

**Attachment 1.10a**  
**Executive Committee Meeting – June 25, 2012**  
**Exercise Science Proposal – Background Information**

**From:** Lee-Keller, Hellen  
**Sent:** Wednesday, May 16, 2012 3:50 PM  
**To:** Melzer, Daniel L  
**Cc:** Sheppard, Anthony G; Quintana, Roberto; Neide, Joan; Bruner, Jane  
**Subject:** Exercise Science Minimum Grade Proposal

Dear Dan,

I am writing to you as the Chair of the University Curriculum Subcommittee.

I'm forwarding you the revised Form B for Exercise Science minimum grade proposal (related to a pre-declaration proposal that has recently been approved by Subcommittee and is forthcoming) that addresses the concerns of the Senate Exec and evidence of the consultation is embedded in this email.

Your comments on April 5, 2012 were:

"The Executive Committee also expressed two concerns regarding the Exercise Science Concentration grade change. The program proposal states that requiring a "C-" in Exercise Science concentration courses will align the concentration with other Kinesiology and Health Science concentrations, but the minimal grade requirement for all of the other concentrations is a "C." The Exec felt that because of this the proposed change would actually lead to less alignment with the other concentrations. The Exec also suggested changing the additional catalog language to be added from: "All Exercise Science Major Courses must be completed with a "C-" or better" to "All courses counted for the Exercise Science concentration must be completed with a "C-" or better."

Tony's comments on April 5, 2012 were:

"In addition to Dan's points, I think the Exercise Science program also has the same problem as the other two mentioned - in that it includes several courses from other departments and a change to a C- minimum would possibly affect the rate of course repeats that those other departments might experience. It might not if most students are already attaining a C- in those courses, but the question deserves to be asked as to whether or not the other programs offering required courses have an opinion on the proposed change."

If you need anything else to move forward on this proposal, please let me know.

Best regards,

Hellen

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Hellen Lee-Keller, Ph.D.  
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**From:** <Quintana>, Roberto <[quintana@saclink.csus.edu](mailto:quintana@saclink.csus.edu)>  
**Date:** Wednesday, May 9, 2012 3:37 PM  
**To:** "Lee-Keller, Hellen" <[hleekell@saclink.csus.edu](mailto:hleekell@saclink.csus.edu)>  
**Subject:** RE: Exercise Science Proposals

Hi Hellen,

Sorry this took so long but it has been a busy time for us with the PPD and PPD response. I have consulted with the other departments regarding our two form B proposals. In summary all departments had no objections to the proposals and were generally supportive. For verification, I have copied the emailed responses from the Chairs of the BIO, CHEM, PHYS and STATS Depts.

Thanks for your guidance and feedback.  
~Roberto

-----Original Message-----

From: Lundmark, Jennifer A  
Sent: Friday, April 20, 2012 2:44 PM  
To: Quintana, Roberto  
Subject: Re: Pre-major

Hi Roberto,

I just did! Here's what she said:

Hello Jennifer,

I now agree with this new Pre-Declaration Proposal. I think this is great- students will basically be limited to two attempts to earn C- or greater and then they will need to move on.

2) Completion of the Pre-Declaration Required Courses with a <sup>3</sup>C-<sup>3</sup>or better. Only first or second attempts will be considered."

Rosalee :-)

Jen

-----Original Message-----

**From:** Roberts, Linda M

**Sent:** Wednesday, April 25, 2012 6:58 AM

**To:** Quintana, Roberto

**Subject:** RE: Minimum Grade Requirement & Pre-Declaration Status for Exercise Science

You did consult with me, Roberto, and I appreciate you letting me know of the changes.

Regards,

Linda

Linda Roberts, PhD  
Professor and Chair  
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-----Original Message-----

**From:** DeGraffenreid, William

**Sent:** Friday, May 04, 2012 3:19 PM

**To:** Quintana, Roberto

**Subject:** RE: FYI Form B Proposals for Exercise Science

Hi Roberto,

As a follow-up to our phone call, I have no objections to these proposals.

I do have some concerns about the impact on registration for Physics 5A from the students' perspective; lower-division Exercise Science majors will likely find themselves competing for seats against upper-division Biological Science majors. The Bio-sci majors are not compelled to take Physics 5A early in their studies, so many postpone taking it until their senior year. As a result, the class often fills early with students with high registration priority. While I am a firm believer in making sure the students take their foundational science seriously, I wonder if requiring Physics 5A (which, as I understand is not a prereq for any courses they will take) before advancing to their upper division work is necessary.

Cheers,

Bill

-----Original Message-----

**From:** Shea, Edward C  
**Sent:** Wednesday, May 09, 2012 11:50 AM  
**To:** Quintana, Roberto  
**Subject:** RE: FYI Form B Proposals for Exercise Science

Roberto,

This email is to affirm that we have discussed the issues relating to the addition of Stat 1 as part of the pre-declaration requirements for the Exercise Science concentration in the Kinesiology BS degree.

Edward C. Shea, Chair  
Department of Mathematics and Statistics  
California State University Sacramento  
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(916) 278-6534

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**From:** Lee-Keller, Hellen  
**Sent:** Friday, April 13, 2012 6:23 PM  
**To:** Quintana, Roberto  
**Subject:** Re: Exercise Science Proposals

Hi Roberto,

It's entirely up to you. If you tell me that you've done your due diligence and consulted with affected programs/departments, then I'm not going to hunt them down and ask them.

I can attach your email below to the proposal and send it forward if you like once you inform me that you have done your due diligence in consulting with other affected departments.

What I think that Exec wants is that no program/department objecting that proper procedures have not been followed. They send those back to us to follow up and then just drags this whole thing out longer.

Again, it's up to you. Let me know what you decide.

Best,

Hellen

Hellen Lee-Keller, Ph.D.  
Assistant Professor, English Department  
Faculty Coordinator, One Book Program  
California State University, Sacramento  
[leekeller@csus.edu](mailto:leekeller@csus.edu)

**From:** "Quintana, Roberto" <[quintana@saclink.csus.edu](mailto:quintana@saclink.csus.edu)>  
**Date:** Fri, 13 Apr 2012 17:57:04 -0700  
**To:** "Lee-Keller, Hellen" <[hleekell@saclink.csus.edu](mailto:hleekell@saclink.csus.edu)>  
**Subject:** Exercise Science Proposals

Hi Helen,

We need clarification regarding the Faculty Senate Executive comments on the two form B proposals. Please see below:

1) The minimal grade requirement of a "C- or better" and Pre-Declaration Status requirement of a "C- or better" for lower division pre-requisites are in agreement with Faculty Senate policy [FS 11/12-52/APC/Ex](#) (full policy is below). Therefore, the impacts of our proposals on other departments should be "*minimized*" since we are applying the same standards.

"Minimum Grades for Undergraduate Prerequisite Coursework

A grade of "C-" or better is required for prerequisite undergraduate courses. If a department requires a grade different from "C-" in a prerequisite course, then the department must specify so in the catalog course description. This policy applies to all undergraduate-level courses."

2) Other Departments such as Chemistry require a higher pre-requisite grade than we are proposing to require for concentration and pre-declaration pre-requisite requirements. Therefore, our proposals should "*not impact*" these departments.

If this is correct and our proposals have "minimal to no impacts" on other departments do we still need documentation on affected departments? Please advise.

Thanks,

Roberto

-----Original Message-----

**From:** "Quintana, Roberto" <[quintana@saclink.csus.edu](mailto:quintana@saclink.csus.edu)>  
**Date:** Tue, 10 Apr 2012 13:48:13 -0700  
**To:** "Lee-Keller, Hellen" <[hleekell@saclink.csus.edu](mailto:hleekell@saclink.csus.edu)>  
**Cc:** "Neide, Joan" <[neidej@saclink.csus.edu](mailto:neidej@saclink.csus.edu)>, "Carter, Rosalee" <[carterrc@saclink.csus.edu](mailto:carterrc@saclink.csus.edu)>, "Kellermann, Christine M" <[ckeller@saclink.csus.edu](mailto:ckeller@saclink.csus.edu)>, "Meyer, Sheree L" <[sac74755@saclink.csus.edu](mailto:sac74755@saclink.csus.edu)>  
**Subject:** RE: EXER SCI, pre-declaration, Not yet approved; Need follow up information

Hi Helen Lee-Keller,

We have revised our proposal based on the committee's feedback. I have attached the revised forms to this email. In addition, I have responded to the main problems identified below:

- Need a clearer justification. Our reviewers found the justification somewhat confusing and contradictory. Please revise your justification to state clearly the need for establishing a pre-declaration procedure.

We revised our justification. Sorry for the confusion. We originally had planned to request “impaction” due to the explosive growth of our concentration and downsizing of our faculty. However, we were advised that we must try to mitigate enrollment growth by pursuing “pre-declaration status”.

- The proposal states that it requests a pre-declaration for the *major*. Will it be required to declare the *major* or simply to declare the *concentration*? Are students required to select a concentration at the same time they declare the major?

This was an error. Pre-declaration status is just for the Exercise Science “concentration”. We corrected this error in our proposal. When students declare a Kinesiology major they must select a concentration of Exercise Science or Physical Education. Our Pre-Declaration status proposal only pertains to Exercise Science Concentration.

- What will happen to students if they declare KINS as a major but then are not accepted into the concentration? What will be their default major at that point?

Students cannot declare KINS a major without specifying a concentration. Therefore, students not accepted into concentration can select another concentration within KINS or a different major altogether. The Exercise Science Faculty advisors will assist students in identifying majors that best suit their interests and academic strengths.

Thanks again for your feedback and suggestions.

*R. Quintana, PhD  
Professor – Exercise Physiologist  
Exercise Science Coordinator  
Director of SHAPE, Human Performance Research & I.E. Faria Exercise Physiology Research Laboratories  
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-----Original Message-----

**From:** Lee-Keller, Hellen

**Sent:** Tuesday, March 27, 2012 6:38 PM

**To:** Quintana, Roberto

**Cc:** Neide, Joan; Carter, Rosalee; Kellermann, Christine M; Meyer, Sheree L

**Subject:** EXER SCI, pre-declaration, Not yet approved; Need follow up information

Dear Professor Quintana:

I am writing to you as the Chair of the University Curriculum Subcommittee. The University Curriculum Subcommittee met this past Tuesday to review program change proposals, including the one recently submitted by KINS for the Exercise Science Concentration, pre-declaration.

We have not yet approved your proposed change because the scope of the revisions required for your proposal are such that we have to send it back to you for revision and resubmission.

In brief, the problems we found at our level of review are:

- Need a clearer justification. Our reviewers found the justification somewhat confusing and contradictory. Please revise your justification to state clearly the need for establishing a pre-declaration procedure.
- The proposal states that it requests a pre-declaration for the *major*. Will it be required to declare the *major* or simply to declare the *concentration*? Are students required to select a concentration at the same time they declare the major?
- What will happen to students if they declare KINS as a major but then are not accepted into the concentration? What will be their default major at that point?

If you resubmit the revised and corrected proposal directly to me by the next review cycle deadline, I can make sure that it appears on the agenda for Committee review.

Thank you for your prompt attention to this matter. If I can be of any assistance, the most effective way to contact me is to email me at [leekeller@csus.edu](mailto:leekeller@csus.edu).

Best regards,

Hellen Lee-Keller

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