**AMENDED**
California State University, East Bay
Committee on Instruction and Curriculum
Minutes of the Meeting of 2015 March 02

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

Members absent: Andrew Carlos,

Guests: Sarah Aubert, Linda Dobb, Sally Murphy, Glen Perry, Sophie Rollins, Angela Schneider, Jason Singley

1. Approval of the agenda
MSP Mitchell, Gaedicke

MSP Barrett, Eagan
To move agenda item “5f” (Cultural Groups of Women) up, before approval of minutes

New Business 5f. Cultural Groups and Women Subcommittee’s Proposal for re-envisioning the Cultural Groups and Women’s graduation requirement in the context of semester conversion

MSP Opp, Barrett
Move 5f to GE subcommittee

2. Approval of the minutes of 2015Feb18
MSP Opp, Eagan

3. Reports
a. Report of the Chair

Please respond and encourage friends to respond to GE subcommittee survey

MSP Eagan, Thompson
Referral from CIC to writing skills subcommittee: how to handle courses that may fulfill writing skills requirements, but have not been approved for such. Writing skills committee will be asked to develop policy on how to approve such courses for writing skills requirement.

Eagan: Suggestion to meet on Mar 16; quorum seems possible.
b. Report of the Presidential appointee
Opportunities report:
1) About developing curriculum revision guidelines for semester conversion.
2) Moving ahead with catalogue and curriculum software.

c. Report of University Extension
none

d. Report of Semester Conversion
Singley: Policies acknowledging semester conversion should be established, including policies on new classes, changing classes, course numbering. These policies could outline which revised courses need to go through CIC, and which courses may not.

Opportunities: Important point, to address workload considerations. Questions that need to be addressed:
- Who needs to see and approve courses
- What could be done to streamline approval

Watnik: CIC members should be on departmental committees, so that the different levels of discussion stay connected.

Opportunities: Would be a lot of responsibility for 1 person to stay on both (college and departmental) curriculum committees.

Watnik: Release time
Singley: No release time planned for CIC next year (but the following year); workload will be high.

Mitchell asks for clarification of workload release time. Singley explains that Chair of committees have to request release time if workload is expected to be higher than usual.

Watnik suggests for agenda of next meeting: discussion of mechanism how to approach course approval process for semester conversion.

4. Old Business

a. Course numbering for semesters
Opportunities: Suggests smaller group to work on this issue; concerned that 3-digit numbers may not be sufficient. More discussion with experts needed.

Eagan: Suggests a simulation to check if the 3-digit numbering would work or not.

Cook: Extension would be following what the institution is doing. Question: is it possible to change from 4 to 5 digits?

Perry: Technically not possible

Opportunities: 5-digits would make us an outlier. Teacher-Ed may need multiple pre-fixes.

Thompson: Suggests to change pre-fixes, instead of number digits.

Other suggestions: change current courses (won’t work, because we can’t change transcripts; sub-prefixes…)

Opportunities: We need a task force to work this out
Cook: recommends to first solve numbering on institutional level, then adapt for extension
Barrett: other campuses converted to semesters, using 3-digits
Opp: solution to make 3-digit numbers work: more prefixes
Who wants to be on the task force?
Opp, Aubert, Schneider…

5. New Business:

a. Graduate Residency Requirement
MSP (amended) Barrett, Opp
Making residence units proportional to size of the program (at least 70%). Programs can set a higher residency requirement.
Perry: concern in the definition of residency unit.
Clarification should be included: Special sessions are residence units, but open university are not.

MSP Opp, Barrett
Amendment: “Courses offered in special sessions are considered residence units. “

b. Minimum Course Grade Requirement for Master’s Programs
MSP Opp, Barrett
Move document forward

c. Graduate Academic Probation and Disqualification (referred back to committee by Excom on 2/10)
MSP Opp, Barrett
Language has been sufficiently clarified; move forward

d. Request for the discontinuance of the option in Liberal Studies B.A.
MS Eagan, Thompson, withdrawn
Discontinuance of options

Thompson gives background: changing names from “pathways” to “options”
Dobb: CAPR approved discontinuance of options, but did not discuss new options
Watnik: suggest to not move forward with discontinuance, until new option gets approved
Eagan: needs to return to CAPR
Watnik: send back to CAPR

MSP Eagan, Mitchell
Send item back to CAPR to revisit; request to revise. Provide CAPR with an accompanying document that shows that resource allocation changes are involved
e. Thesis Committee Requirements
Watnik: currently no rules who can sit on a thesis committee
Barrett: concern about language in new document, implying that students can decide on committee.

MSP Barrett, Thompson
Language should make clear that it is the Chair of Committee, with approval by graduate coordinator, who establishes committee of agreeing faculty in consultation with students.

MSP Opp, Thompson
Chair should be tenured or tenure-track. 2\textsuperscript{nd} person generally tenure/tenure-track (exceptions can be made). 3\textsuperscript{rd} person can be adjunct or off-campus.

MSP Yang, Thompson
Rather than student responsibility, it is Committee Chair or Graduate Coordinator’s responsibility to find suitable replacement

6. Adjournment
MSP Barrett, Mitchell

Respectfully submitted,
Claudia Uhde-Stone
2015, Mar 02