

**MINUTES**  
**UNIVERSITY ACADEMIC COUNCIL**  
**Friday, April 27, 2018**

**Members present:**

Seaver: April Marshall, Joshua Bowman  
PGBS: Ken Ko, John Mooney  
GSEP: Farzin Madjidi, June Schmieder-Ramirez  
SOL: Naomi Goodno, Rick Cupp  
Others: Jay Brewster [chair], Lisa Bortman, Hung Le, Bryan Reeder, Jody Semerau, Lindsay Jacobs [ex officio]

**Members absent:**

SPP: Ted McAllister, Mike Shires  
University Libraries: Mark Roosa  
Other: Charles Hall

**Guests:**

PGBS: Mark Tribbitt  
SOL: Derek Muller  
Others: Brooke Cutler, Lila McDowell Carlsen

- I. Old Business
  - A. Approve **Minutes** of Friday, March 23, 2018 University Academic Council (UAC) meeting  
**Approved**
  
- II. New Business
  - A. Federal approval of new programs and locations - Brooke Cutler, Director of the Office of International Student Services

Brooke Cutler expressed the need for the Office of International Student Services (OISS) to better partner with UAC as it relates to recruitment and enrollment of international students. When new programs or new locations are approved at Pepperdine, OISS must request permission from the U.S. delegate prior to enrolling international students; this can take several months. For example, the last approval process took 11 months. Therefore, it is very important that OISS know at the impetus of new programs/locations. If Pepperdine does not have government approval to host international students, OISS cannot issue I20s to students, so students are in waiting mode. Another challenge for OISS is the application for online programs. OISS is working with

Dave Smith to standardize online program applications for international students to let them know if they need a visa or if there is a residency requirement.

It was asked if Seaver needs to submit new majors to OISS. Cutler will clarify with Judy Lee and follow up with the committee. It was also asked if international students in grad programs that only meet three times each semester can have a visitor visa or tourist visa instead of an F1 student visa. Cutler confirmed that all international students enrolled in a Pepperdine program must have an F1 student visa; the B visitor visa is not permitted for study at Pepperdine.

Cutler will create a document that explains when a visa is needed and share with UAC. Lindsay Jacobs will add OISS to the Google doc checklist for new programs/locations approvals.

B. WSCUC survey - Lisa Bortman, Associate Provost for the Office of Institutional Effectiveness

OIE created a survey to identify the issues that should be addressed in the upcoming WSCUC report. Based on a survey taken by select faculty, staff, and administrators, the following issues were identified: assessment, diversity, strategic planning, qualified faculty, research, information technology, and academic freedom. Lisa Bortman will resend the survey to the committee and ask that the committee send feedback to her.

C. Recommendations for pre-proposal discussion and documentation - Jay Brewster, Associate Provost

Jay Brewster discussed a document on the focal points for pre-proposal discussion and documentation at UAC. The committee asked what exact documents are needed for a pre-proposal. Brewster said that nothing is required but that the less information a school brings, the less helpful feedback from the committee will be. Bortman suggested bringing the full proposal. Mooney suggested adding clarity to mention of a market study. Brewster repeatedly clarified that a pre-proposal is not required and that schools that choose not to bring a pre-proposal forward will not be penalized.

D. Data collection for WSCUC: Quality assurance, institutional learning, and improvement - Jay Brewster

Jay Brewster discussed the need for UAC involvement in data collection for the upcoming WSCUC report and will begin to ask committee members for specific data in the coming weeks.

III. New Business--Action Items. The following proposal marked as a double-underscored number (B. 1-3, 5, 6, 10, C. 1-4, D. 1, E. 1) may be voted on as **Consent Agenda.\***

- Go to Sakai <https://courses.pepperdine.edu>
- Click "Pepperdine Login."
- Enter your username and password.
- Click the "UAC" tab.
- Click "Resources."
- Click the UAC folder for the meeting date.

**A. Seaver** **None**

**B. Graziadio submits the following items for approval:**

1. **Change title, catalog description, and repeat rules for EDBA 701A Research Methods - A** as described in *PGBS-1-GSBM-EDBA 701A.pdf*  
**Approved (4 yes, 3 no, 1 abstention)**  
**Withdrawn (per electronic vote on 05/04/2018)**
2. **Change title, catalog description, and repeat rules for EDBA 701B Research Methods - B** as described in *PGBS-2-GSBM-EDBA 701B.pdf*  
**Approved (4 yes, 3 no, 1 abstention)**  
**Withdrawn (per electronic vote on 05/04/2018)**
3. **Change repeat rules for EDBA 791 Dissertation** as described in *PGBS-3-GSBM-EDBA 791.pdf*  
**Approved (4 yes, 3 no, 1 abstention)**  
**Withdrawn (per electronic vote on 05/04/2018)**
4. **Proposal to change the simulation components for the Fully Employed and Online MBA program** as described in *PGBS-4-GSBM-FEMBA program.pdf*  
**Approved**

- 5.** Change prerequisite and catalog description for GSBM 670J Integration in Business Operations as described in *PGBS-5-GSBM-GSBM 670J.pdf*  
**Approved**
- 6.** Change prerequisite and catalog description for STGY 659 Strategic Management as described in *PGBS-6-STGY-STGY 659.pdf*  
**Approved**
- 7.** Proposal to change requirements for core/elective courses in the MS in Applied Finance program as described in *PGBS-7-FT-MSAF program.pdf*  
**Approved**
- 8.** Proposal to revise the MS in Real Estate program as described in *PGBS-8-FT-MSRE program.pdf*  
**Withdrawn; will resubmit in May**
- 9.** Add FINC 696 Real Estate Capstone as described in *PGBS-9-FIN-FINC 696.pdf*  
**Withdrawn; will resubmit in May**
- 10.** Change grading basis for FINC 698 Contemporary Issues in Finance as described in *PGBS-10-FIN-FINC 698.pdf*  
**Approved**
- 11.** Proposal to revise the Full-Time MBA program as described in *PGBS-11-FT-Full-time MBA program.pdf*  
**Approved**
- 12.** Add ACCT 620 Accounting as described in *PGBS-12-ACCT-ACCT 620.pdf*  
**Approved**
- 13.** Add BSCI 622 Personal and Career Development for Leaders as described in *PGBS-13-ABS-BSCI 622.pdf*  
**Approved**
- 14.** Add DESC 618 Applied Data Analytics as described in *PGBS-14-DESC-DESC 618.pdf*  
**Approved**
- 15.** Add ECNM 624 Prices, Profits, and the Market Economy as described in *PGBS-15-ECON-ECNM 624.pdf*  
**Approved**
- 16.** Add ENTR 623 Creating a New Business Opportunity as described in *PGBS-16-STGY-ENTR 623.pdf*  
**Approved**
- 17.** Add FINC 629 Managerial Finance as described in *PGBS-17-FIN-FINC 629.pdf*  
**Approved**
- 18.** Add ISTM 619 Technology and Operations Management as described in *PGBS-18-IS-ISTM 619.pdf*  
**Approved**

19. **Add LEGL 624 Legal, Political, Ethical, and Regulatory Issues of Management** as described in [PGBS-19-GLAW-LEGL 624.pdf](#)  
Approved
20. **Add MKTG 626 Marketing Management** as described in [PGBS-20-MKTG-MKTG 626.pdf](#)  
Approved
21. **Add OTMT 626 Designing and Leading Organizations for Sustainable Effectiveness** as described in [PGBS-21-OTM-OTMT 626.pdf](#)  
Approved
22. **Add STGY 628 Strategic Management** as described in [PGBS-22-STGY-STGY 628.pdf](#)  
Approved

C. GSEP submits the following item for approval:

1. **Drop ED 722 Clear ASC Induction Seminar** as described in [GSEP-1-ED-ED 722.pdf](#)  
Approved
2. **Change catalog description for EDD 754B Global Policy Experience** as described in [GSEP-2-ED-EDD 754B.pdf](#)  
Approved
3. **Change prerequisite for EDD 787 Comprehensive Examination Seminar** as described in [GSEP-3-ED-EDD 787.pdf](#)  
Approved
4. **Change catalog description for EGLC 753 Leadership, Advocacy, and Policy Development** as described in [GSEP-4-ED-EGLC 753.pdf](#)  
Approved
5. **Change units for EDTE 611 Capstone Integration Experience** as described in [GSEP-5-ED-EDTE 611.pdf](#)  
Approved
6. **Proposal to change the requirement for experience hours for the Master of Science in Behavioral Psychology online program** as described in [GSEP-6-PSY-Online MSBP experience hours.pdf](#)  
Approved

D. SOL submits the following items for approval:

1. **Change catalog description for LAW 2782 Licensing** as described in [SOL-1-LAW 2782.pdf](#)  
Approved

2. **Proposal to change the required units of letter graded courses to 66 units for the JD program** as described in *SOL-2-JD unit requirement.pdf*  
**Approved**

**E. SPP submits the following items for approval:**

1. **Proposal to revise the catalog to reflect changes to the joint MPP/MBA degree** as described in *SPP-1-MPP/MBA catalog revisions.pdf*  
**Approved**

**\* Consent Agenda.** Suggested criteria for including items on the Consent Agenda are as follows:

1. Title and description changes
2. Clarification of requirements
3. Removal of a course
4. Changes in prerequisites
5. Moving courses around
6. Cross-listing courses
7. Conform catalog to existing PeopleSoft practices
8. Reactivate a course