Members Present: Jonathan Parker, DawnEllen Jacobs, Dave Pearson, James Lu, Dan Wilson, Erica McLaughlin, Darrell Passwater, Shawnn Koning, Shelly Rupard, Gary Bonner, Allen Johnson, Daniel Skubik

Guests: Mary Buck, Tim Jackson

- Jonathan Parker opened in prayer.

- Daniel Skubik introduced Mary Buck who presented a proposal for a Graphic Design and Digital Media program.
  - The program emphasizes project based, practical application in the field and goes well beyond visual literacy to incorporate critical thinking that will teach students to visually conceptualize and address a project. The program will consist of the following courses
    - Concentration - Phase 1 (12 units)
      - Introduction to Creative Imaging and Digital Media (ART 298 – revised as ART 2XX)
      - The Emerging Graphic Art Designer and Digital Layout (COA 314 – revised as ART 2XX)
      - Illustrated Storytelling and the Animated Shape I (ART 2XX)
      - Creative Design and Interactive Media (COA 400 ⇒ COA 3XX)
    - Minor - Phase 2 (24 units)
      - Intermediate Creative Imaging and Digital Media (ART 3XX)
      - Art, Digital Design, and the Human Spirit (ART 3XX)
      - Creative Thinking, Visualization, and Problem-Solving I (ART 3XX)
      - Illustrated Storytelling and Animated Shape II ((ART 4XX)
    - Major - Phase 3 (36 units)
      - Advanced Creative Imaging and Digital Media (ART 4XX)
      - Myth, Metaphors, and Graphic Design (ART 4XX)
      - Creative Thinking, Visualization and Problem-Solving II (ART 4XX)
      - Senior Project (ART 4XX)
  - The technological model for the program mirrors the music program where students purchase their own laptop. This allows for expansion with a minimum institutional investment ($23,000-$30, 000) to procure initial software.
The program will require the institution to upgrade servers and provide software. Mary Buck has been working with the same Apple representative being used by the music program. Software will accommodate integration with LiveText.

Allen Johnson commented that the program is one that Admissions can sell and mentioned the possibility of internal internships and projects within his area.

The program was approved

Daniel Skubik distributed material from the LA Film Studies Center program sponsored by the CCCU

The study center has updated curriculum, so the Committee was asked to consider updating the CBU catalogue to reflect updates in their curriculum.

Dan Wilson noted that the Focus on the Family program does not list course descriptions in the catalogue despite even if though it is offered as a concentration. Daniel Skubik amended the proposal to include the updated program information and description only, not the course descriptions.

The motion was approved.

James Lu proposed two changes to the MLL catalogue section

Add fieldwork requirements for ENG123 Intermediate Composition, ENG 353 Children’s Literature, ENG 363 Young Adult Literature, ENG 463 Introduction to Linguistics, and ENG 475 Language Acquisition and Development.

- Shelly Rupard questioned the need to include this language rather than expect that students would be expected to adhere to all syllabus requirements. Dr. Lu responded that the inclusion of observations and activities conducted in the field had caused concern among students who thought that individual teachers of courses were being overly demanding. Including catalogue language would alert students in advance and clarify that the fieldwork is a program expectation rather than individual faculty decision.

- Ms. Rupard further expressed concerns that including the fieldwork distinction would discourage students from taking the class thinking they were doing “education” requirements and suggested EDU 300-302 change their catalogue statement to read “classroom observation” to distinguish between fieldwork and observation. Dave Pearson noted that CCTC documents specifically call for “fieldwork.” Some discussion followed regarding the use of the terms “fieldwork” and “observation,” but it was concluded that the more general term “fieldwork” was the most expedient for now.
Dave Pearson and DawnEllen Jacobs presented arguments from the ESM committee perspective and indicated that as Single Subject programs come online, more courses will have fieldwork components. Further discussion ensued with regard to transfer issues, WASC and CCTC accountability, and the need to alert students that more than pencil and paper and online activities would be required as part of these courses.

Jonathan Parker recommended that the change be accepted for now and that Shelly Rupard and Shawnn Koning be invited to discuss concerns with the ESM committee.

This portion of the proposal was amended to include the language “fieldwork required” rather than to specify a minimum number of hours.

- Add ENG 453 Understanding English grammar.

Shawnn Koning asked for justification of the Interdisciplinary and Multicultural designations. Language to clarify that the course covers writing styles in various disciplines across the curriculum and examines issues of linguistic diversity including second language learning will be incorporated into the catalogue description.

The proposal was approved as amended.

- Dan Wilson presented 2 changes for the Intercultural Studies Major.
  - Add CST 435 Community Development to the major. This course was part of the originally proposed and approved major, but was left out of the catalogue. This addition does increase the major to 64 units. Dr. Wilson clarified that this large number of units includes two study-abroad experiences (a short-term ISP and a semester study experience) which carry unit credit and satisfy 12 GE units.
  - Substitute CST 4XX – Intercultural Studies for ENG 463 Introduction to Linguistics. The Linguistics course is no longer able to focus on cultural studies. This substitution assures that students get the skills they need without having to take additional coursework or units.

  Jonathan Parker encouraged the Dean to continue work on the syllabus to clarify objectives and provide more rigorous assignments.

  The proposal was approved.

- Darrell Passwater presented several items for the undergraduate catalogue.
  - Eliminate the Bachelor of Arts in Management.
  - Change the name of BUS 358 from Fundamentals of Business Law to Business Law.
  - Eliminate the Accounting Concentration since there is now a bachelor of science in accounting. Further, eliminate the language "or BUS 319 Intermediate Accounting II" from the catalogue where it appears after
BUS 303 Business Finance and BUS 301 e-Business-Fundamentals, and eliminate the -- between business and fundamentals.

- Add to BUS 347 and BUS 348 a disclaimer at the end of the course description that says "This course does not meet the requirements for upper division accounting units within the accounting major."
- Renumber BUS 313 Microeconomics to position it below 217.
- Rename 2 courses
  - BUS 340 Management Science becomes a Operations Management
  - BUS 337 Administration Based on Biblical Principles becomes Management Based on Biblical Principles
- Replace CIS 369 Intermediate Computing with BUS 456 Business Communications in the BABA program.
- Replace BUS 313 Microeconomics with a proposed new course in Managerial Economics for the BABA program.
- Darrell Passwater introduced Tim Jackson who presented a proposal to eliminate the Bachelor of Science and Information Systems Management degree, the Information Systems Concentration for all majors, and the CIS courses as they become unnecessary. These will be replaced by Business Technology concentration courses.
  - Tim Jackson cited declining enrollment, declining need for technological experts in industry, and reassessed need as indicated by focus groups, statistics, occupational trend data, and saturation of markets for hard-core tech programs as reasons for recommending the program’s termination. Competitors have eliminated similar programs in light of demand for business majors with the ability to manage technology. This will eliminate the current program and modify the concentration. Identifying more than 4 options in the concentration allows for program growth. Rather than eliminate courses completely, the proposal is to phase out CIS courses as need evaporates.
  - Allen Johnson wondered how his office should field requests for a computer technology major. What can students do with this program? Tim Jackson explained that, according to employer focus groups, businesses don’t really want technology experts, but technology managers who can avoid cyclical trends to focus on fundamental skills that are diversely applied. Shelly Rupard reiterated that the future of the market is in one's ability to manage the technology and interface with the technology experts.
  - Shawnn Koning clarified that students with CIS units would be allowed to be grandfathered.

All proposed changes were approved.

Meeting adjourned at 12:15 to be continued 4-6-05 with the following members in attendance:
Darrell Passwater gave an overview of a proposed program in organizational leadership and explained the context in which it is being proposed.

- The program will utilize the following existing courses:
  - BUS 333 Principles of Marketing
  - BUS 334 Human Resources Management
  - BUS 337 Management Based on Biblical Principles
  - BUS 358 Business Law
  - BUS 424 Organizational Leadership and Development
  - BUS 435 Leadership in Organizations
  - BUS 456 Business Communication
  - BUS 463 Business and Organizational Management
  - BUS 485 Business Policy and Strategy
  - BUS 475 Project and Team Management
  - CST 100 Overview of the Bible

- 5 new classes are proposed for the program:
  - Cross Cultural/Management & Communication
  - Management of Financial Resources
  - Management of Business Technology
  - Leading Organizational Change
  - Qualitative Business Research for Organizational Leadership

- Assistant and Associate Provosts will assist in revising syllabi.
- New courses will have a different designation than BUS for accreditation purposes – Shawnn Koning will research what is being done at other institutions. The program will be housed in College of Arts and Sciences.
- Program will have CIS 265 Informational Systems, MAT 115 College Algebra and ENG 123 Intermediate Composition as prerequisites.
- The program will use the advising process to position BUS 475 Project and Team Management near the end of the program.

Proposal was approved.

Tom Ferko proposed a course title change for PHY 214 and 224 Physics for Scientists and Engineers I/II with Lab to University Physics I/II with lab. These will be the calculus-based courses. PHY 114/124 will continue to be called General Physics with Lab.

- Other models were examined and discussed with regard to clarity and ease of identification of course levels.

Motion tabled for further research and departmental consideration.

Meeting adjourned at 4:30.