CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON INSTRUCTION AND CURRICULUM
Approved Minutes 2/4/2013

Members Present: Brian Cook, Kyzyl Fenno-Smith, Barbara Hall, Yi He, Cathy Inouye, Keith Kravitz, Susan Opp, Erin Poor (student), Farzad Shahbodaghlo, Nancy Thompson, Chongqi Wu, Holly Vugia,

Members Absent: Ashley Griffin (student), Jim Murray (chair)

Guests: Sarah Aubert, Endre Branstad, Jiansheng Guo, Nancy Mangold, Sally Murphy, Glen Perry, Sophie Rollins, Angela Schneider, Mitch Watnik, Donna Wiley, James Zarrillo

Note: In Jim Murray’s absence, Kyzyl Fenno-Smith chaired the meeting.

1. Introductions

2. Approval of the agenda: M/S Opp/He; Passed 8/0/0

3. Approval of the minutes of 1/7/13: M/S Vugia/Shahbodaghlo; Passed 8/0/0

4. Report of the Chair: Murray sent a few items via Watnik
   a. An acting chair will be needed for the spring 2013 quarter due to Murray’s planned absence; Fenno-Smith has expressed willingness to assume this role. If any other member is interested, he or she should inform Murray.
   b. Should the issue of MOOCs (Massive Open Online Courses) be referred to the CIC Online Task Force? Opp queried whether this crossed into the domain of the Self-support Subcommittee of ExCom. M/S Kravitz/Opp Motion to table this issue until more information is available. Passed 8/0/0

5. Report of the Presidential appointee (Sue Opp); No report today

6. Old business:
   a. APGS interpretation of “significant changes” (Sue Opp); Continued discussion of interpretation of what constitutes a significant vs. non-significant change that requires Senate approval. Opp re-explained the concern that some changes may have been skipping Senate approval, and there may be a policy gap around the issue of programs and courses approved for online and then moving to self-support. Plan is to move away from use of Share Point as the primary communication tool in such matters, and in the service of transparency, place items on the web. Watnik raised the challenge of BA degree completion for students who transfer stateside from self-support programs. Opp suggested that clarifying these online class and self-support issues relate to both the CIC Online Task Force and the Self-support subcommittee of ExCom. She suggested that it might be premature to develop policy until these two committees do their work on policy development. Cook explained there is a precedent, looking at the BSBA, which has lined up upper division GE to be integrated into the campus self-support mechanism, not in a
separate self-support program. Opp commented that it is a huge amount of work to offer a BA online, but that the more programs that are in self-support they more they can share upper division GEs. Challenges arise fulfilling our commitment to serving students when one student is discovered to need one course that is not offered in self-support.

b. Prerequisite enforcement
   i. Perry distributed a handout that provides types of items that People Soft can accommodate to require prerequisites; question is how to logically enforce prerequisites; the default is “department permission required.” The SSAC (Student Success and Assessment Committee) requested faculty make a statement that we want prerequisites enforced. The earliest this could be done would be Sept 2013 thus allowing enforcement for winter 2014. Departments would need to change prerequisites to actually reflect their desired enforced prerequisites. Questions/concerns were raised about numerous issues: 1) the timeliness of transfer students’ course equivalency checks done before enrollment if prerequisites are enforced; 2) does this create a disincentive to use prerequisites; 3) CBE is under pressure to enforce prerequisites; 4) the possibility of one major piloting a prerequisite enforcement policy (like CBE) instead of making an initial campus wide policy; 5) could departments have flexibility to turn on and off prerequisites; 6) problem that this is not a data driven decision (specific data cannot be generated until People Soft is programmed to enforce the prerequisites); 7) what body is best mandated and equipped to clarify these documents; 8) problems related to student registration and financial aid unit requirements; and 9) major concerns about making prerequisite policies in departments as the University heads into the challenges of changing from quarters to semesters—should this be postponed? M/S He/Kravitz to table this discussion. Passed 8/0/0

ii. 12-13 CIC 8: Prerequisite Enforcement

7. New Business:
   a. New Accountancy self-support degree proposal, MS and BS (Nancy Mangold, time certain 2:20 pm) [Note: This issue was discussed out of agenda order due to the time commitment of 2:20pm. Discussed directly after item 5, Presidential Appointee Report]
      Correction: Item should only read “MS” in accountancy, not a “BS.” This item is a follow-up on the related December discussion (for justification and details see CIC Minutes for 12/3/12). Mangold again described need and curriculum for the new MSA program which will be offered on a Self-Support cohort model. Opp pointed out this is a pilot program, without much precedent. Pilot programs have a sunset clause of 5 years, before which an outside review committee must examine the program but not the usual CSU review. This outside review report will come to the CIC. WASC is informed of new programs, but approval from WASC is not necessary. Questions from Murray via Watnik led to explanations that: 1) the “East Bay” wording on p19 is appropriate; 2) red text in the document represents modifications and blue text represents new courses; and 3) the p72 course cap change from 40 to 50 reflects standard changes in the CSU course-type classification system. Inyoue asked about elective courses in the MSA, which will be recommended via faculty advisement based on the incoming student’s accounting background. A capstone is still required. Accreditation issues will fall under the CBE (College of Business and Economics) accreditation via AACSB (Association to Advance Collegiate Schools of Business). Opp stated that since it is new territory to offer a pilot
program, protocols are not exactly clear about steps to permanency. Watnick suggested the 5 year review report be included in the 5 year CAPR Business School review. M/S Opp/Inouye to approve MSA pilot program. Passed 8/0/0. Mangold thanked the committee and noted that at a department open house last week there was significant interest in the program. Yi He requested that approval of the program be expedited in the Senate so it could start in fall 2013; Kravitz agreed to bring the issue to the Senate meeting.

b. **Review of incomplete grade policies and procedures;** Follow-up discussion on how to manage the problem of faculty not filling out incomplete grade contracts. Schneider passed out an example of the incomplete contract page that would appear if faculty entered an incomplete grade. Various concerns expressed by CIC members regarding consequences of several options such as 1) blocking faculty ability to enter any grades for a course if an incomplete contract is not completed; 2) developing a 2nd later grading date to accommodate incomplete contracts; and 3) how to manage incomplete contracts that specify less than one year completion time. Concerns were also expressed about faculty work load issues and other outcomes. M/S Opp/He to table this item until more information is available. Passed 8/00
   i. Incomplete Contract form draft language
   ii. Incomplete Contracts sample

c. **Discontinuances:** ITEM NOT DISCUSSED DUE TO TIME SHORTAGE
   i. Request for approval of discontinuance of Teacher Education Certificate Program: Cross-Cultural, Language, and Academic Development
   ii. Request for approval of discontinuance of Teacher Education Certificate Program: Children’s Literature

d. **Quarter to Semester:** ITEM NOT DISCUSSED DUE TO TIME SHORTAGE
   i. 1/17/13 meeting notes
   ii. Q2S conversion tasks

8. **Information Item:** ITEM NOT DISCUSSED DUE TO TIME SHORTAGE
   a. **Transfer Credit Advisory Group** has decided that starting with Fall 2012 entering transfers, the default catalog will be the one in effect at the student’s term of entry into the university. Example: Fall 2012 entering transfers will have their transferrable credits based on the 2012-13 catalog.

9. **From the floor:** ITEMS NOT SOLICITED FROM THE FLOOR DUE TO TIME SHORTAGE

10. **Adjournment:** Kravitz/Inouye; Passed 8/0/0 (4:10pm)

Next Meeting: February 18, 2013
Respectfully submitted,
Holly Vugia