Members Present: Jim Murray (chair), Kyzyl Fenno-Smith, Barbara Hall, Yi He, Keith Kravitz, Farzad Shahbodaghlou, Holly Vugia,

Members Absent: Ashley Griffin (student), Cathy Inouye, Susan Opp, Erin Poor (student), Nancy Thompson, Chongqi Wu

Guests: Sarah Aubert, Sally Murphy, Glen Perry, Sophie Rollins, Angela Schneider, Mitch Watnik, Dean James Zarrillo

1. Introductions

2. Approval of the agenda; M/S Fenno-Smith, Shahbodaghlou; Passed 7/0/0

3. Approval of the minutes of 12/3/12; M/S Vugia/Murray, 6/0/1

4. Amend minutes of 11/19/12 minutes; M/S Murray/Fenno-Smith; Passed 6/0/1; Sophie Rollins will amend as submitted requested

5. Report of the Chair (Murray)
   a. Need to replace chair for spring quarter 2013; during his absence, Murray will have a replacement representative on the CIC, but members interested in chairing are requested to please let him know; preference is for an experienced committee member
   b. Online task force is continuing to meet and make progress
   c. Glenn Perry is working on issue of prerequisites; will have proposal ready for next meeting

6. Report of the Presidential appointee; no report since Opp could not be present

7. Old business:
   a. 12-13 BEC 5: Interpretation of “significant changes” in academic programs and courses
      i. APGS interpretation of “significant changes”
         Discussion: Watnik gave background on concerns about changes which qualify as “significant changes;” one concern is that switching a program/course from stateside to self-support IS a significant change whether the approved program/course was ever really taught stateside or not; a significant variable is for which side the program was approved; also need to address equivalency of hours for programs that are implementing changes.
         Plan: Murray is to draft recommended wording for these changes
      ii. Committee edits: Murray will make needed changes for the committee edits
   b. SSAC subcommittee on Transfer Credit Evaluation needs a CIC volunteer for Spring; Murray currently serves in this role and needs replacement in spring quarter; Yi He volunteered to take this role
   c. CIC replacement needed for Chongqi Wu on the Quarter to Semester subcommittee; Shahbodaghlou volunteered to serve on the committee; Watnik noted the significant time this change will require of the CIC
8. New Business:
   a. Review of incomplete grade policies and procedures
      Discussion: Schneider explained that a problem exists in the lack of faculty use of the Incomplete Contract Form upon assigning an incomplete grade; this creates challenges for audits and fairness committee cases related to incompletes. People Soft has the ability to require/prompt instructors to fill out the Incomplete Contract when an incomplete grade is assigned. Instituting this automatic requirement to fill out the contract would not be a change in policy but one of procedure. Students would be able to see the contract in their portal. Perry advised that this procedural change could not be a department by department decision, but rather a campus wide decision. Schneider explained that faculty would be able to initiate the Incomplete Contract prior to the availability of the grading roster; an email could be sent to all students who receive an “I” saying they need to check the contract; suggestion is to remove “grade without further work” line; and add a student approval button along with registrar’s office instructions about the policy. Faculty would still need to use the Change of Grade Form to change “I” to a grade due to the required level of approval to make such changes. Discussion followed of RD grades and possibility of changing a grade by faculty without chain of signatures, but the worry is whether this would be interpreted as an extension of grading deadline.
      Plan: Murray and Schneider to work on drafting suggested wording.
   b. Course requests for new self-support certificate in Early Childhood Special Education (Dean Zarrillo)
      Discussion: This added certificate is based on changes by California Commission on Teacher Credentialing in relation to infants, toddlers and preschoolers’ entitlement to received accommodations; 4 course program and the 4 courses are all new; courses reflect CTC requirements
      M/S Fenno-Smith/Murray to approve all 4 courses as a group; Passed 7/0/0
         i. 6550: Young Children with Special Needs new course request
         ii. 6551: Family Systems and Cultural Competence in ECSE new course request
         iii. 6552: Assessment and Intervention Planning for Young Children with Special Needs new course request
         iv. 6553: Curriculum and Instruction in ECSE new course request

9. From the floor
   Discussion: A brief check-in with Murphy about General Education; Professor Egan had 90 students use their papers for a rubric on critical thinking

10. Adjournment

Next Meeting: February 4, 2013 (no meeting January 21 due to MLK Holiday)

Respectfully submitted,
Holly Vugia