Committee on Instruction and Curriculum  
November 16, 2015  
APPROVED Minutes

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

Absent: Pablo Garnica, Jim Mitchell, Joy Vickers

Guests: Glen Perry, Angela Schneider, Julie Glass, Sandy Claflin

Call to Order: 2:02 pm

1. Approval of the agenda  
   a. MSP Thompson, Ganjeizadeh

2. Approval of 11/2/15 minutes  
   a. MSP Thompson, Mukherjea

3. Reports
   a. Report of the Chair  
      i. CIC 4 passed  
      ii. GE is meeting weekly - Area E will be discussed  
      iii. WSS convened - still needs a representative from CEAS  
      iv. ALS was convened - still needs a representative from CLASS  
      v. Grad Programs hasn’t convened, but hope to Winter Quarter
   b. Report of the Presidential appointee  
      i. Took ownership of Curriculog on Friday  
         1. Working on training materials  
         2. Visiting CSCI on Thursday, CEAS on Monday  
         3. It'll be a few weeks before Curriculog is ready for everyone to work in  
      ii. Hiring Part time employee - main job is to put all paper proposals into Curriculog
   c. Report of University Extension  
      i. Moved into new space  
      ii. Interested in how course numbering will work out during semester conversion - 100 course numbers may not be enough.

   d. Report of Semester Conversion  
      i. The College of Science has approved 50 courses so far; the College of Business and Economics approved three of their six programs. Progress is being made. APGS will demonstrate the
Curriculog to the curriculum committees, beginning new week on Monday for CLASS and Thursday for CS.

ii. Veronica Salvador has joined the semester conversion project as a Co-Project Manager with Glen Perry. We now have a timeline for creating a degree audit for our quarter system; our next step is to create the timeline, which will overlap, for the semester degree audit system.

iii. We are in the final stages of preparing the overall budget for semester conversion. We've had the timeline and budget for the academic side in place for some time. But we've been waiting for the Fit Gap analysis of our administrative and IT side of the campus. Glen has been working with the CO on this project. The consultants provided final reports in these areas: Admissions, Student Financials, Financial Aid, Student Records, Transfer Credit, Academic Advising, Academic Structure, and Technical Support.

iv. Degree Audit
   1. Taking our curriculum and showing students exactly what course they need to take to complete their program, degree requirements, and GE requirements.
   2. When departments submit their road map, it creates a degree audit within PeopleSoft that allows us to create individual advising plans for each student

4. Old Business:
   a. Development of catalog policy for challenging courses
      i. MSP Wiley, Barrett
      ii. Many CSUs have Credit by Exam policy that are out of compliance with system policies
         1. Students should not generate FTEs for the exam
         2. Didn’t want students to have to pay the fees for the class
      iii. Acronym CBE might throw people off on campus - change to Credit by Exam
      iv. Determination for AP, IB and CLEP equivalencies
         1. Will be updated by the GE office - by contacting the different departments.
         2. Amendment - Course equivalencies shall be determined by appropriate departments, consistent with chancellor's office policy.
   v. Amendment: Strike the first paragraph, and move the comment regarding Graduate Level courses to end of the document
vi. Amendment: Take out reference to schools

5. New Business:
   
a. Request for approval of New Certificate: LVN Certification Program
   i. MSP Barrett, Willey

b. 15-16 CIC 7: Approval of D1-3 GE designation for FIN 2300: Personal Financial Management
   i. MSP Thompson, Cardenas
   ii. Note - subject line in agenda is wrong - works for B4
   iii. Never sent to CIC or Senate
       1. Already running, will let it go forward and the GE subcommittee had a serious discussion about it.
       2. Likely to try to put out a rule that a course cannot have two DIFFERENT areas of coverage

c. Online/Hybrid course modification request: POSC 3441 Constitutional Law: Governance
   i. MSP Barrett, Thompson
   ii. Faculty member has completed Quality Matters program and has a background in hybrid teaching. Treating this course as a test for when it converts to Semesters

d. Sankofa Scholars Program discussion
   i. Program for African American Transfer students - acts as a Mini cluster for these students that satisfies upper division GE requirements
   ii. Program does not need approval - intended as an information item.
   iii. GANAS is analogous
   iv. MSP - Barrett, Thompson - Forward to Senate as an information item, ask ExCom to invite faculty members to talk about the program

e. Three quarter sequences - Tabled
   i. Full discussion will be tabled until the January meeting
   ii. How to handle sequences during transitional years?
   iii. Limiting access to early parts of the sequence of classes as a solution?
   iv. Bridge courses to allow students to complete sequences?
   v. Will students have catalog rights that refer to pre-Conversion times?
      1. Memo sent out that students should be allowed to have catalog rights
      2. GE - year you enter. Major - year you declare your major.
vi. Departments with lots of sequences will be invited by Mitch to the next CIC meeting

vii. Perspective from Student Pledge
   1. What will the pledge say in regards to number of units? Sequences might leave students lacking in units.

f. Executive Order 1100 requiring minimum grades of C for native/transfer students for A1-A3 and B4; current catalog has no grade requirement for A1/A3 and a CR allowed for A2/B4
   i. These classes have to be taken for a grade - must have a C or better
   ii. Our policy is not consistent with the Executive Order.
   iii. MSP Barrett, Thompson - Move to amend our policy to be consistent with EO-1100. Effective Fall 16 Catalog.

g. Draft Resolution on Articulation of External Exams: AP, IB, CLEP, DANTES/DSST
   i. Inconsistency between our catalog and the Chancellor's Office requirements for these exams.
   ii. Took a policy from CSU Chico and modified it to work with CSUEB
   iii. Chancellor's Office policy - for each exam, minimum units, and GE credit that is allocated.
   iv. Some of these exams clear major courses
   v. Thompson and Watnik will work on a policy together that is more consistent with our language - bring back to in January 4th meeting
   vi. Document that was released recently by the Chancellor's Office: AA - 2015-19

h. 15-16 CIC 4: Approval of Course Numbering Regime Under Semesters
   i. MSP - Barrett, Thompson - That the Chair of CIC will advise the Educational Leadership Doctorate program to develop required/reserved course numbers that work for their program. Should another Doctorate program be proposed at CSUEB, CIC will review the Course Numbering Regime to ensure consistency.

6. Adjournment
   a. 3:42 pm MSP - Carlos, Mukherjea