Members Present: Kyzyl Fenno-Smith (chair), Donald Gailey (joined for end of meeting), Barbara Hall, Yi He, Cathy Inouye, Yi Jiang, Keith Kravitz, Susan Opp, Erin Poor (student), Nancy Thompson, Holly Vugia

Members Absent: Brian Cook, Farzad Shahbodaghlou

Guests: Sarah Aubert, Endre Branstad, Sylvester Donelson, Jiansheng Guo, Sally Murphy, Sophie Rollins, Mitch Watnik (joined for end of meeting)

1. Introductions
2. Approval of the agenda: Kravitz, Inouye Passed 7/0/0
3. Approval of the minutes of 5/6/13: Kravitz/He 7/0/0
4. Report of the Chair:
   - Email from Mitch Watnik raised an issue with the difference between CIC add/drop policy and what is described in the catalog concerning the requirement of instructors to sign the withdrawal forms; this matter will be added to the agenda for the 2013-2014 year
   - Chair drafting a model policy on textbooks
   - Next meeting is CIC organizational meeting; Jim Murray has expressed willingness to chair again next year
5. Report of the Presidential appointee: none
6. Old Business:
   a. Textbook Adoption and Americans with Disabilities Act discussion
      i. Off-campus course readers discussion: Sylvester Donelson, Support Services Manager from Duplicating Services joined this CIC meeting to explain that CSUEB Duplicating Services: 1) now has online submission of course readers available for faculty; 2) can usually make changes to readers within 24 hours; 3) can accept payment for readers at the bookstore or at Duplicating Services using student BayCards; 4) can coordinate needed content adjustment with Accessibility Services; and 5) can manage copyright issues. Duplicating Services in in the lower level of the library at LI 1106. Mr. Donelson’s contact information is: (510) 885-3703, Sylvester.donelson@csueastbay.edu
7. New Business:
   a. 12-13 WSS 1: Pilot of new process for Writing Skills Portfolio Evaluation in First Tier Writing Course (ENGL 3000, ENGL 3001); Information item: Opp summarized the current, complicated Writing Skills (WS) procedures including the
Writing Skills Portfolio (WSP) evaluation process. If students must take the WS classes due to limited or developing competencies as determined from the WS Test (WST), the WSP created by the end of the first tier WS course must be graded by the instructor and also reviewed by two outside reviewers. This is an expensive process. Students now pay $25 for this review, but this does not cover the entire cost of the review process. Informally, the CIC WS Subcommittee looked at the evaluation results of instructors and reviewers, and seeing some consistency, planned a pilot project this summer to examine inter-rater reliability and the outcomes of using the instructor and only one external reviewer to assess the WSPs. Discussion pointed out several issues. Kravitz, Murphy and Opp emphasized that finding workable solutions to evaluating and improving WS has been a long term challenge; noting that every solution seems to raise unintended problematic consequences. Many intricacies of the WS assessment and WS mastery procedures were discussed, including discussion of the possibility of changing to department based WS programs embedded in major core courses (as done at Chico and SJSU). The extent of student avoidance of fulfilling the WS requirement was demonstrated by the statistic that in the 2008-2009 cohort, 1500 CSUEB students were identified as being graduation eligible except for the WS requirement. This item will be continued for future exploration. The next WS Subcommittee meeting is May 28.

b. Draft 12-13 CIC 20: Policy on renewal of general education classifications
Currently, GE courses are approved for a five year period, but the GE Subcommittee has no procedure to renew the courses. The GE Subcommittee proposes that a five year review policy be adopted with designated courses being reviewed at five year intervals. During the academic year prior scheduled reviews, Departments would be informed that their courses would be up for renewal. Discussion of quality control concerns related to variations in course sections of approved GE courses ensued. Thompson said her department informs lecturers of the importance of GE requirements and learning outcomes via a department lecturer handbook. Fenno-Smith recommended a web-page be developed to explain the GE course review process, including a schedule of courses up for review.
M/S Kravitz/Opp to accept the policy with the noted change below. Passed 11/0/0

POLICY FOR RENEWAL OF GENERAL EDUCATION PROGRAMS

The General Education Subcommittee shall be charged with renewing General Education designations in five-year intervals. All area C courses will be renewed or revoked in 2015-16, area B courses be renewed or revoked in 2016-17, area D courses will be renewed or revoked in 2017-18, area A courses will be renewed or revoked in 2018-19. All other areas will be renewed or revoked in 2019-20. (The reason for performing the renewals by area, rather than by date of first approval is two-fold: it allows the subcommittee to concentrate on a single set of learning outcomes and it avoids the bookkeeping complications of which courses are renewed when relative to their initial approvals.) Departments seeking renewals for their courses will complete the same forms as initial approvals, but will be able to provide previous years’ syllabi and evidence of student accomplishments. If a renewal request is not submitted for a particular GE course, revocation of GE certification is
automatic. If a course is not renewed, its GE certification will not continue. Effective immediately.

c. **Kinesiology course modification requests**: Requests to modify the descriptions of three courses below based on the course spaces being filled up with non-majors, thus limiting the ability of majors to enroll. Opp expressed concerns about setting a precedent of limiting course access if no pre-requisites were listed. Potential solutions were discusses. M/S Thompson/Inouye to accept with the addition to each course modification request of the phrase, *Priority given to Kinesiology Majors*. Passed 10/1/0.
   i. KIN 4004: Elementary School PE
   ii. KIN 4006: Secondary School PE
   iii. KIN 4008: Secondary School PE

8. From the floor: none

9. Adjournment: Chair thanked CIC members for their service. She requested members prepare for the upcoming organizational meeting by considering the need to seed subcommittees for 2013-14; members are requested to bring names of potential subcommittee members from their departments. M/S Kravitz/Hall. Passed 11/0/0 (3:44)

Next Meeting June 3, 2013

Respectfully submitted,

Holly Vugia