

**MINUTES**  
**UNIVERSITY ACADEMIC COUNCIL**  
**Friday, September 27, 2019**

**Members present:**

UAC Chair: Lila Carlsen

Seaver: Tom Vandergon

Graziadio: Ken Ko, John Mooney

GSEP: Bob deMayo, Seta Khajarian

SOL: Victoria Schwartz, Mark Scarberry

SPP: Mike Shires

University Libraries: Mark Roosa

Other: Lisa Bortman, Ron Cox, Lindsay Jacobs, Hung Le, Judy Lee,  
Bryan Reeder

**Members absent:**

Seaver: David Holmes

SPP: James Prieger

Other: Kristy Collins, Jody Semerau, Dave Smith

**Guests present:**

Seaver: Stella Erbes, John Struloeff

I. Old Business

- A. Approve **Minutes** of Friday, June 28, 2019 University  
Academic Council (UAC) meeting

**Approved**

II. New Business

- A. Introductions of members

- B. Revision to UAC charter

- i. The committee discussed a revision to the language in the UAC charter about representation from International Programs. The committee unanimously approved the revision to the charter.
- ii. The committee also discussed what the term "faculty" means in the charter (i.e., tenured faculty, tenure-track faculty, adjunct faculty). Some members thought that committee members should be tenured faculty members, while others thought members can be anyone with faculty status. It was noted that some of the graduate/professional schools have a significant number of core faculty who are not tenured or tenure-track. Lila Carlsen said that she would

discuss this topic with the provost and report back to the committee.

C. Program start/end dates

- i. In order to enroll international students, program start and end dates must be confirmed by a certain date for the I-20 process. For fall enrollment, the deadline to submit program start/end dates is May 1; for spring enrollment, the deadline is October 1; and for summer enrollment, the deadline is March 1. These deadlines are university-wide for all programs enrolling international students. This change affects new program proposals and program change proposals that are submitted to UAC. Kristy Collins will attend the next UAC meeting to address any questions.

D. Rationale for proposals

- i. Lila Carlsen presented a document about developing successful UAC proposals. The document included suggestions for a compelling rationale and provided several recommendations for a strong proposal. The committee asked that language about external market studies be added to the recommendations for rationale. Lila encouraged committee members to share the document with their school academic councils and anyone writing a proposal for UAC.

III. New Business--Action Items. The following proposals marked as a double-underscored number (C. 3) 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. **Proposal to revise the Creative Writing major and minor** as described in *Seaver-1-HUTE-Creative writing program.pdf*

- Approved, with a recommendation for additional faculty**
- 2.** Drop CRWR 303 Intermediate Creative Writing as described in Seaver-2-HUTE-CRWR 303.pdf  
**Approved**
  - 3.** Add CRWR 305 Intermediate Fiction Writing as described in Seaver-3-HUTE-CRWR 305.pdf  
**Approved**
  - 4.** Add CRWR 306 Intermediate Poetry Writing as described in Seaver-4-HUTE-CRWR 306.pdf  
**Approved**
  - 5.** Add CRWR 310 Intermediate Screen and Television Writing as described in Seaver-5-HUTE-CRWR 310.pdf  
**Approved**
  - 6.** Change prerequisite for CRWR 404 Creative Writing for the Professional Market as described in Seaver-6-HUTE-CRWR 404.pdf  
**Approved**
  - 7.** Change prerequisite for CRWR 405 Advanced Fiction Writing as described in Seaver-7-HUTE-CRWR 405.pdf  
**Approved**
  - 8.** Change prerequisite for CRWR 406 Advanced Poetry Writing as described in Seaver-8-HUTE-CRWR 406.pdf  
**Approved**
  - 9.** Change title and prerequisite for CRWR 410 Advanced Writing for Screen and Television as described in Seaver-9-HUTE-CRWR 410.pdf  
**Approved**
  - 10.** Change prerequisite for CRWR 440 Topics in Creative Writing as described in Seaver-10-HUTE-CRWR 440.pdf  
**Approved**
  - 11.** Add CRWR 450 Form and Theory as described in Seaver-11-HUTE-CRWR 450.pdf  
**Approved**
  - 12.** Add CRWR 480 Senior Project as described in Seaver-12-HUTE-CRWR 480.pdf  
**Approved**
  - 13.** Change prerequisite for CRWR 510 Writing for Screen and Television as described in Seaver-13-HUTE-CRWR 510.pdf  
**Approved**
  - 14.** Add INTS 365 People and Cultures of the Middle East as described in Seaver-14-ISL-INTS 365.pdf

**Approved**

**B. Graziadio**                      **None**

**C. GSEP**                              **None**

**D. SOL**                                **None**

**E. SPP**                                **None**

**\* 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