COMMITTEE ON INSTRUCTION AND CURRICULUM

16-17 CIC 31
Monday, October 17, 2016

TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 31: Registration Order
PURPOSE: Approval of the Academic Senate
ACTION REQUESTED: That the Senate approve the policy below. Upon the President’s signature, policy effective as soon as possible.

BACKGROUND INFORMATION:
At its November 7 meeting, the Committee considered two separate requests for priority registration. One request came from ASI, upon a referral of ExCom. The other came from the SCAA, revised with Committee recommendations from last year. It is the intent of the Committee that the additions below apply both to quarter registration (14-15 CIC 42) and to semester registration (16-17 CIC 7), with the latter presuming the President agrees to the stated policy. (Presidential approval is not yet documented to the Committee.) Accordingly, the additions will be documented below, but the whole policy will not be stated since there are two working versions.

Regarding the ASI request, which is stated in a Board Resolution, 4 ASI Board members, including President Hendrix Erhahon appeared before the Committee to make the request. They noted that priority registration has the potential of diminishing turnover amongst Board members. Namely, it would better allow members to choose sections that would not conflict with meeting times, both for the ASI Board and members’ respective committees. The Board consists of 15 students, which, as expressed by some Committee members, was not burdensome towards the policy cap. The Committee noted that they would cap the priority slots at 15. Should the Board size increase, a policy change will be necessary. The ASI President noted that the election timeline should allow the new members to be identified in time for Fall registration. The Committee voted unanimously to amend registration order number 2 (Priority Registration subject to a headcount cap of 3% of student enrollment per quarter/semester) to include “at most 15 ASI Board members, identified by the ASI.”
Regarding the SCAA request, Director Jennifer Nguyen spoke about the budding “supplemental instruction” (SI) program (part of the 2025 program) and the “writing associates” program. Both of these programs use recruited students with the intention that the students stay within the SCAA for at least a year. These tutors require training and, as part of their job, must attend the appropriate sections of the course they work in. She refers to these individuals as “embedded” in their courses. In order to make this likely to be possible and diminish the likelihood of necessary shuffling to the instructors, priority registration could be key. According to Nguyen, CSU Fullerton, which has a well-established program, said that “it is virtually impossible to coordinate the overall SI schedule and program” without priority registration. The Committee was worried about giving SCAA a “blank check” to the number of priority registration slots. While the number of supplemental instructors is currently small (as the program is just starting), Nguyen estimated that it should be below 100 for a few years at least and was agreeable to the suggestion that the cap would be 100. The Committee voted unanimously to amend registration order number 2 (Priority Registration subject to a headcount cap of 3% of student enrollment per quarter/semester) to include “at most 100 supplemental instructors or writing associates, identified by the SCAA Director.”

Additions are noted in **bold red text**; deletions are **struck out**. The percentage change in the second line is correcting a typo that exists in the current policy.

**PROPOSED POLICY:**

Registration order #2 shall be changed as follows:

2. **Priority Registration subject to a headcount cap of 3% of student enrollment per quarter (semester).** The Registrar will notify the Senate Chair if the 32% cap is exceeded.
   - Student athletes on an NCAA squad list, excluding Freshmen, identified by the Director of Athletics.
   - CSUEB Freshman Peer Mentors, identified by the Peer Mentor Director.
   - **Supplemental Instructors and Writing Associates, identified by the Director of SCAA (not to exceed 100).**
   - **Board Members of Associated Students, Incorporated, identified by the appropriate representative of ASI (not to exceed 15).**