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

Members absent: Jim Mitchell

Guests: Balvinder Kumar, Glen Perry, Mark Robinson, Sophie Rollins, Jason Singley, Donna Wiley

1. Approval of the agenda
MSP Barrett, Thompson

2. Approval of 2015Mar02 minutes
MSP Barrett, Gaedicke

3. Reports
   Report of the Chair
   Writing Skills sub-committee will meet soon (Thompson agrees)
   Opp: Can the Chair of the Writing Skills sub-committee be asked to notify all members?
   Rollins agrees to send an e-mail in this regard to the Chair of the Writing Skills sub-committee; she notes meeting information is also available on the Senate calendar

   Report of the Presidential appointee
   None

   Report of University Extension
   WASC is coming; meeting in preparation for this will take place Mar 17 and April 2nd.

   Report of Semester Conversion
   Recent productive and informative meeting with Cal State LA. Topics included: advising, admission, People’s Soft. The meeting included meeting with chancellor’s office. Next Semester Conversion Committee meeting will be held Friday, March 20. Other meetings that are planned will focus on the discussion of “time modules”.

   Thompson: particular issues that were discussed?
   Barrett: General education, funding, complains about the “top-down” process
Singley: problems at CSULA included bypassing of academic senate, grievances regarding funding. We (CSUEB) are taking action to have a funding structure that is appropriate.
Dobb: interesting difference: curricular changes at CSULA are decided on CIC level, do not need to go through Senate
Watnik: something we may want to discuss

4. **Old Business:**
   a. **Course numbering for semesters**

   MSP Opp, Thompson
   Motion (as amended) to limit complexity of document (CIC 10). Include only 2 postscripts: “L” for lab, and “Y” for activity (postscript restriction: “L” only for courses C15, C16, and “Y” only for courses C7-14). Remove the extension reservation of 700 and possibly 900; labs and activities will have to be designated with “L” or “Y”, respectively.

   MSP Thompson, Eagan
   Friendly amendment of above motion: use numbering system to also distinguish lower and upper division courses

   MSP Eagan, Thompson
   Second amendment of above motion
   Labs and activities will have to be designated with “L” or “Y”, respectively

   MSP Thompson, Barrett
   Moving forward with amended numbering system

   **Discussion**
   Watnik describes suggested numbering changes (postscripts etc.)
   Opp: What are studio courses? Let’s visit the “The CSU Course Classification System and Faculty Workload Formula”, go to:
   [http://www20.csueastbay.edu/academic/colleges%2Dand%2Ddepartments/apgs/cpm/appendices/class.html](http://www20.csueastbay.edu/academic/colleges%2Dand%2Ddepartments/apgs/cpm/appendices/class.html)
   Opp explains current course classifications.
   Watnik: Studio courses may refer to activities associated with a lecture, similar to associated labs. An example would be a ceramics art activity.
   Opp: It does make sense if activity courses have a numbering that makes activities recognizable. On the other hand, she warns to move too far from current numbering system, because the system is rather complex.
   Singley: How about reserving “L” for lab, “X” for extension, move forward to get some work done, and then revisit such issues such as “studio learning” later.
   Opp: We will still have the problem of not enough courses for extensions. Can we wipe out the 700 and 900 courses, to increase available numbers? No other campus
seems to use numbering system to distinguish extension courses. The “X” letter should be sufficient to indicate extension.
Cook: Suggests starting with developing a University numbering system, and then adapt Extension to this system.
Kaur: Problem, extension course can have a lab component, and would need “X” and “L”.
General agreement that this can cause additional complications.
Cook points out one major change, current 8000 level courses will become 700 courses.
Eagan: We should avoid letters that are associated with GE designations.
Opp: Will the use of postscripts L and Y be mandatory to designate labs and activities?
General agreement that this should be mandatory.
Opp: Would the same course have an X in the number when offered via extension. or X when it is ONLY offered by extension?
Several options were discussed

5. New Business:
a. Request for the discontinuance and revision of the options in Liberal Studies B.A.
MSP. Thompson, Barrett
Moving forward with request for the discontinuance and revision of the options in Liberal Studies B.A.
Thompson explains: option is currently extremely complicated. Effort to streamline and reduce units.

b. Procedure for Handling Pilot Programs’ Migration to Permanent Status
MSP Carlos, Yang
After 5 years, program needs to go through approval process. New problem, CIC will have to agree on a procedure how to handle pilot programs that complete the pilot stage. Question: who is responsible for approval, CAPR? CIC? Both?
Opp: needs to be in compliance with chancellor’s office requirements. Document that Chancellor’s office has specified requirements, including a comprehensive assessment plan, that can be found at: [http://calstate.edu/app/program_dev.shtml](http://calstate.edu/app/program_dev.shtml)
Yang: Expresses concern how semester conversion will affect this process.
Watnik: we should make a policy for pilot programs: is approval at beginning of pilot program enough?
MSP Eagan, Thompson: proposing to create a policy to revisit pilot courses after completion of pilot phase.
Watnik agrees to re-write the corresponding document and present to CIC at next meeting.
6. Adjournment
   MSP Watnik, Carlos

Respectfully submitted,
Claudia Uhde-Stone
2015, Mar 16