

**MINUTES**  
**UNIVERSITY ACADEMIC COUNCIL**  
**Friday, February 23, 2018**

**Members present:**

Seaver: April Marshall, Joshua Bowman  
GSBM: Ken Ko  
GSEP: Farzin Madjidi, June Schmieder-Ramirez  
SOL: Naomi Goodno, Rick Cupp  
SPP: Mike Shires  
University Libraries: Mark Roosa  
Others: Jay Brewster [chair], Lisa Bortman, Hung Le, Bryan Reeder, Jody Semerau, Lindsay Jacobs [ex officio]

**Members absent:**

GSBM: John Mooney  
SPP: Ted McAllister  
Other: Charles Hall

**Guests:**

GSEP: Adel Najdowski  
SOL: Katie Dodds

- I. Old Business
  - A. Approve **Minutes** of Friday, January 26, 2018 University Academic Council (UAC) meeting  
Approved
  
- II. New Business
  - A. Tracking new programs and program closures - Lisa Bortman  
Lisa asked for the committee's help with tracking proposal submissions to WSCUC, as there are many submissions each month and multiple steps for each submission. Lisa made a table with all of the WSCUC submissions this year and the steps of approval. Lindsay will export this table into a Google doc so that schools can update it as necessary. Jody Semerau suggested adding a column for Dave Smith's approval (if needed for online programs). Lisa also mentioned that schools should keep all letters and records that come from WSCUC.
  
  - B. WSCUC proposals for new programs - Lisa Bortman  
Lisa explained that there is quite a difference between UAC program proposals and WSCUC program proposals and that schools are often not aware of the

extra work involved in WSCUC proposals until after they are approved by UAC. WSCUC proposals require a much more extensive budget, library resources, and learning support, among other items. Jay suggested posting the Graziadio School's DBA proposal on the UAC site for reference.

Farzin Madjidi suggested creating a program resources committee as a way to streamline the process. Jody Semerau said that the schools must acknowledge that when proposals include a budget, the schools must find the means to fund that budget when UAC approves it.

C. UAC program proposal process

The committee discussed revising the UAC proposal process to include two steps: a concept stage and a formal submission. The concept stage proposal would be presented to the committee for feedback the first month and then brought back to the committee the next month for a formal approval. Lisa pointed out that most schools do have a two-step proposal process; however, at Pepperdine, time has always been an issue, so the two-step process would likely not work. Jay said that he will create a guide for a conceptual proposal and disseminate for UAC feedback.

III. New Business--Action Items. The following proposal marked as a double-underscored number (A. 1-2, C. 2-11 and 16-19, 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 submits the following items for approval:**

- 1. Change prerequisite for COM 490 Senior Seminar in Integrated Marketing Communication as described in Seaver-1-COM-COM 490.pdf**  
**Approved**



- 10.** Change catalog description for **EDTE 610 Clinical Practicum** as described in *GSEP-10-ED-EDTE 610.pdf*  
**Approved**
- 11.** Drop **EDTE 609 Community Partnerships** as described in *GSEP-11-ED-EDTE 609.pdf*  
**Approved**
- 12.** Add **EDTE 611 Capstone Integration Experience 2** as described in *GSEP-12-ED-EDTE 611.pdf*  
**Approved**
- 13.** Add **MSED 602 Virtual Learning, Collaboration and Transmedia** as described in *GSEP-13-ED-MSED 602.pdf*  
**Approved**
- 14.** Proposal to offer the **Master of Arts in Teaching English to Speakers of Other Languages (TESOL) program in an online format** as described in *GSEP-14-ED-TESOL online.pdf*  
**Withdrawn**
- 15.** Proposal to revise the **Psychology Division's Master of Science in Behavioral Psychology program** as described in *GSEP-15-PSY-MSBP program revision.pdf*  
**Approved**
- 16.** Change catalog content for **Master of Science in Behavioral Psychology program** as described in *GSEP-16-PSY-MSBP catalog content.pdf*  
**Approved**
- 17.** Change catalog description for **PSY 613 Concepts and Principles of Applied Behavioral Analysis** as described in *GSEP-17-PSY-PSY 613.pdf*  
**Approved**
- 18.** Change title and catalog description for **PSY 618 Intervention, Management, and Supervision for ABA** as described in *GSEP-18-PSY-PSY 618.pdf*  
**Approved**
- 19.** Change prerequisite for **PSY 620 Practicum in Applied Behavioral Analysis** as described in *GSEP-19-PSY-PSY 620.pdf*  
**Approved**
- 20.** Change units for **PSY 616 Applications of Applied Behavior Analysis for Behavior Change** as described in *GSEP-20-PSY-PSY 616.pdf*  
**Approved**
- 21.** Change units for **PSY 617 Assessment Procedures for Applied Behavior Analysis** as described in *GSEP-21-PSY-PSY 617.pdf*  
**Approved**

22. **Add PSY 625 Selecting and Implementing Interventions** as described in *GSEP-22-PSY-PSY 625.pdf*  
Approved
23. **Add PSY 629 Behaviorism** as described in *GSEP-23-PSY-PSY 629.pdf*  
Approved

**D. SOL submits the following items for approval:**

1. **Proposal to offer the Master of Dispute Resolution program in an online format** as described in *SOL-1-Master of Dispute Resolution online.pdf*  
Approved
2. **Add LAW 5203 Dispute Resolution in Practice: Residency 1** as described in *SOL-2-LAW 5203.pdf*  
Approved
3. **Add LAW 5204 Dispute Resolution in Practice: Residency 2** as described in *SOL-3-LAW 5204.pdf*  
Approved
4. **Add LAW 5306 Employment Law** as described in *SOL-4-LAW 5306.pdf*  
Approved

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

1. **Change catalog content for professional development requirement** as described in *SPP-1-MPP-professional development.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

