Committee on Instruction and Curriculum  
October 19, 2015  
AMENDED Minutes

Attendees: Eileen Barrett, Luis Cardenas, Andrew Carlos, Brian Cook, Farnaz Ganjeizadeh, Pablo Garnica, Arnab Mukherjea, Nancy Thompson, Jing Wen Yang, Mitchell Watnik, Donna Wiley (Presidential Appointee)

Absent: Jim Mitchell, Enrique Salmon, Joy Vickers

Guests: Glen Perry, Angela Schneider, Julie Glass, Jesus Diaz Caballero, Margaret Rustick

Call to Order: 2:01 PM
1. Approval of the agenda  
M/S/P - Garnica, Cardenas
2. Approval of 10/5/15 minutes  
M/S/P - Garnica, Barrett
3. Reports  
   a. Report of the Chair  
      ● Excom didn’t get to 15-16 CIC 1, will get to it tomorrow.  
      ● Undergraduate subcommittee - need to get that approved before they can meet  
   b. Report of the Presidential appointee  
      ● Currently busy with assisting programs with conversions.  
      ● Small but enthusiastic attendance for workshops.  
      ● Draft of Curriculog 28th  
   c. Report of University Extension  
      ● No report, other than moving to new building on the weekend of November 7th  
   d. Report of Semester Conversion  
      ● Task Force on Time Modules will be convened by Hedrick  
         ○ Charge - look at diff campus schedules of time modules and come up with proposal for campus  
         ○ Ganjeizadeh possibly working with students to create a model  
      ● Interim provost sent out message about 3 or 4 units. Not as a mandate - provided helpful information for departments that are in the process of making that decision.  
      ● At steering committee meeting, discussion about proposal to change summer from leading to trailing term for the purposes of financial aid. Both the Bakersfield and LA campuses are making this change for the conversions to semesters.
4. 15-16 ASCD 5: Registration Calendar for Semesters  
   ● FAC developed calendars for the 10 years after conversion and referred to CIC to look at Add/Drop periods, registration terminologies, etc.  
   ● Currently, students can add with permission one day longer than they can drop. And there is no consistent way in how campuses determine the add/drop deadlines
● Issues up for discussion
  ○ Do we want add/drops on same day?
  ○ How deep into the semester do we want to go?
  ○ Open University - what is there add period?
    ■ Will there be a hardship for departments if OU students enrolled first day?
    ■ Any departments that will be crowded out by OU students?
● Call it Add/Drop Period, then specify the date for when Permission Numbers are required
● M/S Thompson, Garnica - That Add/Drop period be moved to ten instructional days, as opposed to fifteen days (summer will be separate, as to take into account short sessions)
● M/S Wiley, Thompson - That Open University enrollment starts at first day of instruction, and end at Add/Drop deadline
  ○ Amended from first to third - MS Wiley, Cardenas
  ○ M/S/P - Garnica, Mukherjea - amend to fifth day of instruction.
● Discussion
  ○ Stateside students may be crowded out by Open University students, but they should be protected by permission numbers
  ○ Faculty need time to process the stateside students before Open University students
  ○ Issue with exchange students trying to get into the class and not being able to
  ○ Possibly solution - tell Open University students they can only enroll with a permission number, but not possible since it's all or nothing for the course - either all students enroll with permission numbers or none at all
  ○ Possible solution - all enrollment at the start of school is by permission numbers
    ■ MS Wiley, Thompson - After the sixth day of instruction, permission numbers are required to enroll in courses
● M/S/P - Wiley, Carlos. End discussion until next meeting when we have a draft to look at
  ○ Barrett, Carlos, Schneider will work on a draft

5. Subcommittee appointments for: ALS, WSS, Undergrad Programs
● WSS: None from CSCI or CEAS
  ○ Nancy from CLASS. Wang from CBE
● ALS:
  ○ Murray (CSCI), Wright (CEAS), Yang (CBE), Soules (Library), Escobar (Bookstore), Lewis (Duplicating)
● Graduate Programs:
  ○ Wiley will contact previous members

6. Recommendations for University Writing Skills Requirement in Semesters (from WSS)
● Information Item
● First draft came through in May.
● Spoke with GE Subcommittee last week
• The goal is to get students writing skills assessed sooner so that they can get the support they need and to expand opportunities for students to clear the UWS Requirement
• Discussion about Second Tier Courses (Instruction in a thesis driven)
• Possible ways to evaluate writing skills - WST or Portfolio review
  ○ Issue - Getting portfolio courses in each major may be difficult, so many majors
  ○ WST will never disappear
  ○ Eng 3000/3001 will still exist.
• Focus of Writing Skills Subcommittee is the first level of assessment
• Why is this requirement being enforced at the last possible moment?
  ○ Peoplesoft didn't have an idea of who needed to take the WST. Now its much more automatic. A lot of students that PeopleSoft thought did not satisfy WST but did, and vice versa.
  ○ CIC during 13-14 put into the books - that you can't file for graduation until you have WST cleared.
    ■ If done correctly, this will force students into the process of the WST in their Junior Year so that if they can write then they're done. If they don't pass, then they get the feedback
  ○ Students are not willing to start the process.
• Why does the system require 90 credit units?
  ○ Goal is to keep is as a Rising Junior exam.
  ○ Is it an exit exam or is it a formative exam to help students before they graduate?
• There will be follow up with other CSUs for administration of the University Writing Skills requirement process

7. Requests for discontinuance
• Request for discontinuance of Social Services Option in Sociology BA; effective Fall 2016 but won’t be reflected as such until the 17-18 catalog
• Request for discontinuance of the Organizational Communication Certificate
• Request for discontinuance of MA in Geography
• Request for discontinuance of MA in Anthropology
• M/S/P - Barrett, Mukherjea. One abstain. That all Request for Discontinuance be approved.

8. Adjournment
• M/S/P - Wiley, Carlos

9. Dismissal - 3:59 PM

Submitted by Andrew Carlos, Secretary