

Academic Affairs Committee Meeting Minuts

Thursday, October 30, 2025

10:00 - 11:15am

Humanities Office Building, Dean's Conference Room

Meeting Agenda

Members Attending: Tiffany Tsantsoulas (Chair), Alice Hays (SSE), Joe Ren (At-Large), Qiwei Sheng (At-Large), Jahyn Kim (At-Large), Marcos Ramirez (ASI VP University Affairs), Atieh Poushneh (BPA), Elizabeth Adams (Academic Affairs), Tommy Holiwell (Enrollment Systems), Eduardo Montoya (GE Faculty Director)

Guests: Chandra Commuri (MPA), William Flores (MLL)

Members Excused: Heidi He (NSME)

1. Welcome

2. Approval of Minutes

a. 101625 Minutes: <https://csub.box.com/s/cnkknm9zv4yoihltx4xy797h9ito2hz0>

Any changes. All approved the minutes.

3. Old Business

a. 2025-2026 REFERRAL #12: Proposal for New Concentration_MPA HCM (Time Certain: 10:05 AM)

<https://csub.box.com/s/jysxeetnvyarghm4j5b4ck8kk7bvpkic>

- MPA faculty will visit to address committee questions

Discussion: Goal is to have them change the language so students can have the information on a diploma. There is no current policy, and this approach is more substantive than the undergraduate requirement. Chandra said it is a 12 course degree. 9 of them are required and are foundations. Students take 3 electives in this group, they can earn a concentration. That is consistent with most MPA programs that are nationally accredited.

These 2 concentrations would be the only ones offered if approved.

The MPA-HCM is a more generalized, and this is already a professional degree.

Target audiences are different. MPA grads will end up in city/ county non-profit and may have a healthcare interest. Not the same as ending up in a hospital.

Tommy asked if this is a standard practice.

Jin Ping said yes, because all accredited people around the globe. Other places call them specializations, but we call them concentrations here. We will call it a concentration if approved so it can appear on the diploma. For example emergency management, etc. Non-profit management and health care are the two concentrations due to limited faculty capacity.

Tommy brings up the policy about printing things on transcripts, and Elizabeth said we do need to define graduate concentrations. This is more of the degree than an undergraduate concentration.

It is typical of this field and something that will benefit the students.

We could print it on the degree- we don't put specializations on the transcript, but we do print concentrations currently.

It should get folded into the undergraduate concentration.

BPA will be leading the pack with this, and it is more units than undergrad typically.

MS in healthcare/ MPA in administration.

The reason they are not duplicating is because the MPA is more general and prepares students for a wider array of professions, and they are different career paths.

One would be for a hospital, and one might be for the county department, so they are distinct from one another.

There was no further discussion about the MPA.

BPC also approved these two programs. They did make some edits to the draft resolutions that Tiffany provided.

We took time to read the rationale:

Discussion centered on if we should be specific about the number of units and it was discussed that we should not be that definitive.

VOTE taken

Everybody in favor? Unanimously approved, and this will be put forward to the senate.

b. 2025-2026 REFERRAL #13: Proposal for New Concentration _MPA NPM

<https://csub.box.com/s/g75p11fu9ewwm2vd7n6ihp82ns6gkljc>

- MPA faculty will visit to address committee questions

VOTE taken

Tiffany called for a vote on the proposal for the nonprofit management:

Unanimous approval

c. RES 252604: Minors Policy Changes.

- Senate voted to send the resolution back to committee. We need to revisit the 25% double-counting limit.

Discussion: Why did we lower the number of approved credits drop for this. There was a discussion about having too many folks double-counted within units. Most minors are 12 credit units. If we follow 50%, which is half of them, then what's the point of a minor. A lot of campuses have 15-18 minimum credits, and 2 courses doesn't feel like you are halfway there by chance. Can we write the policy to adjust for higher minor programs. Do we want to use a unit measure or percentage?

There are 2 sections: Do we allow upper division cognates to count. The second is what percentage of minors could we count.

It was suggested that we allow double-counting of units not to exceed 49% of the total.

We discussed that you need to have a minimum of 2 unique upper division units in order to obtain a minor.

What is the point to a minor if we are allowing upper division courses to be counted as well? Since those are the more rigorous.

However, in the case of majors requiring extensive cognates, students may double count lower division units not to exceed 49% of the required units towards a minor.

Vote taken:

Unanimous approval to send new resolution forward.

d. 2025-2026 REFERRAL #06: Proposal to Elevate the Concentration of CIS to a Degree Program

<https://csub.box.com/s/7hsq3vxjq7wum0i7o2pz0wa2bzj4uphg>

- Revised proposal direct link: <https://csub.box.com/s/nymcqhpksuc0dbwj0lm3q7ruub8upvj8>
- Review Dr. Alberto Cruz's comments about double-majoring in CS and CIS. I've added our email exchange and his comparison spreadsheet to the folder.4. New Business

a. 2025-2026 REFERRAL #10: Proposal for a New Minor in Medical Spanish

<https://csub.box.com/s/ia9qul3xtknxbmilrgt28fnxi0i1hbb>

- Dr. William Flores has requested to be present to respond to any questions about the proposal (Time Certain 10:45 AM)

Presentation:

This is Dr. Flores' expertise.

He began with a needs assessment- this is an inter-departmental program with faculty from nursing. Not just their proposal. It is made to fit the needs to develop a lingual proficiency at the advanced level.

15 required units with courses they already offer with the exception of SPAN 3180 Advanced Spanish for Health and Hyman Service Professionals. Develops cultural and translation proficiencies.

Will be working on a Spanish internship partnership. Students will do visitation and shadowing of medical interpreters. They are available to support and will not replace nurses. He is familiar of these intern partnerships. Qualified to train students and develop partnerships because of his long experience in the field. Have been successful with behavior health and CPS. There is a need for bilingual partnerships.

The STAMP medical Spanish exam. William developed in partnerships with someone else, and it is a nationwide standardized assessment to measure proficiency. Our students will be qualified to take this standardized medical assessment upon completion of the program. Medical technology, cultural awareness, and linguistic tools. The exam is optional, and those who wish to will get the stamp or certificate.

Questions:

Tiffany wondered about this. What will pathway look like for students. They will complete a minor in medical Spanish, but that alone does not provide them with the certificate. The STAMP exam will be taken, but CSUB will issue the certificate. Is there a fee? Yes. Currently the fee is \$34.00, but department pays for it. We have another placement exam and his department has been paying for the exam. As chair, it won't be an issue to pay for the students to take the exam. Tiffany wondered if they offered other certificates yet.

This is new for us, but not others.

People outside the university are certifying that the students have this.

Based upon the curriculum, what is the difference between 2050 and 3180. The advanced is 100 percent taught in Spanish.

At the 2050 level, they use medical terminology, but only what they have learned, so it is limited in terms of what topics they are able to speak about.

In the 3180, it is full submersion and not limited to what they already have learned. Through contexts they will learn.

5 courses are required of the following, but they could skip some of the courses through examinations.

The placement exam would work as credits.

Jahyn asked what is the difference between concentration, certification and minor.

Elizabeth said concentrations are with majors, minors are separate, and the question here is if a student does this minor, they will want this certification. Are we double-dipping.

We discussed whether or not we would agree that this is a minor and/or certificate. We all felt that the certificate piece was unusual, and potentially not having the exam. Or they could just let the company offer the certificate.

We would like it to be a minor only and remove the test/certificate component.

We discussed the progression.

Test out and go right into 3000 as well.

There may be a bit of a conflict of interest around the testing.

Tiffany is asking him to give us two roadmaps, and to remove the testing at the bottom.

Has BPC even looked at this yet. Is the program sustainable without William Flores? That is a good question. Are there teaching faculty members available.

Next meeting is on the 13th, but Tiffany will not be here. Wondering if we want to do a zoom meeting instead.

Next meeting we will need to take a look at the anthropology referral.

Conclusion of meeting at this time: 11:19am

b. 2025-2026 REFERRAL #07: Proposal to Rename the Computer Science Information Security Concentration <https://csub.box.com/s/sa1trporbm86rlb31jfiernkbplpnfql>

c. 2025-2026 REFERRAL #08: Proposal to Change the MS in Computer Science from Self-support to Stateside Support <https://csub.box.com/s/87kl7lnhqpu23drhqhvprqtpat65d3>

d. 2025-2026 REFERRAL #03: Academic Policies and Academic Advising in Student Affairs and Strategic

Enrollment Management <https://csub.box.com/s/gwv1e5p15otyrtwagxkdo2gyx92y7tqu4>

- AS&SS has drafted a proposed joint resolution:
<https://csub.box.com/s/fle3eh7nvfvfgxx>