CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITEE ON INSTRUCTION AND CURRICULUM
Amended Minutes 11/5/2012

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

Members Absent: Barbara Hall, Brian Cook, Holly Vugia

Guests: Sarah Aubert, Jiansheng Guo, Sally Murphy, Gigi Nordquist, Sophie Rollins, Mitch Watnik, Kaameelah Wesley, Donna Wiley

1. No introductions
2. Approve of the agenda
    M/S Opp/Shahbodaghlou; Passed 7/0/0
    
    Sue Opp suggests time certain of 3pm for item 7.F 7/0/0
3. Approval of the minutes
    M/S Opp/ Murray 8/0/0
    
    Clarification for minutes: Opp spoke to ‘clarify upper and lower units’, what is new is the upper limit.
4. Report of chair

Subcommittee memberships: COBRA needs 1 CIC representative for the semester conversion subcommittee – Sue Opp volunteered, but is uncertain if she is the right representative of CIC for this subcommittee. Chongqi Wu volunteered for the semester conversion subcommittee.

5. Report of the Presidential Appointee: No report

6. Old Business:
   a. 12-13 CIC 1: Policy on Change to Student’s Historical Record: Information only.
   b. Subcommittee membership
      Mitch Watnik is willing to be one of two COS, CIC reps to GE. In the interest in expediting a heavy workload, Sally Murphy requested that CIC approve the incomplete roster for the GE Subcommittee and allow the Subcommittee to meet without filling all seats in the roster.
      
      Opp moved to accept the partial GE subcommittee and permit the Subcommittee to meet, Murray 2nd 9/0/0
      
      A joint CIC/GE meeting will be scheduled in future.
      
      M/S Murray/ Thompson the appointment of Yan Yan Zhou for the Cultural Groups & Women subcommittee. 9/0/0
7. New Business:
   a. Discontinuance of the Option in Urban Teacher Leadership, M.S. Ed. Leadership
      Discontinuance of UTL option. Murray move, Fenno-Smith 2nd 9/0/0
      
      Jim Zarillo explained that the option is not popular and that most students who enroll switch to a Master’s degree program.
   
   b. GE Subcommittee Assessment Plan Policy
      
      Sally Murphy discussed GE assessment proposal. GE is subject to CAPR review (this is the second such review). It is an odd fit for the CAPR process because GE proper only teaches 1 of the courses with the remainder taught by various departments across campus.
      
      The General Education Advisory Committee (GEAC), which advises the Chancellor’s Office, has adopted the Liberal Education & America’s Promise (LEAP) outcomes. Campuses are/were supposed to align their GE programs with the LEAP outcomes. We need to align our GE outcomes with the LEAP outcomes. GE is proposing that we begin our process of assessing GE by using the LEAP rubrics. The plan is to identify faculty to assess one outcome in each area each year. With the results reported to GE and then CIC. Last time there was assessment of student learning in GE 25% of students did not show an understanding of the GE outcome assessed. Multiple CSU campuses will be assessing the same competencies at the same time.
      
      M/S Opp/ Murray 8/0/1 to forward policy to the Academic Senate.
   
   c. Excom charge to form Self-Support Subcommittee
      
      Excom subcommittee on self-support requires 2 CIC representitives. Murray moves to appoint Kathy Inoye and Kyzyl Fenno-Smith, Kravitz 2nd 9/0/0
   
   d. Certificates
      
      Donna Wiley wants to bring the issue to the Committee’s attention. Evidently undergraduate and graduate certificates have very similar requirements. She has provided background information and links to other CSU campus’ policies. CIC will refer the issue to the Graduate programs subcommittee for their definition of what a grad certificate should be.
   
   e. Discussion of programs that exceed 180 units proposed limit
      
      Opp noted that there are some errors in the unit counts for degree programs. Departments have been informed and are required to either address high units or provide a rationale. Chancellor’s office indicates that there are ways they could require that units be reduced. Opp said one possible way to lower
units would be to eliminate upper division GE requirement in students majors. Murphy said some CSU campuses have already employed this strategy; she will forward info to chair Murrayy.

Guo suggests the reduction of lower-division GE as another strategy. Murphy says this is a different animal altogether and that breadth of distribution outside the major is achieved in the lower-division GE.

Motion to refer to GE the question of whether to remove upper division units in the major area -- Fenno-Smith, Inoye 2nd  9/0/0

f. Discussion of Cal State Online and procedures for moving courses and programs from extended education self-support to CSO

i. Should we proactively assert that faculty, not administration, should be the source of moving programs to CSO?

Opp says there is no Senate/CIC policy for the approval of moving an established program to self-support.

g. 12-13 CIC 4: Increasing term length on Writing Skills subcommittee from one-year to two-years. M/S Murray/Opp ; Passed 9/0/0

h. Referral from Chair Watnik regarding prerequisites and graduation

Opp and Watnik suggest discussing using Peoplesoft to enforce with Perry, Schneider and/or other PEMSA representatives present at next CIC meeting.

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

Opp: A department cannot move a state supported program to self support; prohibited by the CSU. However, it can add to self support without changing the curriculum or going online. Note: If even if a program is 50% hybrid, WASC considers it to be online.

Below is a written response by Opp to 12-13 BEC 5:

1) Any program changing to online and/or hybrid must receive CIC, Senate, Chancellor’s Office, and WASC approval.
2) No existing program may move from state-support to self-support per Executive Order 1047. Any new program to be offered in self-support must indicate that intention on the new program proposal form. However, it is possible for a program to be proposed in state-support, and then later change to self-support before the program is officially offered. This sort of change is not covered by CIC or Senate policies that are currently in existence. If CIC/Senate are interested in approving such a change, they could create a policy that states that any program, either new or continuing, that is to be offered in self-support must obtain CIC/Senate approval before it can be implemented.
3) The scheduling of a course or program is not under the control of APGS or the Senate. Currently, programs may offer courses in formats other than 10 week or 5 week sessions, particularly during summer or intersession, or through special sessions (self-support). There is no presumption that only 10
week courses will be offered, although offering courses outside of the typical quarter may create problems for students in regard to financial aid, registration windows, final exam schedules, etc which should be taken into account in scheduling. Also, offering courses outside of the typical 10 week quarter can result in problems for faculty including issues regarding course evaluations.

Further, APGS does not approve program modifications that contravene Senate, CSU or WASC policies. In addition, APGS does not "implement" any curriculum, but rather provides support to faculty in shepherding curricular proposals through the various on-campus and off-campus approvals necessary. Finally, APGS is developing a web-site for posting curricular proposals to provide for greater transparency than the current use of Sharepoint provides.

8. Other Business: none

9. From the Floor: nothing

10 Move to adjourn M/S Opp/Wu; Passed 8/0/0

(amended version 11/30/12 hvugia)