California State University, East Bay  
Committee on Instruction and Curriculum  
Minutes of the Meeting of 2015 April 6

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

Members absent: Brian Cook, Jennifer Eagan

Guests: Sarah Aubert, Endre Branstad, Kyle Burch, Glen Perry, Sophie Rollins, Angela, Schneider, Jason Singley, Donna Wiley

1. Approval of the agenda  
MSP Barrett, Mitchell

Comments:  
Barrett: suggests for the future to clearly indicate changes within documents  
Opp: requests to move points 5 b, c, d up in agenda

2. Approval of 2015Mar16 minutes  
MSP Barrett, Carlos

3. Reports  
Report of the Chair  
Writing Skills sub-committee met last week; will send a recommendation of writing skills requirements in semester. We can anticipate an allowance for undergraduate and graduate classes within the major to fulfill writing skill requirements.  
Graduate Advisory committee met just before CIC meeting, but did not have quorum.

Report of the Presidential appointee  
Bill AB 386: by the beginning of the 2015–16 academic year, students enrolled at a CSU campus can enroll in online courses available at other CSU campuses.  
Opp asked CSU chancellor’s office for more information in regard to the task of making all online courses available to all CSU students, and received information:  
We will have to submit syllabi for all scheduled online courses starting Fall 2015

Discussion  
• Kyle Burch (Articulation Officer) will need all syllabus information, including prerequisites.  
  o Mitchell: suggests to use syllabus template (use in the past for accreditation)  
  o Schneider mentions that there is already a mechanism in place to help with this
Burch: TES Transfer Evaluation System will handle syllabi; this system is already used for articulation.
Opp: there may be templates available for intermediate length: shorter than a syllabus, but longer than course description.
Burch: contact person with department is Chair, so syllabi should go through Chairs.

- Any class listed “on-line” has to be completely on-line.
- It will be clear to University and Instructor if student takes class via AB 386 or coursematch.
- Courses will be posted on a “public-facing” database.
- Wiley: Is there a specific date for registering for courses via Coursematch? It should be later than registration for transfer students, to make sure that all transfer students get a chance to enroll.
  - General agreement to have registration parallel to open U students

WASC report
- Reception and poster sessions to celebrate CSUEB
- Faculty are invited to come and make comments (no WASC representatives present)

**Report of University Extension**
WASC is coming;
Meetings in preparation for this will take place Mar 17 and April 2nd (multipurpose room).

**Report of Semester Conversion**
Barrett:
“By now all department chairs should have received their budget information packets. Semester Conversion Curriculum Revision Budget, the Budget spreadsheet, and the information about implementation plans.
AVP Dobb arranged for an advising forum on semester conversion, and Barrett presented information to the approximately 50 of our academic advisors from AACE, GE, EXCEL, EOP, College Center Advisors and others. We discussed the Pledge to our Students and the Individualized Advisement Plans that will be necessary.
Semester Conversion Steering Committee met on Friday. We approved the structure for subcommittees, which will include Administrative Services, Co-curricular Activities, Communication, Faculty Development, and Student Advising subcommittees.
We approved Questions and Answers for Faculty; we’re working on Questions and Answers for Staff and for Students. We’re posting these on the Semester Conversion Website.
At their last meeting FAC approved a prototype for the semester conversion 10 year calendar, which Michael Moon is presenting to Excom on Tuesday.
The directors are working on facilitating discussions among departments regarding service courses and other overlapping courses.”
Singley:
Requests to go online> csueastbay> excom> Feb 24th agenda: referral to CIC committee
2 issues:
1) course numbering
2) when do CIC and CAPR need to review new course requests with semester conversion; we will have thousand or more course proposals
Does CIC feel a need to modify the current Senate policy, to decide what will need to be reviewed, what not? Without such revision, it will be APGS to decide what goes through the Senate.

Opp: strongly recommends for CIC to revise policies, rather than letting APGS decide what goes through Senate.
Watnick: proposes to place this item under “New Business” in agenda of next CIC meeting. No objections.

4. Old Business

a. Procedure for Handling Pilot Programs’ Migration to Permanent Status

MSP Opp, Mitchell
to use Opp’s revised document 14-15 CIC 25 (handed out) as working draft

Background: first pilot program is ready to become permanent. We will have to decide “what are the rules”

Opp: already rigorous review process in place; pilot programs can be shut down
No external accreditation
Before the fifth year: pilot program need to fill out a form and goes through external review.

5. New Business:

a. GE Course Approvals

MSP Opp, Thompson
GE document 14-15 CIC 30 attachment is missing in the agenda link

Discussion
Technology is currently not in place to do equivalent oral communication in on-line as in a classroom setting. In future, video chats and similar technology may be used to fulfill oral communication requirements.
Thompson: would like to see the documents. Do they have a writing component?
Concern: large class size, but there is no course cap on lower division GEs

MSP Thompson, Mitchell
Move item to next CIC meeting to include the GE documents

b. Development of catalog policy to challenge courses
Opp: Background on the mechanism of challenging a course: allows students to take the final exam early, if passed, student gets credit for the course
Problem: Letter from Chancellor points out:
- Students should not need to register for a course to challenge the course.
- should not generate FTS
We need to develop procedures/have a general policy how to handle the challenging of courses.
Options:
- Blank reject: can’t do any challenge,
- Some courses may get challenged
- Final may have to be taken at same time

Singly: in catalogue, challenging a course is described as a more ambitious task with 3-6 hours examination that can include oral examination

Opp: how to handle lab courses? Those should probably not be challenged
Schneider: If students are not enrolled, how to document grades?
Barrett: Engl 1002 is frequently challenged
Barrett suggests to look at other campus to model best practices in course challenging
Opp: will send an email to office of the chancellor to request more information

MSP Opp, Barrett
to collect more information on course challenging and move item to next meeting

c. Co/Prerequisites Policy
Background: This document lists Peoplesoft-enforceable criteria to determine what courses fulfill prerequisites

Discussion
Thompson: suggests some clarifications
Opp: instead of “course” make it “previously taken course”
also: clarify difference between pre-requisite and co-requisite:
“courses prerequisites and/or co-requisites must be specified according to the following criteria”
or
“Peoplesoft can identify these fields for prerequisites”
Perry explains difference between prerequisites and restrictions:
Prerequisites have to do with the coursework an individual had, restrictions restrict numbers for a particular course. Prerequisites are catalogue-listed, restrictions are added to a course.
For prerequisites that can not be easily implemented by Peoplesoft, the default will be “instructor approval”.

Barrett: is this document policy, or is an informational item to list what Peoplesoft recognizes
Watnick: this should be a policy, so we use prerequisites that can actually be enforced

General agreement to re-visit item for further discussion

6. Adjournment
MSP Mitchell, Carlos

Respectfully submitted,
Claudia Uhde-Stone
2015, Apr 6