**AMENDED**

California State University, East Bay
Committee on Instruction and Curriculum
Minutes of the Meeting of 2014 November 17

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

Members absent:
Jennifer Eagan

Guests: Sally Murphy, Glen Perry, Sophie Rollins, Angela Schneider

1. Approval of the agenda
MSP Barrett/Mitchell

2. Approval of the minutes of 11/3/14
MSP Barrett/Gaedicke

3. Reports
Suggestion (by Barrett): to add report from Director of Semester Conversion (Eileen Barrett)

a. Report of the Chair
Some subcommittees have met and started to discuss change to semesters:
GE, Critical Thinking and Women

Not yet met, but will meet soon:
Critical Thinking Committee

b. Report of the Presidential Appointee
Opp:
i. AB-386, a new law, is coming soon (Fall 2015)
AB-386 requires that the CSU campuses coordinate their online course offerings.

Students will be able to enroll in online classes across CSU campuses. Enrollment does count for the school that is offering the course. Units count as residence units, even if students take them at another CSUEB.
Q.: Do students of the CSU offering the course get priority?
Opp: Not all guideline revealed yet.
Urgent: A List of all on-line courses offered needs to be made available by Jan 2015.
ii. Another system of course-coordination currently in use: Course Match
If a course gets approved by Course Match, 10 seats need to be set aside for students from other campuses.
The offering campus gets reimbursed for these students, but outside students do not count for enrollment numbers.

iii. On-line courses will expire when not taught for 3 consecutive years.
Q: how easy/difficult is it to find out if course has been offered on-line within last 3 years?

Watnik proposes to draft policy on on-line course expiration, based on current policy for regular courses, and to add item to next meeting agenda

**c. Report of Director of Semester Conversion (Eileen Barrett)**

CSU East Bay Semester Conversion Initiative

**Who We Are**

- leadership team for the conversion initiative with faculty members Eileen Barrett (English) and Jason Singley (Physics) as co-directors and Lindsay McCrea (Nursing) as associate director;
- appointed by Provost Houpis upon the advisement of the Executive Committee of the Academic Senate (Nov. 2014);
- [Conversion website](#).

**What We Have Done**

- begun to meet regularly on Fridays, 8:30-2-30 in the Academic Affairs conference room;
- reviewed CSU East Bay Conversion Reports:
  - February 2013 [COBRA report](#),
  - March 2013 [Bellone report](#);
- contacted members of conversion teams at [CSU Bakersfield](#) (conversion fall 2016), [CSU LA](#) (fall 2016), and [Cal Poly Pomona](#) (fall 2018);
- begun careful review of other CSU campus materials and of how they have structured their conversion process;
- scheduled a Dec. 4th and 5th visit to the Cal Poly Campus.
  - Dr. Francelina Neto, the director of their conversion process, is arranging for us to meet with the chair and vice-chair of their senate,
the students on the conversion steering committee, department chairs and faculty who have different perspectives, and the program manager of the conversion process. We will also meet with the Provost and VP for Academic Affairs.

What We Are Doing

- defining our roles and responsibilities as directors;
- working with Excom/Senate to design a conversion steering committee structure comprised of representatives from key constituencies;
- working with the Provost and VP Wells on budget and resources, including appropriate assigned time for faculty, staff support, and conversion office space;
- drafting timeline for the fall 2018 semester conversion;
- developing conversion principles and guidelines that include:
  - commitment to an inclusive faculty-driven process;
  - collaboration with our Academic Senate and the existing structures of shared governance--the Executive Committee, CIC, GE, FAC, and CAPR, as well as with the college and department curriculum committees;
  - inclusion of students (ASI) and staff throughout the process;
  - clear, open, and on-going communication;
  - focus on the needs of our diverse students, faculty, and staff;
  - opportunities for transforming curriculum, incorporating high impact practices, and improving student learning;
  - Infusion of our campus commitment to diversity throughout the process.

We understand that this is an enormous undertaking for the University. We respect the fact that there are pedagogical and learning benefits for both quarter and semester systems. We also acknowledge, as the President announced at convocation, that 109 of the 112 California Community Colleges are on the semester system. Eighty-seven percent of our transfer students are from these CCCs.

We have laid the groundwork for conversion with our Institutional Learning Outcomes and with our program assessment of student learning outcomes for WASC. We look forward to working with all of you to provide as seamless a transition from quarters to semesters as possible.

d. Report of University Extension

none
4. Discussion items

a. Course numbering for semesters
Watnik: Courses will change when converting to semesters, thus, we should consider changing course numbers. Unchanged course numbers imply unchanged courses. Currently, we have 4 digit course-numbers. 3 digit numbers with suffix would allow new numbering, but can relate to old numbering system.

Discussion:
- Barrett: quick survey supports this, other campuses have changed numbering.
- Consider if certain suffices should be reserved for specific types of courses (ABC… for course sequences, co-op courses, cap-stone courses)
- Letters may be a way to distinguish state-side and self-support (extension), latter could get an X, possibly start with X -> would clearly distinguish. But Cook (who was absent during this discussion) should be involved.

Suggestions:
Watnik suggest to move document forward, specify some rules.
Barrett suggests to look at some other CSU numberings for specifics.

b. Hold on graduation pending UWSR progress (see 2/3/14 CIC minutes, specifically 6f)

Writing Skills committee met and re-visited this issue recently. Apparently, issue was discussed in CIC previously, but CIC did not act upon.

Possible action:
to not allow students to file for graduation until they make progress toward writing skills requirement
Background: some students wait too long, particularly transfer students; can delay their graduation. Other schools even take a hold on registration

Q to Schneider: any administrative concerns?
Schneider: students may complain because delay could affect priority registration
Watnik: students just need to sign up for WST to remove hold

Pro: helps students to graduate in time
Con: more work for administration (students may call and complain)

MSP Opp/Carlos (passed):
Draft document as committee to move forward.

c. Semesters
see: Funding for CIC (12-13 COBRA 2)

Funding in form of release time will be available for CIC members to support extra work during conversion to semesters.

Discussion:
3 courses/2 years, or 2 courses/3 years, or spread un-even over the next 3 years?

15/16 may be year of heavy curricular work for CIC
17/18 year of articulation

5. Adjournment
MSP Mitchell/Carlos

Respectfully submitted,
Claudia Uhde-Stone
2014, Nov 17