

Program Planning Committee  
End-of-Academic-Year Report  
June 2020

The Program Planning Committee had an extremely productive year. We completed 10 Letters to the Provost for the following programs: Kinesiology, Chemistry, Geology, Computer Engineering, English, Political Science, Biomedical Engineering, General Engineering, Civil Engineering, and Industrial Engineering. The Committee granted extensions to Environmental Studies, Sociology and Interdisciplinary Social Sciences, Biological Sciences, Humanities, and Art & Art History. The Committee vote me as Chair again next year, so we will finish the College of Engineering programs and start on the programs due in 2020/2021.

Sincerely,  
Mary Lynn Wilson  
Chair, Program Planning

## Program Planning Committee Agenda

Friday, September 6, 2019  
Noon-2:00, CLK 412

- I. Call to Order & [Introductions](#)
- II. Communication Studies Extension
- III. Assign Teams for Fall Semester Programs
- IV. Senate Committees' Referrals
  - A. [C & R Policy](#): S08-3, Policy Recommendation, Incorporating Accessibility into the Curriculum Review Process
  - B. [O & G Policy](#): Amendment A to University Policy F15-13 Updating the Board of General Studies Membership, Charge, and Responsibilities
- V. Training
- VI. Adjournment

## Program Planning Committee Minutes

Friday, September 6, 2019  
Noon-2:00, CLK 412

**Present:** Mary Wilson (chair, Social Science - History), Deepika Goyal (Health and Human Sciences), David Yan (Education), Chao Vang (Institutional Research), Chris Tseng (EXO, Assessment), Debra Caires (Science), Colton Saylor (Humanities & Arts), Chunhui Peng (Humanities & Arts), Monica Gavino (Business), Joel Busch (Business), Thalia Anagnos (Undergraduate Education), Pei-Tzu Tsai (Education)

**Guest:** Sarah Schraeder (Recording)

- I. **Call to Order & [Introductions](#).** Mary Wilson called the meeting to order at 12:06 p.m. Shared introductions. Thalia Anagnos shared that Marc D'Alarcao should attend this meeting.
- II. **Communication Studies Extension.** The committee members reviewed the request for an extension to the Communication Studies Program Plan submission. Thalia Anagnos shared that because people are on sabbatical this semester and they have a temporary chair and it is a reasonable request considering the situation in their department. Busch concurs with this because not having a permanent chair would make putting together a program plan very difficult. Caires asked if there were a lot of retirements in the department. Anagnos shared that the chair became a director, it is a big department. The committee unanimously to approve the commendation and the extension request passes. The committee members review the program plan, which can range from 25-400 pages depending on attachments. The subcommittees will look at sections of the proposals.
- III. **Assign Teams for Fall Semester Programs.** Two programs are coming up for review so far this semester: English and Computer Engineering. In previous years, subcommittees were formed to draft a letter to the provost. If you are in the same college as the program, you should volunteer for another college to review.

Thalia reviewed that every program has to complete a program plan as guided by SJSU and systemwide policies. SJSU just moved from a 5-year to a 7 year cycle. The program writes a self-study - what have they been doing, what do they plan on doing, etc. External reviewer writes a report and by the time this committee receives the plan it has been thoroughly reviewed. This committee will summarize the findings and recommendations in a letter that is submitted to the Provost. Then there is an Action Plan meeting with the Provost, the Dean, and the department. They sign a contract for action and then there is some follow up. This committee summarizes the materials for that action plan meeting. Sometimes there are energized conversations about certain topics. There is a sense of care that needs to be taken but we need to bring it to the attention of the Provost. The final wording will come from the whole committee and that is not something that the subcommittees have to do at once. About 5 program plans are to be expected to be reviewed this term. Committee only meets once a month for two hours.

### **Assigned Program Plan Subcommittees**

- English - Debra, Chunhui, Pei-Zu, Deepika, David
- Computer Engineering - Joel, Mary, Monica, Colton

#### IV. Senate Committees' Referrals

- A. C & R Policy: S08-3, Policy Recommendation, Incorporating Accessibility into the Curriculum Review Process.** The University has a responsibility to make documents accessible for students. It may be the case that there needs to be more funding for this effort, but there is currently not a lot of compliance across campus. It does not help students and makes the University vulnerable. Several CSUs have had lawsuits filed against them. We have talked a lot about providing more support, but the question is how do people know and what can we do to make this more systematic so that departments make active decisions to come in compliance. At least if this was part of the program plan self study, there would be some accountability and if a department is not making materials accessible then becoming compliant would be part of the action plan. Brandon White wanted feedback from PPC to see if it is an appropriate part of the review process. Monica Gavino shared that this is compliance focused and awareness. The key thing we need to do is explain the how and why and wonders if this is not really the fix. Thalia Anagnos says that this is one of many different discussion items. There could be some language in the guidelines about the why and how to comply. David's department is very much using the accessible syllabus template, but what is the scope of accessibility - everything. Everything that is public facing has to be compliant. Should there be a prioritization of accessibility? We would need to figure out in the guidelines to see what we want to see from the department. The department would self-assess (powerpoints, videos, images, etc.). We could get help from ATI committee. Mary will ask Brandon if they should be writing assessment guidelines. See <http://www.sjsu.edu/accessibility/> for information about accessibility.
- B. O & G Policy: Amendment A to University Policy F15-13 Updating the Board of General Studies Membership, Charge, and Responsibilities.** The idea will be to revise BOGS to the General Education Assessment Committee (GEAC). The committee reviewed the proposed role of program planning in the revised policy for GEAC. The current committee spends most of its time reviewing new or modified General Education courses. The assessment data shared in the program plans is briefly shared. Revised focus of committee will be on assessment. The current program is assessed at the course level, but instead the intent will be to move toward GE program goal assessment. The committee discussed the issues with course assessment, its need, and issues with the GE guidelines. M. Wilson will report back that the information the policy is vague and if there is a committee to assess GE goals it should also look at the core competencies.

- V. **Training.** M. Wilson reviewed necessary information for all new Program Planning Committee members, including the GoogleDrive organization, program planning templates, and procedures.
- VI. **Adjournment.** The meeting adjourned at 1:48 p.m.

## Program Planning Committee Agenda

Friday, October 4, 2019  
Noon-2:00, CLK 412

- I. Call to Order
  - A. [Instructions for Accessing Program Planning Documents](#).
    1. Members were asked to read or at least skim the program's plan and the external reviewer's letter and then carefully read and comment on the Letter to the Provost.
    2. Issues of font, spelling, and layout will be solved by Sarah Schraeder.
    3. Comments should focus on the substance and appropriate wording. Comments or questions about the content should be asked using the comment function in Google docs.
- II. Approval of [Minutes of September 6, 2019](#)
- III. Environmental Studies [Second Extension](#)
- IV. Kinesiology Letter to Provost - *carry over from 2018-2019*
- V. Chemistry Letter to Provost - *carry over from 2018-2019 pending External Reviewer Report*
- VI. Geology Letter to Provost - *carry over from 2018-2019 pending External Reviewer Report*
- VII. Assign teams for Biomedical Engineering, Industrial Systems Engineering, and Political Science
- VIII. Adjournment

### **Future Agenda:**

- Friday, November 1, 2019 Agenda will include:
  - Geology (if we do not finish), English, and Computer Engineering

- Friday, December 6, 2019 Agenda will include:
  - Biomedical Engineering, Industrial Systems Engineering, and Political Science.

# Instructions

## Accessing Program Planning Documents

1. Go to your Google drive.
2. Click on Shared with Me.
3. Click on [Program Planning Records](#).
4. Click on the College of the Program (Health for Kins, Science for the other two)
5. Click on the Program.
6. Click on the folder for the latest year--usually 2018 for these.
7. Click on Program Plan.
8. Click on External Reviewer.
9. Go back to step 5.
10. Click on "Program Name" LTP--this is the Letter to the Provost.
11. Comment of the Letter--Remember that we work in the Appendix of the Letter.
12. If you have questions or get lost in Google Drive Land, email [Mary Wilson](#)!

## Program Planning Committee Minutes

Friday, October 4, 2019

Noon-2:00, CLK 412

**Present:** Mary Wilson (chair, Social Science - History), Deepika Goyal (Health and Human Sciences), David Yan (Education), Chao Vang (Institutional Research), Debra Caires (Science), Colton Saylor (Humanities & Arts), Monica Gavino (Business), Joel Busch (Business), Thalia Anagnos (Undergraduate Education), Chris Tseng (EXO, Assessment), Pei-Tzu Tsai (Education), Ann Agee (University Library), Silke Higgins (University Library), Artem Meshcheryakov (Business - Accounting and Finance), Krissy Connell (Education - Child and Adolescent Development), Sarah Schraeder (Recording)

**Excused:** Chunhui Peng (Humanities & Arts)

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:03 p.m.
- II. **Approval of Minutes of September 6, 2019.** After discussion and review, seven members voted to approve the minutes with a minor correction. There were two abstentions: Artem Meshcheryakov as a new member and Thalia Anagnos.
- III. **Environmental Studies Second Extension.** Requesting a second extension due to another hire. Faculty focused on new hire. Requesting program plan by June 30, 2019. That is quite late. After discussion, the committee decided unanimously to grant an extension for May 1, 2019.

- IV. Kinesiology Letter to Provost.** This was a carry over item from last academic year. The external reviewers for this program came at the end of the academic year and was not completed. The committee reviewed and discussed the draft Letter to the Provost. After discussion, the committee made a variety of updates to the draft letter.

The committee discussed the role of Athletic Training baccalaureate degrees being discontinued due to nationwide standards requiring a masters degree.

The committee voted to unanimously approved the Kinesiology Letter to the Provost. Sarah Schraeder will finalize the letter on appropriate letterhead and the chairs signature to send to the Provost.

- V. Chemistry Letter to Provost.** This was a carry over item from last academic year. The external reviewers for this program came at the end of the academic year and was not completed. The committee reviewed and discussed the draft Letter to the Provost. After discussion, the committee made a variety of updates to the draft letter.

The committee voted to unanimously approved the Chemistry Letter to the Provost. Sarah Schraeder will finalize the letter on appropriate letterhead and the chairs signature to send to the Provost.

- VI. Geology Letter to Provost.** Deferred.

- VII. Assign teams for Biomedical Engineering, Industrial Systems Engineering, and Political Science.** The committee assigned teams as follows:

Biomedical Engineering: Mary Wilson, Ann Agee

Industrial Systems Engineering: Mary Wilson (put on the back burner for now due to high number of reviews occurring currently; if others are interested in reviewing will let Mary Wilson know)

Political Science: Mary Wilson (lead), Krissy Connell, Silke Higgins

- VIII. Adjournment.** The meeting adjourned at 1:43 p.m.

**Future Agenda:**

- Friday, November 1, 2019 Agenda will include:
  - Geology, English, and Computer Engineering
- Friday, December 6, 2019 Agenda will include:
  - Biomedical Engineering, Industrial Systems Engineering, and Political Science.

## **Program Planning Committee Agenda**

Friday, November 1, 2019

Noon-2:00, CLK 412

- I. Call to Order
- II. Review of the Minutes
- III. Discuss Geology Letter to the Provost
- IV. Discuss Computer Engineering Letter to the Provost
- V. Discuss English Letter to the Provost - if time allows
- VI. Assign teams for December meeting
- VII. Adjournment

## Program Planning Committee Minutes

Friday, November 1, 2019

Noon-2:00, CLK 412

**Present:** Mary Wilson (chair, Social Science - History), Deepika Goyal (Health and Human Sciences), David Yan (Engineering), Chao Vang (Institutional Research), Debra Caires (Science), Colton Saylor (Humanities & Arts), Monica Gavino (Business), Joel Busch (Business), Thalia Anagnos (Undergraduate Education), Chris Tseng (EXO, Assessment), Pei-Tzu Tsai (Education), Silke Higgins (University Library), Ann Agee (University Library), Artem Meshcheryakov (Business - Accounting and Finance), Krissy Connell (Education - Child and Adolescent Development), Jeffrey Honda (Graduate Studies), Sarah Schraeder (Recording, Non-Voting)

**Excused:** Young Park (Engineering), Chunhui Peng (Humanities & Arts)

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:01 p.m.
- II. **Review of the Minutes.** After Deepika Goyal motioned and Debra Caires seconded, the minutes of October 4, 2019 were approved as distributed with a minor editorial correction.
- III. **Discuss Geology Letter to the Provost.** The committee reviewed and discussed the draft letter.
  - A. GEOL 8, 9, 124 missing for GE Assessment. Sarah Schraeder will send to BOGS so they can request them from the department.
  - B. Geology has already not submitted annual assessment reports for graduate programs and do not have annual assessment report from the previous year. Will



request MS degree annual report. Request this information with some sort of a deadline in the letter. Proposed deadline March 15, 2020.

- C. Behind on the submission of graduate GVAR courses for recertification.
- D. Thalia Anagnos will highlight DFW rates for courses and add them to the addendum.

The committee unanimously approved the draft letter to the Provost (16-0-0).

- IV. **Discuss Computer Engineering Letter to the Provost.** The committee reviewed and discussed the draft letter. The committee unanimously approved the draft letter to the Provost (16-0-0).
- V. **Discuss English Letter to the Provost.** Deferred.
- VI. **Assign teams for December Meeting.** The committee discussed and assigned teams to review program plans for the December meeting.
  - A. **Biomedical Engineering:** Mary Wilson (lead), Ann Agee, Artem Meshcheryakov, Debra Caires
  - B. **Industrial Systems Engineering:** To be assigned in December and discussed February 2020
  - C. **Political Science:** Mary Wilson (lead), Krissy Connell, Silke Higgins, Deepika Goyal
- VII. **Adjournment.** The meeting adjourned at 1:55 p.m.

## Program Planning Committee Agenda

Friday, December 6, 2019

Noon-2:00, CLK 412

- I. Call to Order
- II. Review of the [Minutes from November 1, 2019](#)
- III. Review [English](#) Letter to the Provost
- IV. Review of [Political Science](#) Letter to the Provost
- V. Discussion of [SISS Program Planning Extension Request](#)
  - A. Requesting an extension until Spring 2021
- VI. Assign teams for next meeting

A. [General Engineering](#):

B. [Medical Product Development Management](#): Colton

VII. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 2/7, 3/6, 4/3, 5/1

## Program Planning Committee Minutes

Friday, December 6, 2019

Noon-2:00, CLK 412

**Present:** Mary Wilson (chair, Social Science - History), Thalia Anagnos (Undergraduate Education), Joel Busch (Business), Debra Caires (Science), Krissy Connell (Education - Child and Adolescent Development), Monica Gavino (Business), Jeffrey Honda (Graduate Studies), Silke Higgins (University Library), Artem Meshcheryakov (Business - Accounting and Finance), Chunhui Peng (Humanities & Arts), Pei-Tzu Tsai (Education), Chris Tseng (EXO, Assessment), Sarah Schraeder (Recording, non-voting), David Yan (Engineering)

**Excused:** Deepika Goyal (Health and Human Sciences), Young Park (Engineering), Colton Saylor (Humanities & Arts), Chao Vang (Institutional Research), Ann Agee (University Library)

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:00 p.m.
- II. **Review of the Minutes.** The committee reviewed the minutes of November 1, 2019 and K. Connell moved, D. Caires seconded, and the committee voted unanimously to approve the minutes.
- III. **Review [English](#) Letter to the Provost.** Thalia Anagnos and Chris Tseng shared how there has been some miscommunication and confusion about how the Board of General Studies (BOGS) should be sharing feedback about each program plan this committee reviews. The information is supposed to be shared between BOGS and Program Plan through the Assessment Director. BOGS chair discussed that they thought that feedback only needed to be shared when BOGS felt there were issues. The issue is that the Program Planning committee has already reviewed and sent an action plan letter for Anthropology and Kinesiology. Once BOGS sends feedback, an addendum will be sent from the Program Planning Committee.

The committee reviewed and discussed the draft letter.

- A. Certificate in Professional Technical Writing is a basic certificate. They have people that want to take courses through the Open University (OU) but the University has a policy that you cannot offer basic certificates through OU.
- B. The General Education review will be submitted by BOGS later through an addendum. A note has been added to the letter.

The committee unanimously approved the program plan draft letter to the Provost for English, pending minor revisions (12-0-0).

**IV. Review of [Political Science Letter to the Provost](#).** The committee reviewed and discussed the draft letter.

**V. Discussion of [SISS Program Planning Extension Request](#).** The committee reviewed and discussed the request to extend the program plan for Department of Sociology and Social Sciences until Spring 2021.

Request a milestone updated on the status of developing their program plan in the September 1, 2020. Submit self-study no later than March 1, 2021. Votes to approve (11-0-0)

**VI. Assign teams for next meeting**

- A. General Engineering.** Silke Higgins, Ann Agee, Colton, Deepika
- B. Civil Engineering.** Joel Busch, Krissy Connell, Chunhui Peng
- C. Industrial Engineering.** Debra Caires, Monica Gavino, Artem Meshcheryakov

**VII. Adjournment.** The meeting adjourned at 2:00 p.m.

**Upcoming 2019-2020 Meetings:**

Spring 2020: 2/7, 3/6, 4/3, 5/1

## **Program Planning Committee Agenda**

Friday, February 7, 2020

Noon-2:00, CLK 412

- I. Call to Order

- A. Welcome 3 New Committee Members: Dr. Erin Woodhead, Associate Professor, Department of Psychology; Dr. Abraham Wolcott, Assistant Professor, Department of Chemistry; Dr. Lilian Zheng, Director of Institutional Research.
- II. Review of the [Minutes from December 6, 2019](#)
- III. Review of [Political Science](#) Letter to the Provost
- IV. Review of [Biomedical Engineering](#) Letter to the Provost
- V. Assign teams for next meeting
  - A. [Aerospace Engineering](#)
  - B. [Electrical Engineering](#)
  - C. [Mechanical Engineering](#)
- VI. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 3/6, 4/3, 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## Program Planning Committee Minutes

Friday, February 7, 2020

Noon-2:00, CLK 412

**Present:** Jeff Honda, Thalia Anagnos, Chris Tseng, Joel Busch, Krissy Connell, Pei-Tzu Tsai, David Yan, Chunhui Peng, Debra Caires, Abraham Wolcott, Erin Woodhead, Silke Higgins, Ann Agee, Lilian Zheng, Mary Lynn Wilson (Chair and Minutes)

**Excused:** Sarah Schraeder, Colton Saylor, Young Park, Monica Gavino, Artem Meshcheryakov, Deepika Goyal

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:05 p.m.
  - A. The committee welcomed 3 new committee members: Dr. Erin Woodhead, Associate Professor, Department of Psychology; Dr. Abraham Wolcott, Assistant

Professor, Department of Chemistry; Dr. Lilian Zheng, Director of Institutional Research.

- II. **Review of the Minutes from December 6, 2019.** Approved with changes to names (12-2-0).
  - A. Update Committee on GE and BOGS situation - Thalia discussed the new procedures
- III. **Review Political Science Letter to the Provost.** Committee discussed letter and edited. Approved (15-0-0).
- IV. **Review of Biomedical Engineering Letter to the Provost.** Committee discussed and edited the letter. Will finish in March.
- V. **Assign teams for next meeting**
  - A. General Engineering - Silke Higgins, Ann Agee, Colton, Deepika--March
  - B. Civil Engineering - Joel Busch, Krissy Connell, Chunhui Peng--March
  - C. Industrial Engineering - Debra Caires, Monica Gavino, Artem--April
  - D. Aerospace Engineering - Not assigned.
  - E. Electrical Engineering - Erin, Pei-Tzu, Abe, David--April
  - F. Mechanical Engineering - Not assigned.
- VI. **Adjournment.** The meeting adjourned at 2:00 p.m.

**Upcoming 2019-2020 Meetings:**

Spring 2020: 3/6, 4/3, 5/1

**Program Planning Committee Agenda**

Friday, March 6, 2020

Noon-2:00, CLK 412

- I. Call to Order
- II. Approved Minutes of February 6, 2020
- III. Discussion of Biological Sciences request for an extension

- IV. Committee on Committees
- V. Discussion of Biomedical Engineering Letter to the Provost
- VI. Discussion of General Engineering Letter to the Provost
- VII. Extra Program Plan Meetings for Spring 2020
- VIII. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 4/3, 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## Program Planning Committee Minutes

Friday, March 6, 2020

Noon-2:00, CLK 412

**Present:** Joel Busch, Krissy Connell, Pei-Tzu Tsai, David Yan, Monica Gavino, Debra Caires, Erin Woodhead, Ann Agee, Colton Saylor, Mary Lynn Wilson (Chair and Minutes), Jeff Honda (60 minutes), Deepika Goyal (60 minutes), Chris Tseng (30 minutes), Krissy Connell.

**Absent:** Thalia Anagnos, Sarah Schraeder, Young Park, Chunhui Peng, Artem Meshcheryakov, Abraham Wolcott, Silke Higgins, and Lilian Zheng.

I. **Call to Order.** Mary Wilson called the meeting to order at 12:05 p.m.

A. Special Thank You to Krissy for letting us use her computer since mine would not connect to the projector.

II. **Approved Minutes of February 6, 2020** with the following amendment.

A. Colton Saylor was present for the meeting.

B. Vote 9 yes, 0 no, 2 abstain.

III. **Discussion of Biological Sciences request for an extension.**

- A. Unanimously Approved
- IV. Committee on Committees**
  - A. All present will be on the Program Planning Committee next Fall. Both Joel Busch and Mary Lynn Wilson plan to rejoin the committee for another term.
  - B. Two exceptions are Deepika Goyal will be on sabbatical for Fall semester but return in the Spring semester, and Monica Gavino will step down since she is subbing for Gretchen Lester, who should be back on the committee in the fall.
- V. Discussion of Biomedical Engineering Letter to the Provost.**
  - A. Since we do not have quorum, Mary Lynn Wilson will work on the letter with the recommendations of the committee. She will then share the letter with Thalia Anagnos. Then Mary Lynn Wilson will send the letter to the committee for an on-line vote.
- VI. Discussion of General Engineering Letter to the Provost.**
  - A. Chris Tseng presented his assessment of General Engineering.
- VII. Extra Program Plan Meetings for Spring 2020**
  - A. Discussion of possible dates for an extra meeting either in late April or early May. Mary Lynn Wilson will put together a Doodle Poll to share with the committee.
- VIII. Adjournment.** The meeting adjourned at 2:00 p.m.

## **Program Planning Committee Agenda**

Friday, April 10, 2020

Noon-2:00, Via Zoom

- I. Call to Order
- II. Approved Minutes of March 6, 2020
- III. Discuss of PPC Timeline
- IV. Extra Meeting on April 24, 2020? Only 9 Responses
- V. Review of Biomedical Engineering Letter to the Provost
- VI. Discussion of General Engineering Letter to the Provost (Silke Higgins, Colton, Deepika)

- VII. Discussion of Civil Engineering Letter to the Provost  
(Joel Busch, Krissy Connell, Chunhui Peng)
- VIII. For the next two meetings:
  - A. Industrial Engineering - Debra Caires, Monica Gavino, Artem
  - B. Electrical Engineering - Erin, Pei-Tzu, Abe, David
- IX. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 4/24, 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## Program Planning Committee Agenda

Friday, April 10, 2020

Noon-2:00, Via Zoom

**Present:** Thalia Anagnos, Joel Busch, Krissy Connell, Debra Caires, Deepika Goyal, Silke Higgins, Jeffrey Honda, Artem Meshcheryakov, Chunhui Peng, Silke Higgins, Colton Saylor, Sarah Schraeder (recording, non-voting), Chris Tseng, Pei-Tzu Tsai, Mary Lynn Wilson (Chair), Abraham Wolcott, Erin Woodhead, and Lilian Zheng.

**Absent:** Ann Agee, Monica Gavino, Young Park, and David Yan.

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:00 p.m.
- II. **Minutes from Meeting #6.** Deepika Goyal motioned, Krissy Connell seconded, and the committee unanimously to approve the minutes from March 6, 2020.
- III. **Announcements**
  - A. Discussed membership for 2020-2021.
  - B. Lilian Zheng reviewed IR data and how they are working on updating data dashboards. Committee discussed the reports.



- IV. **Request for Extension for Humanities.** The committee discussed the proposal for an extension to December 20, 2020. Approved (17-0-0).
- V. **Approval of Future Requests for Extension.** The committee approved that the committee chair grant extension for programs with spring 2020 program plans due to extend to fall 2020, as requested (16-0-1).
- VI. **Extra Meeting on April 24, 2020.** Discussed adding a 1 hour meeting on April 24, 2020 from noon to 1 p.m. Committee will decide if May 1, 2020 is necessary on April 24. (16-0-1).
- VII. **Review of Biomedical Engineering Letter to the Provost.** The committee reviewed and discussed the draft Biomedical Engineering Letter to the Provost. The committee approved the Biomedical Engineering Letter to the Provost (16-0-1).
- VIII. **Discussion of General Engineering Letter to the Provost.** The committee reviewed and discussed the draft General Engineering Letter to the Provost. The committee approved the General Engineering Letter to the Provost (17-0-0).
- IX. **Discussion of Civil Engineering Letter to the Provost.** Deferred to the next meeting on April 24, 2020.
- X. **For the May 1, 2020 Meeting:**
  - A. Industrial Engineering - Debra Caires, Monica Gavino, Artem Meshcheryakov
  - B. Electrical Engineering - Erin Woodhead, Pei-Tzu, Abraham Wolcott, David Yan
- XI. **Adjournment.** The meeting adjourned at 1:54 p.m.

**Upcoming 2019-2020 Meetings:**

2020: 4/24, 5/1

**Resources:**

[Program Planning Tracking Sheet](#)  
[Program Planning Member List](#)  
[Program Planning Website](#)  
[University Policy S17-11](#)

## Program Planning Committee Agenda

Friday, April 10, 2020

Noon-2:00, Via Zoom

- I. Call to Order
- II. Approved Minutes of April 10, 2020
- III. Update Committee on Requested Extensions
  - A. Environmental Studies
  - B. Art & Art History
- IV. Letter for Civil Engineering
- V. Letter for Industrial Studies (if time allows)
- VI. For the next meeting:
  - A. Electrical Engineering - Erin, Pei-Tzu, Abe, David
- VII. Adjournment

**Upcoming 2019-2020 Meetings:**

2020: 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## **Program Planning Committee Minutes**

Friday, April 24, 2020

Noon-2:00, Via Zoom

**Present:** Thalia Anagnos, Joel Busch, Krissy Connell, Debra Caires, Monica Gavino, Deepika Goyal, Silke Higgins, Jeffrey Honda, Artem Meshcheryakov, Chunhui Peng, Silke Higgins, Colton Saylor, Sarah Schraeder (recording, non-voting), Chris Tseng, Pei-Tzu Tsai, Mary Lynn Wilson (Chair), Abraham Wolcott, Erin Woodhead, David Yan, and Lilian Zheng.

**Absent:** Ann Agee and Young Park.

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:00 p.m.

- II. **Approved Minutes of April 10, 2020 (#7).** Joel Busch motioned, Abe Wolcott seconded, and approved the minutes from April 10, 2020 (15-0-0).
- III. **Update Committee on Requested Extensions**
  - A. Environmental Studies
  - B. Art & Art History
- IV. **Letter for Civil Engineering.** The committee reviewed and discussed the draft Civil Engineering Letter to the Provost. The committee approved the Civil Engineering Letter to the Provost (18-0-0).
- V. **Letter for Industrial Studies.** Deferred.
- VI. **For the May 1, 2020 Meeting:**
  - A. Electrical Engineering - Erin Woodhead, Pei-Tzu, Abraham Wolcott, David Yan
- VII. **Adjournment.** The meeting adjourned at 1:00 p.m.

**Upcoming 2019-2020 Meetings:**

2020: 5/1

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## **Program Planning Committee Agenda**

Friday, May 1, 2020

Noon-2:00, Via [Zoom](#)

Zoom Password: 195357

- I. Call to Order
- II. Approved [Minutes of April 24, 2020](#)
- III. Election of 2020-2021 Chair
- IV. Holding Virtual Site Visits in Fall 2020

- V. Letter for Industrial Engineering
- VI. Letter for Electrical Engineering
- VII. Adjournment

Minutes for May 1, 2020 will be taken [here](#).

**Upcoming 2019-2020 Meetings:**

2020: none

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

## Program Planning Committee Minutes

Friday, May 1, 2020

Noon-2:00, Via Zoom

**Present:** Thalia Anagnos (only from 12:00-1:00 p.m.), Joel Busch (only from 1:00-2:00 p.m.), Krissy Connell (left early), Debra Caires, Monica Gavino (only from 1:00-2:00 p.m.), Jeffrey Honda, Artem Meshcheryakov (only from 1:00-2:00 p.m.), Chunhui Peng, Silke Higgins, Colton Saylor, Sarah Schraeder (recording, non-voting), Chris Tseng, Pei-Tzu Tsai, Mary Lynn Wilson (Chair), Abraham Wolcott, Erin Woodhead, David Yan, and Lilian Zheng (left early) (16-17; 15-16 voting)

**Absent:** Ann Agee, Deepika Goyal, and Young Park.

- I. **Call to Order.** Mary Wilson called the meeting to order at 12:02 p.m.
- II. **Approved [Minutes of April 24, 2020 \(#8\)](#).** Debra Caires motioned, Colton Saylor seconded, and the committee approved the minutes from April 4, 2020 (15-0-1).
- III. **Election of 2020-2021 Chair.** Debra Caires motioned, Abe Wolcott, and the committee voted to approve Mary Wilson as chair of the Program Planning Committee for AY 2020-2021 (15-0-1).
- IV. **Discussion of Virtual On-Site Visits.** Thalia Anagnos shared the uncertainty of the Shelter in Place Orders for Fall 2020. Since scheduling on-site visits for fall 2020 is risky because the visits might need to be cancelled, the committee was asked to consider allowing on-site visits to be held virtually. The committee wondered about whether the Zoom meetings will be recorded and the requirements for privacy of the external reviewer. Thalia Anagnos motioned, Jeffrey Honda seconded, and the committee voted

to recommend that for that fall 2020 any site visits for program review planning may be completed virtually (15-0-1).

- V. Letter for Industrial Engineering.** Request updated RDE report from Lilian Zheng regarding RDE questions by Artem. The committee reviewed and discussed the draft Industrial Engineering Letter to the Provost. The committee approved the Industrial Engineering Letter to the Provost (14-0-0).
- VI. Letter for Electrical Engineering.** The committee will request an update on the student preparation for upper division courses before the Action Plan meeting. The committee reviewed and discussed the draft Electrical Engineering Letter to the Provost. The committee will finalize the review of the letter electronically before the end of the semester.
- VII. Adjournment.** The meeting adjourned at 2:00 p.m.

**Upcoming 2019-2020 Meetings:**

2020: none

**Resources:**

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)