Committee on Instruction and Curriculum
November 2, 2015
APPROVED Minutes

Attendees: Eileen Barrett, Andrew Carlos, Brian Cook, Farnaz Ganjeizadeh, Pablo Garnica, Jim Mitchell, Enrique Salmon, Nancy Thompson, Jing Wen Yang, Joy Vickers, Mitch Watnik, Donna Wiley (Presidential Appointee),

Absent: Luis Cardenas, Arnab Mukherjea

Guests: Glen Perry, Angela Schneider, Julie Glass, Sandy Claflin, Sarah Aubert (who is next to angela) who is next to Julie

Call to Order: 2 pm
1. Approval of the agenda
   • MSP Mitchell, Garnica
2. Approval of 10/19/15 minutes
   • MSP Wiley, Ganjeizadeh
3. Reports
   a. Report of the Chair
      • CIC policies and procedures are accepted, separate document will be submitted for the Undergraduate Programs Subcommittee
      • Semester documents - one was approved by senate after waiving first reading
      • CIC 4 is in front of senate tomorrow
      • Writing Skills Subcommittee is meeting November 4th
   b. Report of the Presidential appointee
      • Discussion regarding Course Numbering
      • Curriculog is almost ready to go live
         o Recommendation is to work on paper forms still
      • Document sent by Aubert to Watnik - about suffixes and course numbering
         o Postscripts discussion - limited to A-F.
   c. Report of University Extension
      • Commission on Extended University - committee that give advice on what the CSU should do with Extended University.
         o Administers an annual grant with real broad requirements.
         o Deadline to submit is Feb 1st
      • Supplanting Issue (?) Shutting a program down and moving over to self support
   d. Report of Semester Conversion
      • Consultants for conversion has two main concerns
         o Timeline for curriculum review
         o Timeline for complete of degree audit for all majors
      • Solutions
         o Faculty will be encouraged to submit curriculum as early as possible
Ways to speed up degree audit (hiring new people from Registrar)
- Increase consulting help - so they can work on two projects simultaneously
- Watnik is chairing Time Modules subcommittee
- Linda Dobb invited Eileen to luncheon with department chairs, showed department chairs how to fill out paperwork
- Watnik - moratorium questions. Course modifications for course that will be online - some will be coming in in the future
  - Ultimate goal is to beta test a course before conversion

4. Appointments:
   a. Graduate Program Subcommittee membership
      - Most members will renew their membership
      - Kezou, Vugia - nominations from CLASS.
      - MSP Wiley, Barrett - approve as a slate for Subcommittee.
   b. Writing Skills Subcommittee membership
      - Smith from Physics has been nominated
      - MSP Barrett, Wiley - Smith to join Subcommittee.
      - Need one more member from CEASE

5. Old Business:
   a. 15-16 CIC 12: Creation of an Undergraduate Programs Special Subcommittee
      - MS - Barrett, Mitchell
      - Substitute Motion - make as a committee of a whole, rather than create an additional subcommittee. This addresses difficulty in finding new subcommittee members.
      - MSP Barrett, Thompson.
      - Committee will have to meet weekly during the review process
      - Assigned Time question - when would this start?
        - Most likely start in Spring Quarter
        - Go back to directors to get a clarification on the assigned time costs
      - Only programs have to go university-level vetting - unless there is an issue with a course or for GE approval
   b. 15-16 ASCD 5: Registration Calendar for Semesters
      - MSP Barrett, Garnica
      - Language issue: documented edited to say “Add with Permission and Drop a Course”
      - Deadline to change grade type - is the Add deadline
      - Students may need more than two weeks to figure out if they want to stay in the course.
        - MSP Garnica, Vicker - end of Third Week (15th instructional day) for change grading type.
      - So many changes during 18-19, getting used to it earlier may be more beneficial. Changes being made are not too significantly different.
        - Change Action Requested to ask Senate to approve for Semesters and for testing earlier.
- MS - Wiley, Garnica. Strike all references to semesters, make it effective next academic year (16-17)
- Alternative suggestion - bifurcating document, to create separate documents that speak about the deadlines and suggest implementing earlier than conversion date
  - Discussion about adding a bullet point regarding the existence of Late Add Form
    - Given the existence of the Late Add Form, indicate its existence in the policy being drafted
    - Having a policy allows the Registrar to have something to refer to in extreme circumstances.
    - MSP Garnica, Wiley - Adding footnote to document regarding the existence of a Late Add Form.
  - Should the calendar be different for an abbreviate 8 week term?
    - Policy is proportional - Refer to 13-14 CIC 14 for the accelerated schedule Add/Drop deadline
    - Address alternative length terms in a separate document
  - The need to create Catalog Copy for Add/Drop and other terminologies used in the document
  - MSP Mitchell, Salmon - Motion for a Quarter Based version of document
    - Proposal - Summer 2016
  c. Discussion of catalog listing a minor as having 24-48 units in relation Semester Conversion
    - MSP - Wiley, Barrett
    - Change 12 -> 15 as minimum, 24 -> 30 units
    - At least 9 units must be taken in residence at CSUEB
    - At least 9 units in upper division
    - MS THompson Barret - 15-30, of which at least 9 must be upper div and 9 in residence. 12 units must not be double counted.
    - Discussion about language for minors - what counts as a minor and when can one apply for a minor.
      - As explicitly stated in the minor requirements in the catalog (What was this in reference to?)
  6. Adjournment
    - Motion to Adjourn - MS Mitchell, Carlos
    - Adjournment: 3:55 pm