Members Present: Jim Murray (chair), Kyzyl Fenno-Smith, Yi He, Cathy Inouye, Keith Kravitz, Susan Opp, Farzad Shahbodaghiou, Nancy Thompson, Holly Vugia, Chongqi Wu

Members Absent: Barbara Hall, Brian Cook

Guests: Sarah Aubert, Ken Curr, Henry Gilbert, Jiansheng Guo, Glen Perry, Sophie Rollins, Angela Schneider, Kaameelah Wesley, James Zarrillo

1. Introductions

2. Approval of the agenda
   M/S Murray/Fenno-Smith; Passed 10/0/0

3. Approval of the minutes of 11/5/12
   Modifications submitted by Sue Opp; Vugia will amend minutes and place items in agenda order. Opp clarified that a department cannot move a state supported program to self support; prohibited by the CSU. However, it can add without changing curriculum or going online. If a program is 50 % hybrid or online, WASC then determines it to be an online program. Upper division GE can be done online.
   M/S Fenno-Smith/Murray; Amended minutes passed 10/0/0

4. Report of the Chair (Jim Murray)
   Currently, brainstorming ideas to improve the transfer system and degree audits for transfer students.
   The issue of super seniors taking spaces for spots that could be available to other students continues to be a problem; the Board of Trustees postponed its vote regarding this.
   Committee members are asked to look at Cal State Online FAQ and submit feedback.
   http://www20.csueastbay.edu/faculty/senate/faq.html (link to Cal State Online, you may have to select CSUEB and sign in)
   http://www.csus.edu/acse/Senate-Info/Information%20Items1/FAQsLegOctFINAL.pdf (FAQ specific to Cal State Online)

5. Report of the Presidential appointee (Sue Opp)
   No other information other than covered above in amended minutes.

6. Old business:
   a. Discussion regarding pre-requisites and enforcement (Curricular Chairs and Glenn Perry)
      Curr: Outlined the problem of students not completing prerequisites for courses and a discussion followed. Perry framed this issue as an ongoing problem and discussed capabilities and limitations of People Soft to screen for prerequisites.
The only courses that had been approved to “test the waters” in relation to prerequisite screening were courses that required remediation. Great variation exists in how prerequisites are used across and within departments, partly due to workload issues. It is easier to screen and enforce prerequisites in graduate level courses. Perry suggested that PeopleSoft may be impacted with some slower response times but also that academic department staff and faculty would be impacted by student requests to release them from published prerequisites so they could enroll. This would place an additional workload in the departments to verify the student had met the prerequisite or a decision to waive the prerequisite, and the issuance of a permission number to the student that would allow enrollment in the class section. Discussion followed on ways to improve prerequisite awareness and/or enforce a policy. One department requires students to bring proof of prerequisite completion to first class. In the future, a recommendation from CIC regarding management and enforcement of prerequisites would be needed.

b. Referral from Chair Watnik regarding prerequisites and graduation (see above discussion under letter “a”)

c. 12-13 CIC 4: Increasing term length on Writing Skill subcommittee from one-year to two-years

**ACTION REQUESTED:** That CIC approve the change of term length for members of the Writing Skills subcommittee from the default of a one-year to a two-year term. I recommend creating a staggered appointment cycle by choosing two college seats and extending them to two-year terms. In 2013-2014, the other two college positions would begin their 2-year positions. Effective immediately.

Decision was made to wait and vote when exact names of members who will stay on are available.

d. 12-13 BEC 5: Interpretation of “significant changes” in academic programs and courses

**ACTION REQUESTED:**
That the Academic Senate approve the interpretation of “significant changes” given below:

For the purposes of interpreting 09-10 CIC 20, the Academic Senate views a course or program change as being “significant” and therefore needing review by CIC, CAPR, and the Academic Senate (as appropriate) if

1. There is a change in teaching format of a program (e.g., it switches from lecture to online; see 08-09 CIC 19).
2. The course or program is changed from state-support to self-support (see 09-10 CIC 6).
3. The course or program changes academic calendars after approval. (Almost every program is presumed to follow the campus’ approved 10-year calendar, which includes provisions for 10 week courses and 5 week courses during the quarter; other calendars must be approved with the course/program.)

While this list is not meant to be exhaustive, it is intended to indicate the Senate’s view on courses and programs that need to be reviewed.
Opp: In relation to requests for course changes, previous method of communication about this was to post changes on Sharepoint where information would remain for 5 days. However, this process has not been very user friendly or transparent. Aubert is working on a webpage that would enable colleges to post requested changes for 1 week, open to all (not using Sharepoint), and then requests would go to CIC for discussion. Most of these are course changes related to small items such as title changes or unit changes; these do not require CIC approval. However, program changes are considered significant changes and go to CIC for approval. Thus, the list of what is considered significant. (also required approval if adding an option, discontinuing, etc.) Finalized approved version would go on to the academic webpage. Requests for changes would only be posted on Mondays.

Opp will expand the list and include some “non-significant changes.” The online form is not on the Senate webpage. It is a WASC form that is required to be used. Fenno-Smith inquired whether the CIC procedure manual could be used to communicate this information; a CIC policy could be developed in the future to clarify the matter.

Murray will create a Google document to solicit information concerning a policy statement about significant vs. non-significant changes.

7. New Business:
   a. SSAC subcommittee on Graduation Advising: need a CIC volunteer
      Murray is currently on the committee, but will need spring coverage, as he will be on sabbatical. Opp explained that it is not Graduation Advising. We need to clarify the role of this committee before assigning anyone.

8. Other business: NONE.

9. From the floor: NONE

10. Adjournment
    M/S Murray/Opp; Passes 10/0/0

Next CIC meeting 12/3/2012, 2:00-4:00.

Respectfully submitted,
Holly Vugia

Senate web page: [http://www20.csueastbay.edu/faculty/senate/index.html](http://www20.csueastbay.edu/faculty/senate/index.html)