

## ICC Meeting Minutes

**Meeting Date:** Tuesday October 3, 2023

9:00am to 10:50am

Hyflex:

NHE\_106 or

<https://humboldtstate.zoom.us/j/7078264143>

### **ICC Members:**

Julie Alderson (Interim Chair), Paul Michael Atienza, Cindy Bumgamer, Carmen Bustos-Works\*, Christine Cass, ~~Amanda Dinseore~~, Eden Donahue, ~~William Fisher~~, Cameron Allison Govier, Sara Jaye Hart, Kristin Hesse, Heather Madar, Bori Mazzag, Cindy Moyer, Justus Ortega, Marissa Ramsier, Jenni Robinson Reisinger, ~~Mark Rizzardi~~, Joshua Smith, ~~Anna Thaler~~, Lisa Tremain, Melissa Tafoya, Mark Wicklund, Jim Woglom, **Alison Hodges** (for Anna Thaler)

**GEAR Chair:** Marissa Ramsier (Pro tem)

**CDC Chair:** Lucy Kerhoulas

**APC Chair:** Nicole Jean Hill (Pro tem)

**Student Representatives:** Vacant

**Administrative Coordinator:** Julie Stewart

**Curriculum and Catalog Specialist:** Cameron Allison Govier

\*Non-voting member

### NOTES

- 9:00-9:05 - Approval of the minutes from the meeting on September 19, 2023
  - minutes approved without objections
- 9:05-9:20 - Consent and Voting Action Calendar
  - engineering proposals
    - Discussion of engineering proposals and recommended electives, PBLC transition curriculum
    - where should transition curriculum live?
    - CAHSS had been advised not to have a 1-unit AHSS 180 transition courses, so this feels out of sync to be supporting the model in CNRS. What is unique w/engineering? They do have unique circumstances but does it really make sense in this case vs. other colleges/etc.
    - campus needs to define what goes into a PBLC and how it's defined by curriculum - who decides that?
    - ADs? Supportive Pathways group?

- Engineering is special - GE waivers, etc. recommend approval. They've been doing this a long time, the model works.
    - ICC recommends approval for the programs, and Jenni recommended this topic (PBLC/transition curriculum) be sent to supportive pathways group for a decision.
    - also special topics discussion - 180/380 - why coming to ICC? consent calendar. Optional grade mode discussion.
  - Social work discussion
    - discussion of reworked SW program, required because of external accreditation
- 9:20-9:30 - Subcommittee Reports
  - CDC
    - they're busy
  - APP
    - E&C discussions w/departments ongoing, good conversations. APP will be reviewing Art History elevation, Arts & Health & Narrative Medicine minor
- 9:30-9:45 - Report from Academic Programs - Carmen
  - meeting at CO with other undergrad deans/AVPs
  - new AMP list is coming out soon about our list of approved programs - there will be a new sheet that includes enrollment and/or graduation rates (still being discussed), perhaps looking for minimum of 10 graduates in each bachelor's program, 5 in each master's program
  - new degree planner is coming soon from CO!
  - GVAR - discussion - policy said 3 unit course, but we have 4 units.
  - C classification codes - the "normal maximum" but not a cap, campus can go beyond that if they want.
  - Momentum dashboard - english, math completion, one of the lowest rates of all campuses for students completing at least 30 units in the first year.
- 9:45-10:00 - Follow up discussion of new syllabus policy's requirement re: Program Review - [Syllabus Policy Implications](#) - Mark W
  - discussion of syllabus policy and how to enforce credit hour policy
  - checklist from Justus for syllabus policy
  - recommend smooshing together all 3 suggestions for syllabus policy - describe program, provide syllabi, peer review will review what you submit.
- 10-10:50 - [Draft Cal Poly Humboldt University Policy, Combined Bachelor's and Master's](#)
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## Consent Calendar

[ENGL - 326 - 23-2210 - Course Suspension - Language Study for Teachers](#). Please suspend this course and remove it from the catalog. This course is no longer in our rotation plan. It was phased out with changes to the LSEE ([Elementary Education \(Liberal Studies\), B.A.](#)) curriculum in prior years. Last offered SP 2019.

[Journalism Certificate of Study - Discontinue Program - 22-1917](#). The JMC 'certificate' option has not been awarded to a student in the past 10 years and our department wants to discontinue it to concentrate efforts in other areas of the major.

[WLDF - 468 - 23-2237 - Course Change - Spatial Wildlife Ecology](#). Remove prerequisite GSP 270. Add "No Course Materials Required".

## Voting Action Calendar

### Botany Changes

[Botany, B.S. - Change Concentration/Emphasis Requirements - 22-1895](#). Add one alternative (BOT 451) to the list of restricted electives under the title 'Life Sciences Electives'. Course is co-listed with BOT 551, which will be used as a general elective in the Biology MS.

[BOT - 451 - 22-1892- New Course - Advanced Plant Taxonomy](#). Improve student learning; modernize curriculum. Added as an upper division elective. Co-listed with the new course BOT 551.

[BOT - 551 - 22-1896 - New Course - Advanced Plant Taxonomy](#). This course will be offered as part of the non-specific electives in the Biology MS. The goal is to improve student learning. It is co-listed with BOT 451.

### Business Administration Changes

[Business Administration, Finance Concentration, B.S. - Change Concentration/Emphasis Requirements - 22-1954](#). Adding a new 400-level course (BA 463) so that Business Administration students in the Finance Concentration will have more flexibility in their upper division coursework. Instead of a set six classes, students will take BA 460 & 462, plus four courses that they choose from a list of five (BA 422, 462, 466, 469, and ECON 435). This will modernize curriculum and increase student success and timeline to graduation. This change in ECON 435 to an elective has been communicated to the ECON department, and care has been given to course rotations to minimize negative impacts on course enrollments due to the addition of this new course.

[Business Administration Minor - Change Core Requirements - 22-1953](#). Splitting Business Administration Minor from one Accounting/Finance Track into two Tracks: Accounting and Finance. These topics appeal to different students, with little overlap, so will increase student success to have these more tailored tracks within the minor. Shuffling courses around between these two minor tracks. The Finance minor track will include the new course BA 463 (22-1941).

[BA - 452 - 22-1969 - Course Change - Cost Accounting and Analytics](#). Changing BA 452 course name from "Cost Accounting, Planning, and Control" to "Cost Accounting and Analytics." Also changing course description to align with title change. **Previous Description:** In-depth study of four basic cost accounting systems used to determine cost to make a product or provide a service, and manage production process. Lecture with spreadsheet projects. Required for accounting option. **New Description:** In-depth study of basic cost accounting systems used to determine cost to make a product or provide a service, budgeting, and decision making using accounting information. Data analytics, accounting data visualization and descriptive statistics using Excel. Lecture with spreadsheet projects.

[BA - 463 - 22-1941 - New Course - Financial Innovation and Security Trading](#). The course serves two purposes. First, it helps to modernize our finance curriculum. Second, it also offers students choices. It will also help to improve graduation rates because if students fail a course in one semester, they can take another course in the subsequent semester. **Course Description:** Current trends in financial innovations, use of artificial intelligence in finance, distributed ledgers, blockchains, initial coin offerings, crypto assets and their valuation, theory and practice of securities and contract trading. LK: Course rotations have been thoughtfully arranged to minimize negative impacts on class enrollments due to the addition of this new course.

#### Engineering Changes

Lucy: ENGR is converting their PBLC seminar for first-year students from a special topics course to a permanent, recommended elective course, ENGR 112 (First Year Seminar in Engineering), to be taken concurrently with ENR 115 (Intro to ENGR). Additionally, they are creating a second, recommended elective seminar as a Special Topics course (ENGR 280) for any ENGR students in their 3rd semester who would like help choosing among Mechanical, ERE, and Energy Systems ENGR majors. These changes will be applied to all three ENGR majors.

#### [Environmental Resources Engineering, B.S. - Change Core Requirements - 22-2055](#).

(1) We are replacing our first year seminar that has been offered as a special topics course in support of our PBLC. We have offered this course as Engr 280 and would like to replace it with Engr 112. (2) We are adding a recommendation for a one-unit Engr 280 special topics course to be take by students in their third semester. This one-unit seminar course will focus on helping students select a specific engineering discipline for their third and fourth years. (3) Both courses are elective seminars and recommended. Engr 112 is recommended for students in the first-year PBLC and concurrently taking Engr 115. Engr 280 will be offered to any students who have an interest in gaining further guidance on selecting between mechanical, environmental resources, or energy systems engineering. Once Engr 280 has been developed, offered, and evaluated we will submit a request to convert to Engr 212 in F25.

[Energy Systems Engineering, B.S. - Change Core Requirements - 22-2056.](#)

We are replacing our first-year seminar that has been offered as a special topics course in support of our PBLC. We have offered this course as Engr 280 and would like to replace it with Engr 112. (2) We are adding a recommendation for a one-unit Engr 280 special topics course to be taken by students in their third semester. This one-unit seminar course will focus on helping students select a specific engineering discipline for their third and fourth years. (3) Both courses are elective seminars and recommended. Engr 112 is recommended for students in the first-year PBLC and concurrently taking Engr 115. Engr 280 will be offered to any students who have an interest in gaining further guidance on selecting between mechanical, environmental resources, or energy systems engineering. Once Engr 280 has been developed, offered, and evaluated we will submit a request to convert to Engr 212 in F25.

[Mechanical Engineering, B.S. - Change Core Requirements - 22-2054.](#)

We are replacing our first-year seminar that has been offered as a special topics course in support of our PBLC. We have offered this course as Engr 280 and would like to replace it with Engr 112. (2) We are adding a recommendation for a one-unit Engr 280 special topics course to be taken by students in their third semester. This one-unit seminar course will focus on helping students select a specific engineering discipline for their third and fourth years. (3) Both courses are elective seminars and recommended. Engr 112 is recommended for students in the first-year PBLC and concurrently taking Engr 115. Engr 280 will be offered to any students who have an interest in gaining further guidance on selecting between mechanical, environmental resources, or energy systems engineering. Once Engr 280 has been developed, offered, and evaluated we will submit a request to convert to Engr 212 in F25.

[ENGR - 112 - 23-1971- New Course - First-Year Seminar for Engineering.](#)

(1 unit) *"Introduce students to functions and resources of the university and support a successful transition to engineering. This course will integrate guest lectures, discussion, student reflection projects, computer labs, and help sessions."* This course has been taught as a special topics course for the past four years and is an integral part of the PBLC for engineering students. Engineering students do not take Science 100 but instead take Engineering 115: Introduction to Engineering concurrent with this first-year seminar.

[ENGR - 180 - 22-1943 - New Course - Selected Topics in Engineering.](#) (1-3 units).

*"Selected Topics at the lower division (first-year) level as demand warrants."* Course added as a graded in Mandatory CR/NC mode alternative to the existing ENGR 280 (which has a grading mode defaulting to a letter grade).

[ENGR - 380 - 22-2031 - New Course - Selected Topics in Engineering.](#) (1-3 units).

*"Selected Topics at the upper division (third- and fourth-year) level as demand warrants."* Course added as a graded in Mandatory CR/NC mode alternative to the existing ENGR 480 (which has a grading mode defaulting to a letter grade).

Social Work

[Social Work, M.S.W. - Change Core Requirements - 22-1999.](#)

- Add SW 500 Values & Ethics Course
- Change SW 582 to Program Evaluation (from SW 582 Research I: Philosophy & Methods)

- Move SW 583 to the Advanced year (from the foundation year) and rename to SW 684: AGP: Qualitative & Indigenous Methods
- Suspend SW 682: Masters Project Development
- Suspend SW 683: Masters Project Implementation
- Add SW 687: Capstone Seminar
- Suspend SW 581: Research for Advanced Standing Students

#### [SW - 500 - 22-2005 - New Course - Values and Ethics – The Philosophy of Social Work.](#)

The proposed changes develop students' abilities by enhancing curricular support on professional identity development, minimizing harm in community practice, and developing a lens of anti-racism, diversity, equity, inclusion and belonging (e.g. via SW 500 & SW 687). The changes are in response to the newly adopted 2022 Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE), our accreditation body. Additionally, we have seen a growing need to further support student professional identity development and the Department will be implementing the use of e-portfolios as the medium to support this process. Therefore, we are adding in a values and ethics course (SW 500) to provide foundational professional identity support and a capstone seminar course (SW 687) at the end of the program.

[SW - 581 - 22-2012 - Course Suspension - SW Research for Advanced Standing.](#) We will be suspending this course for students entering into catalog year 2024-25. Instead students will take a course in values and ethics and quantitative research methods will be covered in a project evaluation course. We believe with these changes to the curriculum, students will be able to practice to the top of their license and community practice standards.

#### [SW - 582 - 22-2010 - Course Change - Program Evaluation in Social Work.](#)

The following changes are proposed:

1. Add Online Instruction Mode
2. Change Grade Mode from Optional Grade Basis to Mandatory Letter Grade
3. Add Sustainability Focused attribute
4. Remove No Course Materials attribute
5. The title and description are changing: The course is moving from research philosophy to program evaluation.

#### [SW - 583 - 22-2011 - Course Change - Qualitative and Indigenous Research Methods.](#)

1. Name & Number change. We are removing "research II" in the title and keeping the rest "Qualitative & Indigenous Research Methods". We are moving the course to the advanced year of the curriculum and therefore a new number SW 684 from SW 583.
2. add Online Instruction Mode
3. change Grade Mode from Optional Grade Basis to Mandatory Letter Grade
4. remove Repeatable for Credit.

[SW - 682 - 22-2014 - Course Suspension - Masters Project Development.](#) The SW 682 and 683 courses are for the Masters project which will no longer be required in our program. They are being replaced with SW 500 Values & Ethics and SW 687 Capstone as reflected in our Program Change Proposal (see [22-1999](#)).

[SW - 683 - 22-2013 - Course Suspension - Masters Project Implementation](#). The SW 682 & 683 courses are for the master project which will no longer be required in our program. They are being replaced with "values & ethics" and a "capstone" course as reflected in the program change proposal in curriculum [22-1999](#).

[SW - 687 - 22-2009 - New Course - Social Work Capstone Seminar](#). The proposed course is designed to develop students' abilities by enhancing curricular support on professional identity development, minimizing harm in community practice, and developing a lens of anti-racism, diversity, equity, inclusion and belonging (e.g. via SW 500 & SW 687). The changes we are making in our program are in response to the newly adopted 2022 Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE), our accreditation body. Additionally we have seen a growing need to further support student professional identity development and the Department will be implementing the use of e-portfolios as the medium to support this process. Therefore, we are adding in a values and ethics course (SW 500) to provide foundational professional identity support and a capstone seminar course (SW 687) at the end of the program.