairs Committee *SB*

SUBJECT: Proposed Change in Mechanical Engineering Program

On November 5, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the proposed change in the Mechanical Engineering Program.

If you have any questions, please call me at x7387.

SB:dp

Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee
Charlotte Cook, Chair, Academic Senate



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES
(916) 278-6163 FAX

California State University, Sacramento
6000 J Street
Sacramento, California 95815

DECEMBER 2, 1991

Academic Senate Research
413

M E M O R A N D U M

November 27, 1991

TO: Charlotte Cook, Chair
Academic Senate

FR: Maurine Ballard-Rosa, Chair *MB-R*
Graduate Policies and Programs Committee

RE: Change in Communication Studies M.A.
(Application Requirement)

At its meeting of Monday, November 11, 1991, the Graduate Policies and Programs Committee approved the proposed change in the Communication Studies M.A.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

- cc Vice President Burger
- Dr. Jolene Koester, Associate Vice President, Academic Affairs
- Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies
- Dr. Ann Weldy, Associate Dean, School of Arts and Sciences
- Dr. David Martin, Chair, Department of Communication Studies

NOV 22 '91 16:20 TO:6163 FROM:CSUS/AP AA T-914 P.02

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: Communication Studies Date of Submission to School Dean: 11-5-91

Requested Effective Fall X Spring , 1992

Name of Faculty Contact Person, if not Department Chair: Bill Owen

Type of Program Change: _____ Required Forms Attached: _____

- Modification in Existing Program _____ Form C
- Substantive Change _____ Form B
- Non-Substantive Change _____ Form D
- Deletion of Existing Program _____ Form E
- Initiation (Projection) of New Program onto Master Plan _____ Form F
- New Degree Programs _____ Form G
- Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form H
- Addition of New Certificate Program _____ Form H



Briefly describe the change requested and provide a justification for the change:

As part of the application procedure, students must submit to the Department either one or two examples of writing which best demonstrates their critical, analytical, research or creative abilities.

This application requirement, viewed as typical by the Office of Graduate Studies, will enable the Department to make a more complete assessment of each applicant's abilities and potential than exists currently.

Approvals:

Department Chair: *Ann Weldy* Date: 9/14/91
 School Dean: *Bill Owen* Date: 11-12-91
 University Committee: _____ Date: _____

Attachment B
Executive Committee Agenda
December 3, 1991



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES
(916) 278-6163 FAX

FORM B
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
PROGRAM CHANGE PROPOSAL

Academic Unit: Communication Studies Date of Submission to School Dean: 9-16-91

Requested Effective Fall X Spring , 1991

Name of Faculty Contact Person, if not Department Chair: Bill Owen

Type of Program Change: Required Forms Attached:

- Modification in Existing Program
- Substantive Change Form C
- Non-Substantive Change Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program onto Master Plan Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H



Briefly describe the change requested and provide a justification for the change:

An oral defense of the thesis or project has been added as a requirement for the Thesis and Project Options in the Graduate Program of the Communication Studies Department.

An oral defense of the candidate's answers and implied issues and content must be conducted as part of the comprehensive examination process for the Examination option in the Graduate Program of the Communication Studies Department.

Oral defenses of thesis, project and comprehensive exam options already are allowed by University policy and have been required by some graduate committees in the Department. Requiring oral defenses for all master's candidates, therefore, will make the culminating requirement equitable.

Approvals:

Department Chair: John C. Woodruff Date: 9/12/91
 School Dean: _____ Date: _____
 University Committee: _____ Date: _____

MEMORANDUM

November 25, 1991

TO: Charlotte Cook, Chair
Academic Senate

FR: Maurine Ballard-Rosa, Chair MBL
Graduate Policies and Programs Committee

RE: Change in Communication Studies M.A.

At its meeting of Monday, November 25, 1991, the Graduate Policies and Programs Committee approved the proposed change in the Communication Studies M.A.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

cc

- Dr. Jolene Koester, Associate Vice President, Academic Affairs
- Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies
- Dr. Ann Weldy, Associate Dean, School of Arts and Sciences
- Dr. David Martin, Chair, Department of Communication Studies



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

California State University Sacramento
600 J Street
Sacramento, California 95819

M E M O R A N D U M

DATE: October 30, 1991

OCT 30 1991

Academics Senate Secretary
413

TO: Maurine Ballard-Rosa, Chair
Graduate Policies and Programs Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Change in Communication Studies M.A.

=====

On October 29, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the change in the Communication Studies M.A.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic Affairs
John Williams, Chair, Curriculum Committee
Charlotte Cook, Chair, Academic Senate



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES
(916) 278-6402
(916) 278-6163 FAX

California State University Sacramento
6000 J Street
Sacramento, California 95819

NOV 07 1991

Academic Senate
413

MEMORANDUM

November 4, 1991

- TO: Charlotte Cook, Chair
Academic Senate
- FR: Maurine Ballard-Rosa, Chair *MBR*
Graduate Policies and Programs Committee
- RE: Curriculum and Instruction Program Change

At its meeting of Monday, October 14, 1991, the Graduate Policies and Programs Committee approved the proposed program change for the Curriculum and Instruction M.A. Program.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

- cc Vice President Burger
- Dr. Jolene Koester, Associate Vice President, Academic Affairs
- Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies
- Dr. Steve Gregorich, Dean, School of Education
- Dr. Robert Edwards, Chair, Department of Teach Education

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO Program Change Proposal

Academic Unit: Teacher Education Date of Submission to School Dean: _____

Requested Effective Fall _____ Spring XX, 19 92

Name of Faculty Contact Person, if not Department Chair: Robert D. Edwards, Chair

Type of Program Change: _____ Required forms attached:

XX Modification in Existing Program _____ Form C

_____ Substantive Change _____ Form B

XX Non Substantive Change _____ Form D

_____ Deletion of Existing Program _____ Form E

_____ Initiation (Projection) of New Program onto Master Plan _____ Form F

_____ New Degree Programs _____ Form G

_____ Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form H

_____ Addition of New Certificate Program _____ Form H

Briefly describe the change requested and the justification for the change:

The unit values of ED TE 520.0, Master of Arts Thesis-Curriculum & Instruction and ED TE 522.0, Master of Arts Project-Curriculum & Instruction, are being increased from three (3) to four (4) units in order to offer additional emphasis to this culminating activity and to make it self supporting.

The number of elective units in the M.A. in Curriculum and Instruction is being reduced from twelve (12) units to eleven (11) units in order to maintain the program as a thirty (30) unit program. Since students often are granted approval to apply converted quarter units and one (1) and two (2) unit courses within the elective block, students rarely have only the thirty (30) required units. Therefore, this change will have no effect on the length or quality of the program; but will make it more economical.

Approvals: _____ Date: 9/17/91

Department Chair: Robert Edwards Date: 9-23-91

School Dean: _____ Date: _____

University Controller: _____ Date: _____



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

California State University, Sacramento
6000 J Street
Sacramento, California 95819

M E M O R A N D U M

NOV 13 1991

DATE: November 13, 1991

Academic Senate Decided
(413)

TO: Maurine Ballard-Rosa, Chair
Graduate Policies and Programs Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Curriculum and Instruction M.A. Program Change

On November 12, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the change in the Curriculum and Instruction M.A. Program.

If you have any questions, please call me at x7387.

SB:dp
Attachment
cc: Jolene Koester, Associate Vice President for Academic Affairs
John Williams, Chair, Curriculum Committee
Charlotte Cook, Chair, Academic Senate

FISCAL AFFAIRS COMMITTEE

Fiscal Impact Analysis

Curriculum and Instruction M.A. Program Change

Proposal:

This proposed change requests a unit increase from 3 to 4 for ED TE 520.0. The number of elective units is proposed to be reduced from 12 to 11, and the program is maintained at 30 units total.

Analysis:

Because students are often allowed to apply converted quarter units and one or two unit courses to electives, the reduction from 12 to 11 elective units should have little if any programmatic impact.

ED TE 520.0 and 522.0 are both supervised courses with the same S factor of 25 students max. The WTU's in these courses are driven by student enrollment, with 2 students equaling 1 WTU.

Since Fall '89, course enrollments have been:

	F 89	S 90	F 90	S 91	F 91
ED TE 520.0	7	7	6	6	6
ED TE 522.0	17	14	15	20	19
TOTAL	24	21	21	26	25

With an arithmetic mean of 23.4 among those five semesters. Each of those total enrollments falls approximately within 2.5 students + or - from the mean; 2 semesters are below and 3 semesters are above the mean.

For Fall 1991, each of these courses was approved for variable unit credit of 3 - 4, rather than the cataloged 3 units. This unit modification lends support to the requested program change.

The S factor (25 students x 3 units divided the normative ratio of 75 being equal to 1 FTEF) gives rise to an added dimension. There seems to be no reason to believe that a unit increase from 3 to 4 for each of these courses will increase or decrease normal student demand. But the unit increase will generate additional FTEF given application of the S factor.

Conclusion

The arithmetic mean of 23.4 students x 4 units divided the normative ratio of 75 will equal 1.25 FTEF. Therefore, the requested program change should generate approximately .25 FTEF per semester or .50 FTEF per year.

Attachment C
Executive Committee Agenda
December 3, 1991

California State University, Sacramento

SACRAMENTO CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES
(916) 278-6163 FAX

M E M O R A N D U M

November 25, 1991

TO: Charlotte Cook, Chair *MBR*
Academic Senate

FR: Maurine Ballard-Rosa, Chair
Graduate Policies and Programs Committee

RE: Title Change in Education, Reading Specialist, M.A.

At its meeting of Monday, November 25, 1991, the Graduate Policies and Programs Committee approved the proposed Title Change the Education, Reading Specialist, M.A.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

- cc Vice President Burger
Dr. Jolene Koester, Associate Vice President, Academic Affairs
Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies
Dr. Steve Gregorich, Dean, School of Education
Dr. Robert Edwards, Chair, Department of Teacher Education

ADDITION TO FORM B - MASTER OF ARTS IN EDUCATION
READING SPECIALIST

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Program Change Proposal

Academic Unit: Teacher Education Date of Submission to School Dean: 11-4-91

Requested Effective Fall XX Spring 1992

Name of Faculty Contact Person, if not Department Chair: Robert D. Edwards, Chair

Type of Program Change: Required forms attached:

- XX Modification in Existing Program
- Substantive Change Form C
- XX Non Substantive Change XX Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and the justification for the change:

Change title of Master of Arts in Education (Reading Specialist Option) to

Master of Arts in Education (Reading Option)

Change title of ED TE 221-I, Classroom Diagnosis and Correction of Reading Problems

to: Literacy Assessment and Instruction in the Classroom.

Approvals:

Department Chair: *Robert D. Edwards* Date: 11/3/91
School Dean: *Robert N. Rogers* Date: 11-4-91
University Committee: _____ Date: _____



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

California State University Sacramento
6000 J Street
Sacramento, California 95819

M E M O R A N D U M

DATE: November 22, 1991

Academic Senate Review
413

TO: Maurine Ballard-Rosa, Chair
Graduate Policies and Programs Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Title Change in Education, Reading Specialist M.A.

=====

On November 19, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the Title Change in Education, Reading Specialist M.A.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic Affairs
John Williams, Chair, Curriculum Committee
Charlotte Cook, Chair, Academic Senate

California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES
(916) 278-6163 FAX



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

November 25, 1991

TO: Charlotte Cook, Chair
Academic Senate

FR: Maurine Ballard-Rosa, Chair *MBR*
Graduate Policies and Programs Committee

RE: Change in Education, Reading Specialist, M.A.
(Dated 10-18-91)

At its meeting of Monday, November 25, 1991, the Graduate Policies and Programs Committee approved the proposed change in the Education, Reading Specialist, M.A.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

cc Vice President Burger
Dr. Jolene Koester, Associate Vice President, Academic Affairs
Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies
Dr. Steve Gregorich, Dean, School of Education
Dr. Robert Edwards, Chair, Department of Teacher Education

THE CALIFORNIA STATE UNIVERSITY

MEMORANDUM

DATE: November 13, 1991

TO: Maurine Ballard-Rosa, Chair
Graduate Policies and Programs Committee

FROM: Steve Buss, Chair
Fiscal Affairs Committee

SUBJECT: Change in Education, Reading Specialist M.A.

On November 12, 1991, the Fiscal Affairs Committee unanimously approved the attached fiscal impact evaluation for the change in Education, Reading Specialist M.A.

If you have any questions, please call me at x7387.

SB:dp

Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs
John Williams, Chair, Curriculum Committee
Charlotte Cook, Chair, Academic Senate

THE CALIFORNIA STATE UNIVERSITY

FISCAL AFFAIRS COMMITTEE

Fiscal Impact Analysis

2

November 12, 1991

Fiscal Impact Analysis

Change in Education, Reading Specialist M.A.

The Department of Education proposes several curricular modifications and one significant change in course requirements. The curricular changes involve changing the titles and updating the content of several required courses, and have no fiscal impact. The significant program change is the replacement of ED TE 221.6 with ED 220.1 for the Reading Option.

The Education Department offers a wide variety of programs, credentials and certificates within their Masters Program. Among them are the Reading Specialist Option Program and the Reading Specialist Certificate Program. The Certificate requires a bit more coursework than the Option, but is otherwise quite similar. The department informs the committee that most students who are enrolled in the Option Program, although there are a few students with existing degrees who are returning only for the certificate, and that the combined programs graduate only about 8 students per year.

The current 220.1 course is a study of Advanced Language and Learning, and is not included in the list of required courses for the Option, although it is required for the Certificate. The proposed 220.1 course is to be entitled "Language and Literacy in Multicultural Settings" and is also to be required for the Reading Option. The Department has expressed willingness to expand the size of the existing section of 220.1 to accommodate the very small number of additional students this addition may create.

In addition, the department proposes eliminating ED TE 221.6 from the Option Program. The 221.6 course has not been offered for some time, and is being dropped from the new catalog. This course has been required for both the Option and the Certificate; the department informs the committee that a proposal to eliminate this course from the Certificate will be forthcoming as soon as it has been approved by the State. The most vital material from this course is to be added to the (proposed) restructured 221.5, which is currently required in both the Option and the Certificate.

This series of changes should have no impact on the number of courses students in the Option must take. The department enrolled only 9 students in 220.1 last semester, and is willing to adjust the size of sections to accommodate any additional students; they anticipate an increase of zero to five students in the one existing section of 220.1 per year. The elimination of 221.6 would normally make available one additional section per year, but it has not been offered for some time.

When it is proposed, the elimination of 221.6 from the Certificate will reduce the number of courses a Certificate candidate must take by 1, but if this course is eliminated from the catalog under the present proposal, there should be no change in course offerings needed at that time.

Therefore, if adopted, this proposal will have no fiscal impact.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Program Change Proposal

Academic Unit: Teacher Education Date of Submission to School Dean: _____

Requested Effective Fall XX Spring _____, 1992

Name of Faculty Contact Person, if not Department Chair: Robert D. Edwards, Chair

Approvals:
 Department Chair: [Signature] Date: 10/18/91
 School Dean: [Signature] Date: 10-21-91
 University Committee: _____ Date: _____

Type of Program Change:

- XX Modification in Existing Program
- ___ Substantive Change _____ Form C
 - XX Non Substantive Change _____ Form B
 - ___ Deletion of Existing Program _____ Form D
 - ___ Initiation (Projection) of New Program onto Master Plan _____ Form E
 - ___ New Degree Programs _____ Form F
 - ___ Addition of New Minor, Concentration, Option, Specialization, Emphasis _____ Form G
 - ___ Addition of New Certificate Program _____ Form H

Briefly describe the change requested and the justification for the change:

1. Change title of ED TE 220.0, Reading for the Inservice Teacher, to Issues in Language and Literacy (3 units).
2. Change title of ED TE 221.3, Seminar: Psychology and Sociology of Reading, to Research in Psychology and Sociology of Reading (3 units).
3. Change title of ED TE 221.4, Seminar in Administration and Supervision of Reading Programs, to Leadership in Literacy (3 units).
4. Change title of ED TE 221.5, Practicum in Diagnosis of Reading Disabilities, to Clinical Diagnosis and Instruction in Reading and Language (3 units).
5. Add ED TE 220.1, Language and Literacy in Multicultural Settings, as a requirement (3 units). This involves changing the existing ED TE 220.1, Advanced Language and Learning: Theory into Practice.
6. Delete ED TE 221.6, Practicum in Remediation of Reading Disabilities (3 units).

<u>Units</u>
<p>MASTER OF ARTS IN EDUCATION, Reading Specialist Option</p> <p><u>NEW PROGRAM</u></p> <p><u>ADMISSION REQUIREMENTS</u> Admission as a classified graduate student in Education, Reading Specialist Option, requires:</p> <ul style="list-style-type: none"> • a baccalaureate degree; and • a minimum 3.0 overall grade point average; and • a valid California teaching credential; and • completion of the following course or equivalent: <p>ED TE 321.2 The Teaching of Reading or ED TE 383.1 Teaching Reading/Secondary School</p> <p>Applicants who have deficiencies in Admission Requirements that can be removed by specified additional preparation may be admitted with conditionally classified graduate status. Any deficiencies will be noted on a written response to the student's admission application.</p> <p><u>ADMISSION PROCEDURES</u> No change from previous requirements.</p> <p><u>ADVANCEMENT TO CANDIDACY</u> No change from previous requirements.</p> <p><u>DEGREE REQUIREMENTS</u> A Master of Arts in Education, Reading option, requires completion of 30 units of course work with a minimum 3.0 grade point average. No units with a grade lower than "C" may apply toward the degree.</p> <p>Required Courses (15 units) (Prerequisites: ED TE 321.2 or 383.1 or equivalent)</p> <p>ED TE 220.0 Issues in Language and Literacy 4.0 ED TE 221.1 Classroom Diagnosis and Correction of Reading Problems 3.0 ED 250.0 Educational Research 3.0 ED 251.0 Education for a Democratic, Pluralistic Society 3.0 ED 252.0 Principles of Curriculum 3.0</p>

<u>Units</u>
<p>MASTER OF ARTS IN EDUCATION, Reading Specialist Option (Continued)</p> <p><u>Other Course Requirements (12 units)</u> These courses are only open to students who have completed all required courses, above, been advanced to candidacy, and obtained written consent of the instructor. Students enrolling in the following courses <u>prior</u> to completion of the Required Courses and Advancement to Candidacy will be disenrolled from the courses.</p> <p>ED TE 220.1 Language and Literacy in Multicultural Settings 3.0 ED TE 221.3 Research in Psychology and Sociology of Reading (Prerequisite: ED 250.0) 3.0 ED TE 221.4 Leadership in Literacy 3.0 ED TE 221.5 Clinical Diagnosis and Instruction in Reading and Language (Prerequisites: ED 250.0, ED TE 221.1) 3.0</p> <p><u>Culminating Requirement (3 units)</u> Three (3) units are required in thesis or project, topic selected with advisor concurrence: Choose Plan I or Plan II.</p> <p>Enrollment in the culminating experience may occur only after Advancement to Candidacy. See Manual of Instructions for Preparation and Submission of Master's Thesis or Project. All forms may be obtained in the Department Office.</p> <p>PLAN I: ED TE 510.0 Master's Thesis--Reading Specialist PLAN II: ED TE 512.0 Master's Project--Reading Specialist</p> <p>Approved Master's Thesis/Project Format: American Psychological Association (APA) - Latest edition.</p> <p>Projects and Thesis courses require the student to file and have an approved Project Petition at least one full semester in advance of registration. The petition for Fall semester is due by February 15 and the petition for Spring is due by September 15. The petition requires the advisor and Department Chair approval.</p> <p>A grade of Satisfactory Progress (SP) may be maintained for a maximum of one semester (plus a summer session) if a petition is filed and approved by the Advisor and Department Chair to waive registration requirements. The petition should be filed prior to the end of the semester of registration in Project/Thesis.</p> <p>Prior to graduation, an application for graduation must be filed in the Graduate Center by the deadline date published in the Schedule of Classes. In addition, all coursework leading to this Master's Degree must be completed within a seven-year period.</p> <p>This graduate degree program is subject to general university and to departmental requirements. These are explained in the "Graduate Studies" and the "Teacher Education Department" sections of the CSUS Catalog.</p>



California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES
(916) 278-6163 FAX

MEMORANDUM

November 25, 1991

TO: Charlotte Cook, Chair
Academic Senate

FR: Maurine Ballard-Rosa, Chair *MB-R*
Graduate Policies and Programs Committee

RE: Change in Counseling M.S. Option

At its meeting of Monday, November 25, 1991, the Graduate Policies and Programs Committee approved the proposed change in the Counseling M.S. Option

A copy of the proposal is attached for your information.

MBR/sb

Attachment

- cc Vice President Burger
- Dr. Jolene Koester, Associate Vice President, Academic Affairs
- Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies
- Dr. Steve Gregorich, Dean, School of Education
- Dr. Shel Weissman, Chair, Department of Counselor Education

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO Program Change Proposal

91-92

Academic Unit: Counselor Education Date of Submission to School Dean: October 23, 1991

Requested Effective Fall Spring 19 92

Name of Faculty Contact Person, if not Department Chair: Lynn Wilcox or Shel Weissman

Type of Program Change:

- Modification in Existing Program Required forms attached:
- Substantive Change Form C
- Non Substantive Change x Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program onto Master Plan Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and the justification for the change:

Change title of program from "Generic" to "Community" Counseling. The change would bring the title into conformity with CACREP regulations for accreditation purposes. The title "Community" counseling more appropriately reflects the intentions within the specialization (e.g., community college counseling, correctional counseling, geriatric counseling, pastoral counseling).

Approvals:

Department Chair: Shel Weissman Date: October 23, 1991

School Dean: Steve Gregorich Date: 10-23-91

University Committee: _____ Date: _____



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

DATE: November 13, 1991

TO: Maurine Ballard-Rosa, Chair
Graduate Policies and Programs Committee

FROM: Steve Buss, Chair, *Steve Buss*
Fiscal Affairs Committee

SUBJECT: Change in Counseling M.S. Option
=====

On November 12, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the change in the Counseling M.S. Option.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic
Affairs
John Williams, Chair, Curriculum Committee
Charlotte Cook, Chair, Academic Senate



SPECIAL MAJOR/ MINOR

BACHELOR OF ARTS
BACHELOR OF SCIENCE
MINOR
MASTER OF ARTS
MASTER OF SCIENCE

When an existing, authorized Bachelor's Degree, Minor, Certificate, or Non-Certificate Program of Study does not meet the needs of a student, a Special Major or Minor can be requested. The Special Major or Minor can be a first and only one, or a second major or minor. In the latter case, students are encouraged to develop a program of study which complements the first major. In most cases, programs will be interdisciplinary in nature. Materials describing the procedures and requirements applying to special majors and minors can be obtained in the office of the Assistant Vice President for Academic Affairs, Administration 226.

Unit Requirements

A minimum total of 124 units are required for the Bachelor of Arts or Bachelor of Science Special Major. The unit requirements for the major are:

- first BA or BS—36 upper division units
- second BA—24 upper division units
- double major BA—24 upper division units
- second BS—36 upper division units
- double major BS—36 upper division units

In all cases at least two thirds of the upper division units must be taken in residence, i.e., at CSUS.

SPECIAL MAJOR

To qualify, for a Special Major or Minor a student must satisfy the following requirements:

- All approvals should be obtained at least one year in advance of graduation date.
- Describe the educational and career objectives sought.
- Identify and justify the relationship of the pattern of study requested to the objectives sought. With respect to the second (complemental) major program, rationale should indicate the degree to which the two majors are distinguishable from one another.
- Outline the course work and academic activity necessary to complete the objectives cited.
- Obtain the assistance and approval of two or more faculty advisors. Because of the interdisciplinary nature of the Special Major, students are required to obtain the assistance and concurrence of faculty advisors from the key instructional units listed in the Program of Study.
- Obtain the approval of the appropriate School Dean.
- Submit all materials for review and approval to the Office of the Assistant Vice President for Academic Affairs, Academic Affairs, Administration Building 226.
- The program does not qualify for special major authorization until *all parties*, faculty and deans, have approved the program.

SPECIAL MINOR

The Special Minor requires a total of 18 semester units, which includes a minimum of 12 upper division units in field of specialization.

For information

Assistant Vice President
Academic Affairs, Adm. 226
6000 J Street
Sacramento, California 95819 278-5933

GRADUATE PROGRAM

The *Special Major* for the master's degree provides an alternative for superior students whose special needs and interests cannot adequately be met by any one of the existing master's degree programs of the University. The student may earn a Master of Arts or a Master of Science, as appropriate to the department in which the culminating experience requirement is completed.

The Special Major consists of a combination of courses from two or more departments and may bridge two or more schools within the University. The courses must be carefully selected for their correlation and applicability to the objective of the unique major being proposed. The proposed program must be compatible with the objectives of the University and supportable by courses already offered in the regular degree programs and by the expertise of members of the faculty.

Excerpted from "Policies Pertaining to the General Education Program and Course/Proficiency Requirements for Graduation with the Baccalaureate Degree," dated August 1991.

B. COURSE/PROFICIENCY REQUIREMENTS IN WRITING

1. All students must complete a first semester college composition course (English 1A or equivalent) with a grade of C- or higher. This requirement may also be met with English 1A credit earned by a passing score on the English Equivalency Examination. Courses meeting this requirement also satisfy the Area A-2 requirement of the CSUS G.E. Program and the IGETC English Communication Subject Area requirement.

2. Second Semester Composition Requirement

a. Course Requirement

All students, including students who have completed the IGETC shall be required to complete a second semester composition course with a C- grade or better. This requirement may also be met with course credit earned with a specified score on the English Equivalency Examination. The requirement is a graduation requirement, not a G.E. requirement. Composition/critical thinking courses taken to satisfy CSU G.E. Breadth Requirements or IGETC requirements do not necessarily satisfy the requirement. Second semester composition courses taken at other institutions may satisfy the requirement if they are determined by the CSUS English Department to be equivalent.

b. Criteria for Courses Satisfying the Requirement

- Courses meeting the requirement shall normally be lower division courses and shall focus on composition writing and on reading. Generally, the course shall continue instruction and practice in the kinds of writing tasks introduced in English 1A and shall include readings in and writings based on multicultural literature. Course grades shall be assigned primarily on the student's demonstrated writing ability. The curriculum of the course shall emphasize the following:
- a review of composition principles
 - continued work on the thesis, organization, development
 - continued work on revision
 - close reading of texts
 - summarizing texts in writing
 - reviewing texts in writing
 - evaluating texts in writing
 - integrating texts of others into students' own prose, constructing an argument, marshalling evidence, persuading
 - research techniques
 - writing longer papers than are required in 1A
 - refining style

- writing precisely and concisely
- improving use of language

c. Graduation Writing Assessment Requirement (Writing Proficiency Examination)

- 1) CSU System Policy (Graduation Writing Assessment Requirement, E.O. 514)

Under the provisions of E.O. 514⁴ (Competency in Student Writing Skills), effective date November 6, 1987, "All students, subject to the degree requirements of the 1977-78 or subsequent general catalogs must demonstrate writing skills at the upper division level as a requirement for graduation and as a prerequisite to classified standing in graduate programs." While the requirement is a systemwide requirement (identified by the appellation "Graduation Writing Assessment Requirement" (GWAR)), campuses are provided some latitude in determining how the requirement is to be met.

E.O. 514 specifies the following: "Certification of graduation writing proficiency is an all-campus responsibility. Certification may rely on evidence of writing ability in written coursework, essay examinations or other measures of student writing competence. Measures may be developed which best fit individual campus needs. However, certification by examination shall be at the campus level and shall include a common essay examination written and evaluated under controlled conditions and graded by a least two faculty readers."

- 2) CSUS Campus Policy (Writing Proficiency Examination)

CSUS has chosen the examination option for certification of writing proficiency. The CSUS Policy on Writing Proficiency is provided below.

⁴E.O. 514 also includes provisions pertaining to placement in writing skills programs (i.e., the English Placement Test requirement)

POLICY ON WRITING PROFICIENCY

A. Writing Proficiency Requirement

1. Candidates for the baccalaureate degree⁵ will be required to demonstrate proficiency in writing.
2. The requirement applies to all students subject to the degree requirements of the 1977-78 or subsequent catalogs.

B. Writing Proficiency Examination

1. Students must satisfy the requirement by passing the Writing Proficiency Examination. The examination will be offered at least once each semester.
2. The Writing Proficiency Examination is to be taken in the first semester of the junior year; or, if a student enters CSUS at a later stage in his or her career, in the first semester of attendance.
3. Completion of the second semester composition course requirement with a C- grade or higher (or earning equivalent course credit through the English Equivalency Examination) shall be prerequisite for the Writing Proficiency Examination.
4. Each student taking the examination will have two and a half hours to write a single essay. Essay topics can be dealt with on the bases of common knowledge.
5. Each essay will be evaluated by two readers, and by a third if the first two disagree.
6. The readers will be full- and part-time faculty members chosen by the English Composition Committee.
7. Any student who fails the examination may meet with one of the examination readers to seek advice, regarding appropriate instruction in composition and/or to ask for a reevaluation of the student's examination essay. (Reevaluation procedures will be designed and supervised by the Coordinator of Writing Proficiency Examinations.)

⁵The writing proficiency requirement also applies to candidates for a second bachelor's degree and graduate students.

⁶Pending a recommendation from the University Writing Committee.

8. Any student who fails the Writing Proficiency Examination two times must meet with a WPE counselor to have her/his examination evaluated--before the student will be allowed to take the WPE.
 9. Any student who fails the Writing Proficiency Examination three times must take English 109, Writing for Proficiency, before the student will be allowed to take another WPE.
- C. Responsibility for administering the writing proficiency requirement shall be assigned to the English Department. Necessary budgetary support for the operation of the program shall be included in the budget of the English Department.
- D. The English Department shall recommend to the Academic Senate further policies to ensure the effectiveness of the CSUS writing proficiency requirement.

⁷A University Writing Committee has been established (see section IV.B) to advise the Senate on matters pertaining to writing requirements, including the Writing Proficiency Examination.

Excerpted from "Policies Pertaining to the General Education Program and Course/Proficiency Requirements for Graduation with the Baccalaureate Degree," dated August 1991.

D. G.E. PROGRAM CRITERIA STATEMENTS

1. Cross Category Criteria

a. Character and Scope

General Education courses include lower and upper division courses and usually have no prerequisites. They that are broad in character and scope in the following ways:

- 1) They are designed for the general student with no specialized knowledge or methodological preparation.
- 2) They are designed to convey general knowledge or skills applicable to numerous fields of study rather than more specialized subjects and complex approaches.

²All upper division courses approved for G.E. listing must require at least second semester standing and completion of all Area A requirements as prerequisites for enrollment. The implementation of this policy will be phased in and requires the development of appropriate computer technology. Implementation will begin with requiring second semester sophomore standing and completion of Area A.2 (e.g. English 1A).

- 3) Upper division courses may be somewhat narrower in scope than lower division courses and they may require more specialized preparation, but they must nevertheless convey knowledge or skills of broad applicability to one or more fields of study.

b. Writing Requirements

- 1) Writing Component in Lower Division G.E. Courses
 - a) All lower division courses listed in the G.E. Program, unless granted an exception as provided in paragraph c) below, shall include writing which encourages students to think through concepts of the course. This may be accomplished in a variety of ways, including use of laboratory reports, essay examinations, formal writing assignments, and/or informal assignments. Writing in lower division courses need not be graded, but must, at a minimum, be evaluated for clarity and proper handling of terms, phrases, and concepts related to the course.
 - b) Whenever possible, an early writing sample should be obtained to assess whether any students in the course should be advised concerning appropriate available tutoring or ancillary courses for students with writing difficulties.
 - c) The course syllabus submitted to the G.E. Course Review Committee for initial G.E. listing of the course and periodic course review shall indicate how the writing objectives for lower division G.E. courses are met by the course. Requests for exception to the writing requirement shall also be submitted to the G.E. Course Review Committee which shall determine whether the justification provided warrants an exception.

2) Writing Component in Upper Division G.E. Courses

- a) Upper division G.E. courses, unless granted an exception as provided in paragraph c) below, shall include substantial writing assignments (a minimum of 1500 words of formal, graded writing assignments). The writing in these assignments, as well as mastery of content, shall be evaluated and shall enter into the determination of the grade for the assignment and the final grade in the course. Criteria for evaluation of the writing shall, at a minimum, include: clarity of focus, organization and sentence structure; adequacy of idea development; and pertinence of the response to the specific assignment. Preferably there should be more than one formal writing assignment and each writing assignment should be due in stages throughout the semester to allow the writer to revise after receiving feedback from the instructor. In addition, informal writing assignments ideally should be included to move the student forward toward completion of the formal writing assignments.
- b) Whenever possible, an early writing sample should be obtained to assess whether any students in the course should be advised concerning appropriate available tutoring or ancillary courses for students with writing difficulties.
- c) The course syllabus submitted to the G.E. Course Review Committee for initial G.E. listing of the course and periodic course review shall indicate how the upper division writing objectives are met. Requests for exception to the writing requirement shall also be submitted to the G.E. Course Review Committee which shall determine whether the justification provided warrants an exception.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

Department of English

To: Dick Kornweibel, Chair
General Education Committee
From: University Writing Programs Committee
Linda Palmer, Chair

Date: October 24, 1991

Regarding: Proposal for writing requirements in General Education courses.

BACKGROUND:

On September 26th, 1991, the Academic Senate directed the University Writing Programs Committee to "develop a proposal pertaining to writing requirements, general education and class size." The committee therefore reconsidered the General Education course writing requirements passed by the Senate and approved by the President in spring 1991 in light of increased class size due to current budget cuts. (See attached AS 90-49A.2 and AS 90-49B.2.)

RECOMMENDATION:

The University Writing Programs Committee recommends the following:

1. **WRITING COMPONENT IN LOWER DIVISION G.E. COURSES:**
The committee recommends no change in the policy approved Spring, 1991.
2. **WRITING COMPONENT IN UPPER DIVISION G.E. COURSES:**
The committee recommends no change in the writing requirements but does recommend that enrollment in upper division General Education courses be limited to 50.

RATIONALE:

Lower division General Education course writing component:

The committee believes that the writing requirement in these courses is minimal and allows faculty to use writing in a variety of ways best suited to their course and allows them to vary the quantity of writing to meet the needs of fluctuating enrollment. Essay questions on exams, periodic learning log or journal entries, exploratory in-class writing, or lab reports seem to the committee appropriate activities given the considerable research that consistently indicates the value of informal writing as a learning tool (see, for instance, several articles in CSUS' The Teaching Newsletter). Quickly reading periodic one page learning logs and making a brief two-three sentence comment, or having students exchange log entries and responding to one another increase active learning, can inform the instructor of the students' progress and encourage contact between student and faculty. As budget crises increase class size, often making students feel less engaged in their classes, it is increasingly important to maintain faculty-student contact and to find ways to ensure that our students are engaging with the course material; the minimal writing requirement in lower division G.E. courses does just that.

Upper division General Education course writing requirement:

The committee recommends no change in the writing requirement but does recommend a limit on class enrollment. The writing requirement currently stands at 1500 words (approximately 6 pages), which can include, for instance, essay questions on exams, graded lab reports, summaries, or formal papers. For example, with one two-page summary, one three-page essay, and an essay question on the final exam a student would fulfill the 1500 word requirement. The committee believes that this is a reasonable amount of writing for a general education course. However, that to enable faculty to meet this requirement and to recognize the importance of General Education courses and the importance of writing as a means of learning and expressing what one has learned, upper division G.E. courses should be limited to enrollment of 50. The university has expressed a strong commitment to writing skills and has recognized the relationship between writing and learning; we should now ask the university to support that commitment.

cc: Cecilia Gray, Dean