CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON INSTRUCTION AND CURRICULUM

Approved Minutes of the Meeting of November 18, 2013

Present: Andrew Carlos, Thomas Duffy, Jennifer Eagan, Barbara Hall, Yi He, Danika LeDuc (Secretary), James Murray (Chair), Susan Opp, Nancy Thompson, Michelle Xiong

Absent: Brian Cook, Cristian Gaedicke, Keith Kravitz, Jim Mitchell,

Guests: Sarah Aubert, Endre Branstad, Jiansheng Guo, Thomas Hird, Sally Murphy, Glen Perry, Angela Schneider, Mitch Watnik

1. Approval of the agenda
   M/S/P (Murray/He)
   Passed unanimously.

2. Approval of the minutes of November 4, 2013
   M/S/P (LeDuc/Murray)
   Passed unanimously.

3. Report of the Chair
   Nothing to report.

4. Report of the Presidential Appointee
   Opp reported that, because of the Planning for Distinction process, the Provost has requested that approval of any new major/minor/option/certificate proposals be put on hold. Watnik asked if this applied to DCIE. Opp replied yes, because DCIE is also being reviewed. Guo asked if program modification proposals were on hold. Opp replied, no, that revisions to existing programs are fine. Eagan remarked that because of extensions on the due date for Planning for Distinction reports, at least in CLASS, nothing is likely to be reviewed until Winter quarter. It will likely take a long time for the Committee to come up with its recommendations. Hopefully, they will be done by Spring so Senate could review, but it is possible that things could be postponed until next year. It is also likely to be an iterative process. She asked when the moratorium would be over if that is the case. Opp replied that it is a hold, not a moratorium. She explained that this hold makes sense in light of the fact that the University needs to decide where a reemphasis would be. New programs would otherwise go through without review and may not fit into the overall planning recommendations put forth by the committee.

   Opp also reported that the Chancellor’s office has revised the form for new program proposals. The Curricular Procedures Manual will be updated when the final electronic copy is available.
5. **Old Business:**
   Eagan found volunteers for Writing Skills Subcommittee to replace her. Maria Ortuoste (Political Science) and Amy June Rowley (Modern Languages and Literatures). A secret ballot was conducted. The vote was 5-4 in favor of Amy June Rowley.

6. **New Business**
   a. Theater and Dance discontinuance requests
      i. Theatre and Dance for Children and Community option
      ii. Children’s Theatre and Dance minor
      iii. Theatre: History and Literature option
         Hird explained that these are Options with 1 or 0 students.
         Opp commended the department for taking a look at what they have and making difficult decisions.
         Passed unanimously.
   b. Policy for Renewal of General Education Classifications
      The committee reviewed an amendment to the Policy proposed by Luz Calvo at its first Senate reading. Murphy raised concerns about procedures being included in a policy document. At this point, there is no faculty member to take minutes at GE subcommittee meetings. There is also no clear way to track documents. She is hopeful that curriculum management software will eventually help. Murray remarked that just posting the minutes will be a big help. Watnik found a problem with the inclusion of the clause “reasons for denial.” Murphy explained that, in general, denied courses are usually missing some component of the requirements. Eagan said that for policy matters in the Senate this could be an issue, but GE submissions are an iterative process in which denied proposals can be revised and resubmitted. The reasons for denial would also be instructive to other faculty. Opp thought that the Academic Senate office could maintain the website for GE subcommittee. Eagan said that the intent of the amendment was for the GE subcommittee to work with Murphy’s office and the Senate Office. Murray made the point that since GE subcommittee is part of CIC, it could be framed as a CIC responsibility. The committee jointly modified the amendment to now read as follows:

   “Consistent with the Policies and Procedures of the CIC, the CIC shall be responsible for informing departments when their courses are subject to GE renewal, keeping detailed records of course review, and communicating the details of that review to faculty member(s) and department chairs submitting the course. Departments will be given opportunities to revise and resubmit their proposals. Also consistent with Policies and Procedures, CIC will maintain minutes of their meetings on the Academic Senate website which detail discussions, votes, and decisions regarding proposals.”

   Watnik wondered if having recently passed Policies and Procedures, these could apply to subcommittees as well. For example, the clause about inviting faculty with proposals pending to meetings would apply to the GE Subcommittee as well. Opp felt that since this is new, as long as the two
documents are not in conflict, restating these ideas might be good. Opp suggested changing the phrase “renewed or revoked” to “considered for renewal.” Eagan agreed and suggested closing that section with the following “If a course is not renewed, its GE certification will be revoked.”

M/S/P (Eagan/Opp)
Passed unanimously.

c. Removing College Dean from Policy on Withdrawals
   i. Revised Policy on Withdrawals
      Murray said the plan was to delete the phrase “and the college dean” as this is inconsistent with forms and practice. Currently, only approval of the instructor and the department chair is required. This change will make policy comport with actual process. Opp added that late withdrawals do require the Dean’s signature.

M/S/P (Opp/Murray)
Passed unanimously.

7. From the floor
   Writing Skills Subcommittee is getting together. GE Subcommittee will meet next week. Carlos asked if the Senate website had been updated to indicate membership in subcommittees. Branstad said that the Senate would vote on subcommittees, and then he would update the list. Perry had an update on the issue of 5-week courses. He has been in communication with the Vice-Chancellor for guidance on this. Our 5-week courses appear to fit the definition of courses with “a non-traditional session”, i.e. they fall between the start and end of the term but would have a different census date. One option would be to report enrollment a second time, once for each census date. The concern is if doing so would change data that was reported initially but has changed since. This would not affect major enrollments but could add headcount and may change FTES. Perry is seeking clarification if entirely new enrollment data would need to be reported or if an addendum would be acceptable. Watnik added that he saw a webpage from Cal Poly SLO about having separate drop dates for five week courses.

8. Adjournment
   Murray