AMENDED
California State University, East Bay
Committee on Instruction and Curriculum
Minutes of the Meeting of 2015 January 05

Members present: Eileen Barrett, Brian Cook, Jennifer Eagan
Cristian Gaedicke, Jim Mitchell, Sue Opp, Nancy Thompson, Claudia Uhde-Stone
(Secretary), Jing Wen Yang, Mitchell Watnik (Chair).
Student representative: David Lopez

Guests: Sarah Aubert, Kyle Burch, Dennis Chester, Xinjian Lu, Sally Murphy, Glen Perry, Sophie Rollins, Angela Schneider, Jason Singley, Donna Wiley

1. Approval of the agenda
MSP Mitchell, Gaedicke

2. Approval of the minutes of 12/1/14
MSP Watnik, Opp

Mitchell requests to state clearly what CIC advises the Department of Communication to do in regard to their proposed revisions to the bachelor’s degree programs

Watnick: the Department of Communication should combine changes into one workable document, including a cover letter that spells out what the proposed changes are. The letter should also mention that these changes were initiated in response to their 5-year review recommendations.

3. Reports
a. Report of the Chair
All committees/subcommittees are meeting now.

b. Report of the Presidential Appointee
Opp asked CSU chancellor’s office for more information in regard to the task of making all online courses available to all CSU students, but was not able to get more information at this point.

Sarah Aubert: compiled list of courses that have been approved for online teaching, and works with IT to get a list of courses that are actually offered. Courses that have not been offered online should be looked at to get information if the online option can be discontinued. Some courses have never been offered online, and may not be expected to be taught online in the near future. To remove the “online option” of such courses should considerably reduce the articulation burden that comes with the offering of all online courses to all CSU students.

c. Report of University Extension
d. Report of Director of Semester Conversion (Eileen Barrett)

Steering committee has been assembled and will meet. Meeting time, location, and agenda will be posted on the Semester Conversion website: http://www20.csueastbay.edu/oaa/Conversion/index.html

Report of positive meeting with representatives of CSU Pomona, who state that their conversion to semesters goes well.

4. Old Business

a. Course numbering for semesters

Concern discussed last CIC meeting: 3-digit numbering limits numbers of courses

Glen Perry provided list with current numbering system.
Comment: List needs some clearing up to only include active courses

Question: Is there another way to indicate semester numbers without going down to 3 digits?
Possibly prefixes, a combination of 3 numbers and 1 letter.

Question: Should the steering committee take a look at this issue?
Barrett: it seems appropriate for CIC to discuss this topic, steering committee for semester conversion can step in when problems arise.

Suggestion: Could extension course use a general pre-fix?
Opp: not a good way to get around the problem, because extension uses a variety of pre-fixes.

Perry: we should clearly define numbers and categories; important for transfer students to have a numbering system that reveals the type of course

Barrett suggests CIC working group to work on these issues, revise draft, then bring back to CIC.
Members of this working group: Barrett, Watnik, Cook, Mitchell, Aubert, Perry

b. All online courses available to all CSU students

Not yet more information.
Opp suggests to find out how many courses have been approved, but never been offered online. These are good targets to consider removing the “online” option, to reduce articulation burden

MSP, Mitchell, Eagan
move to next meeting
c. Proposed revisions to the bachelor’s degree programs offered by the Department of Communication
OPP explains that START act also has to be considered. STAR SB 1440 act is designed to help students to transfer, based on a transfer model curriculum (TMC). When courses get added as in case of a new option, or removed, the result may not fit well with the TMC, thus would need presidents approval.

Eagan: everybody who has TMC (transfer model curriculum) will have to review this issue. However, it is not be objective of CIC to look if changes fit TMC. CIC’s focus should be the curriculum.

MSP Eagan, Mitchell
To suggest document revisions, and to move forward the two revised options to Senate (We need to specify that option C is not part of the approved package, but rather a new option, and as such needs to go through CAPR).

5. New Business:
   a. Request for the discontinuance of the certificate in Graduate Economics Studies

Associate Dean, Xinjian Lu explains why the certificate in Graduate Economics Studies should be discontinued,

MSP Eagan, Mitchell
To discontinue certificate in Graduate Economics Studies

b. Changes to the catalog concerning graduate students and academic probation/disqualification

Donna Wiley: Currently not clear that the GPA must include ALL units taken after admission into the master’s program.
Suggested changes to clarify this.

MSP Mitchell, Barrett
Several small changes were suggested for purpose of clarity
Strike “courses taken to satisfy prerequisites”
Change “subsequent” to “after” throughout

MSP Eagan, Gaedicke
Send document as amended to Senate,

6. From the floor
Bridget Ford, Director of University Honors Program
Explains proposed changes to the University Honors Program, in order to expedite CIC’s review of changes in 2015 Winter, Spring.
Change 1: Capstone course “Honors seminar” currently requires one day of service for Habitat for Humanity.
Suggested modification: preparation of a digital portfolio

Change 2: Very high number of contracts, with consistency difficult to ensure.
Suggested modification: a service learning class for all honors students, to bring honors students together. The class can be tethered to disciplinary interest.

The proposed changes would bring CSUEB honors program more in line with honors projects at other campuses.

Issues/advice from CIC members:
Honors “seminar” is unusual name for this type of capstone experience. Consider calling it “Honors Portfolio”.
Consider getting a prefix for honors courses

7. Adjournment
MSP Eagan, Mitchell

Respectfully submitted,
Claudia Uhde-Stone
2015, Jan 05