**APPROVED**
California State University, East Bay
Committee on Instruction and Curriculum
Minutes of the Meeting of 2015 May 4

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

Members absent: Brian Cook,

Guests: Sarah Aubert, Julie Glass, Glen Perry, Sophie Rollins, Jason Singley, Lindsay McCrea, Mark Robinson

1. **Approval of the agenda**
   MSP Barrett, Mitchell

   MSP Barrett, Mitchell Amendment:
   to move Old Business items c and d earlier on the agenda

2. **Approval of 2015Apr6 minutes**
   MSP Barrett, Carlos

3. **Reports**

   **Report of the Chair**
   Graduate committee will not meet this year.
   How about Committee on Culture groups?
   Barrett: will meet this Wednesday; plans to meet with campus sustainability group.
   Will soon meet with GE committee to present proposal.

   Donna Wiley will be new presidential appointee (replacing Sue Opp).

   **Report of the Presidential Appointee**
   Wiley: good presentation from Acalog and Curriculog representatives. Programs appear very user-friendly. “Kick-off” meeting next week; will be moving toward implementing this software as fast as possible.

   **Report of University Extension**
   Not present

   **Report of Semester Conversion**
   Barrett:
The Steering Committee met on Friday, and our meeting included a presentation of Curriculog and Acalog. Those who attended were impressed by the product but concerned about the timeline for implementation. We’re hoping that APGS can work with the vendor to speed-up the process or at least develop a template for the materials that eventually will be uploaded to the new system.

Donna Wiley is the interim AVP for APGS and we have invited her to serve on the Steering Committee.

A group of us from East Bay—Mitch Watnik, Donna Wiley, Provost Houpis, Linda Dobb, Rhonda Johnson, Angela Schneider (registrar), Amanda Segura (Enrollment), Darrell Haydon (Finance), Borre Ulrichsen (IT), Glen Perry and I attended the knowledge sharing semester conversion session organized by the CO on April 29th. All five converting campuses were represented—Bakersfield and LA (2016 schedule) provided overviews, best outcomes, as well as challenges and concerns. We worked in groups with colleagues on all major aspects of conversion—advising, financial aid, administration, communication, curriculum, registration and enrollment, and IT. Our colleagues at Pomona are still about 6 months ahead of us, although we are catching up. All campuses developed methods for streamlining the curricular review process without compromising faculty governance. I was confused by the messages from the Chancellor’s Office, especially about budgets.

The departmental budgets and implementations were due in college offices on Friday. We hope to have these reviewed by Deans and Provost in time to allocate funds by June 1st.

Eagan: would like to know from the Chancellor how much money will be devoted toward semester conversion, and what the budget will be.

Singley notes his impression that at this time, neither the president nor the chancellor will know the costs of conversion. They are waiting for a concrete budget, which will become public.

4. Old Business
   a. Co/Prerequisites Policy
      MSP Wiley, Gaedicke
      To approve the document

      Perry: if student is enrolled in course with prerequisites, system could notify instructor before end of add/drop period. After notification, either instructor decides, or computer.

      Watnik: What about department-specific restrictions? For example, a department may not allow to take a class on undergraduate and graduate level.
      Perry: if both courses are CSUEB courses, this could be done as a credit restriction.
Wiley: this restriction should block students from registering the class, not later.
Perry: it may not work at the registration level.
Wiley: in that case, registration restriction language could be added to the catalog.

Yang: should the language “prerequisite or instructor’s permission” be included?
Watnik: not necessary, because “instructor’s permission” is always an option.

b. New Course Request Form Policy
   MSP Barrett, Mitchell, amended
   Approval of document

   Amendment Wiley, Eagan,
   Instead of footnote 4 include: ”or autoarticulation for quarter to semester”

   Clarifications:
   cross-listing: same course offered by different departments;
   dual listing: same course offered as graduate and undergraduate course

   Wiley: let’s wait to know more about the new software requirements
   Barrett: worried about faculty who already is working on these forms
   Wiley: staff from my office can help faculty in that position to fill in some more
   boxes if necessary
   Eagan: some language could be included stating that some additional information
   may be required by upcoming software
   Wiley: in 2017-18 make sure that you only offer the first course of a sequence in Fall,
   so students don’t get “trapped”.

c. GE Model for Semester Conversion
   MSP Eagan, Barrett
       Sending to Academic Senate

   Thompson: concerned about minimum 3 unit courses, because many science courses
   may be more than 3 units.
   Eagan: there are exciting aspects in the GE conversion to semesters, but there will
   also be some loss. Keeping units at a minimum was an important aspect in the
   conversion proposal.
   Watnik: This committee should revisit the question once we know if there are
   enough 3 unit courses, or not.
   Eagan: yes, this is a proposed model, changes are possible.
   Vickers: we don’t know how this may affect certain majors. Could there be room to
   make exceptions for some majors.
   Glass: STEM majors may be close to the 120 units. These majors likely prefer small
   GE unit numbers.
   Watnik: there has to be a possible path to stay under the unit requirement. If a
student chooses, the student can decide to take a higher unit course.

d. Curriculum Conversion for Semesters
   MSP Gaedicke, Barrett
   Approval of document in its current state

   Some discussion:
   Yang: Will the process on the College Curriculum Committee level be transparent?
   Wiley, Singley: yes, once we implement Acalog, Curriculog.
   Watnik: until then, such information is posted via Sharepoint

   MSP Yang, Thompson
   To put discussion on conversion of 3 quarter course sequences to semesters onto
   agenda for next meeting

e. Online Hybrid Policy
   MSP Mitchell, Barrett
   Send CIC 38 to Senate

f. Ethnic Studies 3557 as a C4 General Education Course
   MSP Barrett, Eagan
   Approved; send to Senate

   Wiley: These guidelines are meant as suggestions. The purpose is to streamline
   information and make it consistent across catalogue

  g. Guidelines for Master’s Program Conversion from Quarter to Semester
   MSP Wiley, Gaedicke
   Approved; send to Senate

   Wiley: These guidelines are meant as suggestions. The purpose is to streamline
   information and make it consistent across catalogue

h. Development of Catalog Policy for Challenging Courses
   Our current policy on challenging exams is not in compliance and thus needs to be
   revised. Wiley sent the San Jose State policy on challenging courses as a guideline
   how we may adjust our language.
   Possibly meeting with some CSUEB departments that have higher frequency of
   challenging a course. The passed class needs to get on the transcript, but there can
   not be FTS counted for the faculty. The course should count
   • for GPA
   • as resident units
   • toward graduation

   Students will register for a “ghost class”, so the course will appear on their
   transcripts.
   We could state in our policy credit/no credit (many campuses do that) or letter grade.
   We can also determine when to administer the course.
We could also determine whether a reasonable administering fee should be charged (some campuses charge $100).

Eagan: A note should be send out to Department Chairs to point out that this is up to the departments; nobody is required to do this.

MSP Eagan, Barrett
To contact Kinesiology, Modern Languages and Literature, Music, English, Library; put on agenda again for next meeting.

5. **New Business**
   a. **Infrequently Offered Courses memo from APGS**
      MSP Mitchell, Carlos
      Sent to Senate for information

6. **Adjournment**
   MSP Mitchell, Carlos

Respectfully submitted,
Claudia Uhde-Stone
2015, May 4