TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 33: Prerequisite Enforcement Pilot
PURPOSE: Approval of the Academic Senate
ACTION REQUESTED: That the Senate approve the policy below. Upon the President’s signature, policy effective in time for Spring Quarter enrollment.

BACKGROUND INFORMATION:
At its November 7 meeting, Associate Dean Danika LeDuc from the College of Science requested on behalf of the Departments of Psychology and Nursing and Health Sciences the ability to enforce prerequisites for one class for each Department. There is a prerequisite policy that will begin to take effect in Fall, 2018 that is related to enforcement (and informing instructors; see 12-13 CIC 8 amended), but the Departments are currently suffering terrible workload issues. One of the reasons that the aforementioned policy does not call for enforcement is that there are concerns about transfer courses not being properly articulated and therefore transfer students might be inadvertently locked out of appropriate courses. The departments are asking for enforcement of prerequisites for courses that have strictly upper-division prerequisites, effectively eliminating the transfer issue. These two departments (within Nursing and Health Sciences, the specific reference is to the BS Health Sciences Program) have a large number of students, with many students enrolling in the upper division courses without appropriate prerequisites. Because of that, these courses have a relatively large number of F and W grades. Accordingly, the departments have begun trying to enforce prerequisites by hand-allowing enrollment only with permission numbers. This is a workload issue for both instructors and department staff. The Associate Dean said that the departments have obtained lists of students who have the appropriate prerequisites through Bay Advisor, but scheduling the students into the various sections is a tedious (and not necessarily fair) task. In addition, the College has allocated “2025 funding” to create closed sections of courses and reserve the sections for graduating seniors who have not been able to get into the course because of enrollments. The departments have asked for enforcement by PeopleSoft, but have been told that it is not consistent with the policy. So, on behalf of the departments, Associate Dean LeDuc asked the Committee to allow each of the departments to select one course with solely upper...
division prerequisites for automated enforcement beginning in the Spring Quarter. Ultimately, the Committee approved the request unanimously. The Committee will ask the departments and/or the associate dean of the college to return next year to inform the Committee about whether this has proven successful in facilitating enrollment by appropriate students and graduation in the programs.

PROPOSED POLICY:
The Department of Nursing and Health Sciences and the Department of Psychology shall be allowed to select one course each per quarter with solely upper division prerequisites for automatic enforcement by PeopleSoft. The enforcement shall ensure that students have either taken the prerequisites previously or have them in progress at the time of enrollment.