TO: The Executive Committee
FROM: The Committee on Instruction and Curriculum
SUBJECT: Amendment to the CIC Policies and Procedures
PURPOSE: For Acceptance by the Executive Committee

ACTION REQUESTED:
That the Executive Committee approve the recommendation from the Committee on Instruction and Curriculum to amend the CIC Policies and Procedures to include updated language regarding Curriculum and Program Consideration, Evaluation Criteria, Committee Course of Action and Recommendation, and the duties of the regular subcommittees. Effective immediately.

BACKGROUND INFORMATION:
At its meeting on November 4, 2013, CIC voted unanimously to approve the following changes to the committee’s policies and procedures document.

Article IV
Meetings

SECTION 7: Curriculum and Program Consideration
In accordance with Article III, Section 2 of these procedures, the Committee makes recommendations regarding curricular proposals. Procedures for processing of such requests shall be as follows:

2) Proposals will be received by the Committee from the Office of the Academic Senate when they have received all necessary prior reviews. This procedure may be modified to allow consideration of a proposal at an earlier date by a 2/3 vote of Committee members present.

3) Department and school college representatives will only be invited to CIC meetings when committee members have a concern about a proposal. Department chairs and School college deans will be invited by the Academic Senate Office when proposals are held over for department/school college presentation.
SECTION 8: Evaluation Criteria, Committee Course of Action and Recommendation

1) Criteria To Be Utilized: When all the appropriate documents have been assembled, the Committee on Instruction and Curriculum shall evaluate each "Request for Approval of a New Program or Course" according to the following criteria:

2) The Committee's Courses of Action: After opportunity for full discussion at one or more regularly scheduled meetings, the Committee will vote on each motion with the following options:
   a. Approved as submitted, (or with minor modifications);
   b. Approved as amended, with concurrence of appropriate Department or school college representative; or
   c. Approved but with recommendation for postponement of implementation; or
   d. Not approved but with recommendation for resubmittal at a later time; or
   e. Not approved.

Article V
Subcommittees

Regular subcommittees (and membership specifications) of the Committee on Instruction and Curriculum are:

- **Subcommittee on General Education (to include issues of Lifelong Understanding)**
  Membership: 2 CLASS, 2 CBE, 2 CSCI, 2 CEAS, Library, Director of Testing and Assessment, Director of Academic Advising and Career Education, General Education Director; at least one member must also be a member of CIC; in nominating members of this subcommittee, CIC should consider the desirability of representation from the three major areas of General Education (Humanities, Social Sciences and Science)
  Responsibilities: The CIC General Education Subcommittee (GES) reviews issues pertaining to the General Education program, policies, procedures, and curriculum. They also evaluate students appeals concerning GE requirements. These issues may be referred to the Subcommittee from CIC. Meeting time is 2-4p on the second and fourth Mondays of the month.

- **Subcommittee on Critical Thinking G.E. Requirement (2 year term)**
  Membership: 2 Philosophy, 2 outside CLASS, Presidential Appointee; at least one member must also be a member of CIC
  Responsibilities: The CIC Critical Thinking Subcommittee (CTS) reviews issues pertaining to the Critical Thinking GE requirement. These issues may be referred to the Subcommittee from CIC.

- **Subcommittee on Cultural Groups/Women G.E. Requirement**
  Membership: 1 Ethnic Studies, 1 Women’s Studies, 1 CLASS outside Ethnic Studies and Women’s Studies, 1 CBE, 1 CSCI, 1 CEAS, Presidential Appointee; at least one member must also be a member of CIC
Responsibilities: The CIC Cultural Groups and Women Subcommittee (CGWS) reviews issues pertaining to courses taught by faculty that provide students with an introduction to the research, literature, and methodologies of the disciplines of ethnic studies and gender/women's studies within historical, cultural, social, and economic perspectives, as outlined by the learning outcomes in order to achieve a comprehensive understanding of the contributions to U.S. society made by cultural groups (African Americans, Asian Americans, Latino/a Americans, Native Americans), women, and gays/lesbians (hereafter "groups"). These issues may be referred to the Subcommittee from CIC.

- **Subcommittee on Writing Skills**
  
  **Membership:** Director of Composition, Director of the Student Center for Academic Achievement, Director of the Testing Office, Director of the Teaching English as a Second Language (TESOL) Option, Associate Vice President of Academic Programs and Graduate Studies, 1 CLASS outside ENGL, 1 CBE, 1 CSCI, 1 CEAS; at least one member must also be a member of CIC. Though members are subject to annual appointment by the Chair, in consultation with the whole Committee and subject to the approval of the Executive Committee, the expectation will be that each member will normally serve for 2 years.
  
  Responsibilities: The CIC Writing Skills Subcommittee (WSS) reviews issues pertaining to the Writing Skills Requirement and associated policies, procedures, and curriculum. These issues may be referred to the Subcommittee from CIC.

- **Subcommittee on Basic Skills Requirements Appeals (3 year term)**
  
  At least 5 CLASS, 5 CBE, 5 CEAS, 5 CSCI

- **Subcommittee on Graduate Programs (2 year term)**
  
  **Membership:** 2 Graduate Advisors from each college, Planning and Enrollment Management, Associate Vice President of Academic Programs and Graduate Studies; at least one member must also be a member of CIC
  
  Responsibilities: The CIC Graduate Programs Subcommittee (GPS) reviews issues pertaining to CSUEB graduate programs, policies, procedures, requirements and curriculum. These issues may be referred to the Subcommittee from CIC or from the Graduate Advisory Council.

- **Subcommittee on Technology and Instruction**
  
  **Membership:** 1 CLASS, 1 CBE, 1 CSCI, 1 CEAS, Library, Director of Online and Hybrid Support Center; at least one member must also be a member of CIC
  
  Responsibilities: The CIC Technology and Instruction Subcommittee (TIS) reviews issues pertaining to CSUEB academic technology and online/hybrid instructional programs, policies, procedures, requirements, and curriculum. These issues may be referred to the Subcommittee from CIC.

CIC voted unanimously concerning its recommendation to the Executive Committee to approve these changes to the CIC Policies and Procedures document.