Committee on Instruction and Curriculum  
October 5, 2015  
AMENDED Minutes


Guests: Glen Perry, Angela Schneider

Call to Order: 2:02 PM

1. Introductions
   Enrique Salmon originally elected for Fall 2015. Will serve for the entirety of the year.

2. Approval of the agenda
   a. M/S/P Barrett, Thompson
   b. Amendments:
      i. Barrett moves to move up Business Items C and D (Freshman Year Experience and GE Overlay docs) to the top of the agenda as they are important for Semester Conversion. Seconded by Mitchell.
      ii. Wiley moves to move up H (Discussion of catalog listing a minor as having 24-48 units in relation Semester Conversion) after GE Overlay docs). Seconded by Barrett.

3. Reports
   a. Report of the Chair
      i. Presented report from last years CIC.
      ii. GE subcommittee has already met this year. Chair - Glass, Secretary - Watnik. They will be meeting opposite Mondays of CIC and 4-6 pm the Mondays that CIC meets.
   b. Report of the Presidential appointee
      i. Curriculum deadlines are approaching - there are lots of workshops available if assistance is needed on the forms. Check the Faculty Development and the Conversion website. Contact APGS if you have questions
   c. Report of University Extension
      i. Extension engaged in fitgap sessions and met with the Semester Conversion committee.
      ii. Went to Cal State LA and received materials that will help with planning.
      iii. Appreciative that it is a collaborative process.
Cardenas (from ASI) asks if there are students involved with the GE subcommittee and if not, can a student sit in on the meetings?

Watnik states that the Committee could vote to update the membership to include a student member.

d. Report of Semester Conversion
   i. Barrett states that Singley is now the interim Associate Dean for the CSCI. Will still be co-director for Conversion.
   ii. There are now three Executive Sponsors for Conversion: VP Chaw, Interim Provost Nelson and VP Wong.
   iii. Faculty Development Subcommittee held successful workshops over the summer with over 200 faculty attendees.
   iv. Administrative Support Subcommittee worked over the summer. Ginno and Barrett reviewed Senate documents to identify which documents needed to be updated for Semesters.
   v. Schneider and Singley worked on reviewing administrative documents, and then be sent out to various Senate committees to be updated.
   vi. Referral to Senate - task force will be formed to work on time modules for semester (Daily Schedules). Will have two students representatives.
      1. Ganjeizadeh asks if there will be a pilot
      2. Barrett states that it will be up to the task force - they will be provided models and will act accordingly
   vii. October 9 - first meeting of the Semester Conversion Steering Committee

4. Review of CIC Policies and Procedures
   a. M/S/P Wiley, Thompson
   b. Discussion about last years documents and how it will affect the work for the Committee this year.
   c. Discussion about the creation of an Undergraduate Programs Subcommittee.
      i. Watnik recommends setting up this subcommittee to make approvals process easier to deal with.
         1. Mitchell - will members get compensation. Barrett - there is compensation available
      ii. Discussion about what type of subcommittee: regular vs special vs adhoc
         1. Ganjeizadeh asks which type of subcommittee will get assigned time. Barrett - all of them are eligible.
         2. Thompson suggests the Committee create a special subcommittee, then renew after one year. Watnik points out
memberships expire after a year. Thompson asks if it’s possible to renew memberships as well.

iii. Watnik - who will be on the subcommittee? Wiley proposes that the make up be similar to Graduate Programs subcommittee.
   1. Proposed makeup: 2 faculty from each College, 1 Librarian, 1 APGS representative, 1 member of ASI

iv. Yang asks if there is enough funding. Barrett says yes, will double check.

v. Conversation moves on to time certain re: 15-16 CIC 3.

vi. Barrett says there is funding for 8 members. Wiley points out there are 16 faculty from the Colleges + 1 Librarian.

vii. Mitchell/Yang Motion - Inform ExCom that we are forming an Undergraduate Programs Subcommittee. Passed.

d. Discussion of subcommittee structure and procedures
   i. Watnik - courses currently need to go through multiple committee to get approval if seeking GE approval
      1. Proposal: GE subcommittee will handle all courses that are not connected to a major, but is required for Graduation.
   
   ii. Barrett points out that on other campuses GE is a separate committee and not as a subcommittee of a curriculum committee. Suggests that leaving them how they are now will be best for now.
   
   iii. Ganjeizadeh - how did Bakersfield organize themselves during conversion? Watnik - as far as students and faculty were concerned, if it’s not part of a major but required for graduation, then it’s General Education so GE dealt with all graduation requirements. Ganjeizadeh - If there is a gray area, then it’s GE.
   
iv. Discussion about GE requirements
   1. Glass - none of the overlays are part of GE, but the only things that are part of GE are those mandated by executive order.
   2. Thompson - proposal that we get rid of subcommittees and roll them into one? We can change the subcommittees and make it an overlay committee.
   3. Glass - can we propose a separate procedure while under Conversion? Barrett - Too much to change the structure now and we may find more reasonable options later on.
   
v. Watnik - GE subcommittee will be the body to deal with everything related to Conversion then? The other subcommittees will be for new proposal for now. Wiley - new course proposals are frozen. Watnik - except for emergency/timely proposals.
vi. Barrett - we should create a separate document. Should not be included in our policies and procedures.
e. Watnik - proposes removal of Subcommittee on Technology and Instruction. Haven’t met in years and CIC has at least one seat in ITAC.
   i. MSP - Mitchell, Barrett
f. Wiley - IV, Section 7. Updated wording to say “...preparation and routing of proposals”
g. Motion - Approved Policies and Procedures document with changes in IV and the removal of the Subcommittee on Technology and Instruction. Passed.
h. Vickers - clarification about procedures for approvals about Semester Conversion/New Courses

5. Old Business:
   a. 14-15 CIC 25: Procedure for Handling Pilot Programs’ Migration to Permanent Status
      i. MS in Accountancy currently exists as a pilot program, contingent on going through full procedure for approval at five year review. The issue lies in should they go through CIC for full approval as if they were a new program.
      ii. Thompson - pilot program can change its program over the course of five years. If there are major changes it should go through CIC. But if there aren’t it shouldn’t have to go through CIC.
      iii. Watnik - can amend to say CIC doesn’t need to get involved unless it has significant changes. Barrett - did Senate send back because they didn’t think CIC needed to be involved or did they say CIC needed to be MORE involved? Mitchell - Senate wants CIC to clarify role better.
      iv. Wiley - amend document to say CIC won’t play a role unless there are significant changes, as determined by APGS
      v. Motion - amend document to state that CIC won’t play a role in the procedure for pilot program migration unless APGS determines there are significant changes to the curriculum.
         1. MSP - Mitchell, Eileen.

6. New Business:
   a. 14-15 CIC 40: Freshman Year Experience Under Semesters
      i. MSP - Barrett, Wiley
      ii. Discussion
         1. Barrett states that we have a good model for curriculum and that our FYE is recognized nationally.
         2. Watnik - correction needs to be made Library 1210 is 2 units not 1.
3. Vickers - Will students still be required to take LIBY1210 in their sophomore year? Watnik - issues are still being addressed about learning outcomes for Area E - so still unsure about what will be required when.

4. Garnica - Freshman won’t be required to take a Library class in their first year? Carlos - Though there won’t be a formal Library class, the Library is currently working on becoming better integrated throughout the first year experience.

b. GE overlay docs
   i. MSP - Mitchell, Ganjeizadeh
   ii. Discussion:
      1. Document was amended to state that GE was responsible for developed SLOs for all three overlays

c. Discussion of catalog listing a minor as having 24-48 units in relation Semester Conversion
   i. MSP - Thompson, Wiley
   ii. Discussion:
      1. 15 -36 units for a Minor, with at least 9 units in Upper Division.
      2. Glass - concerns with Double Counting - discipline prefix units cannot double count. Thompson - issues with GE about what constitutes a “discipline”
      4. Motion - accept the numbers as the ones to use for Minors. Will put forward a document that just has the unit/number definition of a minor.
         a. MSP - Thompson, Salmon

d. 15-16 ASCD 3: Revision of 14-15 CIC 10 Course Numbering Regime Under Semesters Revisiting (3:15 PM time certain)
   i. Wiley - request that the paragraph describing the use of L and Y be struck from the policy
   ii. Discussion:
      1. Original concern was not having enough labels for courses - these concerns came from departments without lab classes.
      2. Concern about the use of postscripts being used for space utilization for classes and labs. It was pointed out that as long as departments are filling in their course descriptions correctly, then space will be allocated correctly.
3. Many other campuses use postscripts to clarify course relationships, which would benefit students in determining courses to enroll in.

   iii. Motion - to strike the paragraph regarding postscripts.

   1. MSP - Wiley, Barrett
      a. Abstain - Thompson

   e. Three quarter sequences- not addressed

   f. 15-16 CIC 2: Approval of COMM 2550 Queer Cultures: Knowledge and Literacy for GE D1-3
      i. MSP - Barrett, Carlos

   g. 15-16 CIC 3: Approval of GEOL 3080 Hands on Earth Science Lab for B6 GE
      i. MSP - Mitchell, Yang. Passed on to Senate.
      ii. Discussion history of course and it’s existence as a series. Partner courses from other departments (physics, chemistry, biology).
      iii. Seitz - courses are all taught at the same day and time since they bring in middle school students.
      iv. Conversation moves back to Undergraduate Programs Subcommittee

7. Adjournment
   a. MSP - Mitchell, Wiley

Dismissal - 3:58 pm

Submitted by Andrew Carlos, Secretary