Committee on Instruction and Curriculum  
March 7th, 2016  
AMENDED Minutes

Attendees: Eileen Barrett, Andrew Carlos (Secretary), Brian Cook, Jesus Diaz-Caballero, Farnaz Ganjeizadeh, Pablo Garnica, Jim Mitchell, Arnab Mukherjea, Nancy Thompson, Jing Wen Yang, Joy Vickers, Mitch Watnik (Chair), Donna Wiley (Presidential Appointee)

Absent: Luis Cardenas

Guests: Angela Schneider, Julie Glass, Sarah Aubert, Balvinder Kumar, Sandy Claflin, Kate White, Maureen Scharberg, Margaret Rustick

Call to Order: 2:00 pm

1. Approval of the agenda - MSP – Barrett/Garnica
   a. Move MA TESOL to be moved out of Consent Calendar
   b. WSS proposal added to agenda (6D)

1. Approval of 2/15/16 minutes - MSP - Mitchell, Garnica
   a. 1 Abstention

2. Reports
   a. Report of the Chair
      i. WSS has been in motion
      ii. CIC 6 - requirements of a minor under semesters.
         1. Watnik was asked about the policy - did we mean 24 units or 30 units?
         2. Supposed to be the higher of the two.
            a. Submit as a correction - no need for discussion
            b. Watnik will submit a document - mea culpa
      iii. Glass - held two listening session for GE Overlays
           1. GE will make modifications as appropriate
   iv. Graduate Programs Subcommittee - acting on graduate program proposals
   v. Affordable Learning Solutions - working on a resolution for alternative learning solutions

b. Report of the Presidential appointee
   i. Sarah and Sandy went to a conference on Curriculog
   ii. Asking for downtime of Curriculog during spring break to make updates…
   iii. MTW of break, take down Curriculog to perform UI updates
   iv. Working on getting GE forms and process ready to go as soon as President signs

c. Report of University Extension
   i. Summer Self Support committee meeting
1. Updating website and working on communications to send out
   ii. Information item
      1. Summers ‘16, ‘17, ‘18 will be condensed
      2. Reaching out to colleagues who have converted earlier and see how we can utilize summer better
d. Report of Semester Conversion
   i. Meeting this friday of the Steering Committee - UU 102
   ii. Report on the scope of Phase 2 of the work - from Veronica Salvador (co project manager)
      1. Include Degree audit timeline (being developed for Quarters and Semesters)
   iii. Presentation from Chair of Committee on Time Modules
   iv. In contact with Director of Conversion at CSUSB (Fall 2020) - Kimberly Constantino
   v. Provost is working with ExCom for a new faculty director of Semester CONversion (12 month appointment)
      1. Barrett plans to step down and move back to position within English dept at end of Spring Quarter
   vi. Undergraduate programs are due May - should start coming in spring quarter
      1. Assigned time most likely for Fall, once the bulk of the work occurs
3. Old Business:
   a. 15-16 CIC 15: Credit by Examination (referred back to CIC by Excom on 2/9/16)
      i. MSP - Mitchell, Thompson
      ii. The problem - the areas of violation are not in EO 1036 - they are communicated to us through other means of communication from CO
      iii. Barrett - work with Mitchell on the documents
         1. Needs to be formatted according to EO - 1036, need to articulate where we are in violation.
         2. Have to articulate that FAC has been consulted in terms of Workload considerations
      iv. Thompson - contacting all departments to get a list of courses
   v. ExCom has concerns with Workload issues
      1. A fee could be charged for grading which would go to the folks who are doing the work
      vi. Example - ENG 1002 - students enroll in the course, take the exam. Majority of students do not have to pay for a fee.
         1. Issue with Registrars - won't let them add a class if it overlaps in terms of sections
         2. Generates FTES which is forbidden
   vii. MSP Mitchell, Barrett - Table until next meeting. Will work on a document to better articulate issues with EO-1036
4. Consent Calendar:
a. M.A. TESOL (Teaching of English to Speakers of Other Languages)
   i. MSP - Wiley, Barrett
   ii. Currently no MA TESOL
   iii. Shouldn’t have two option that don’t share a substantial core
   iv. English department bifurcate TESOL into its own degree offering program
   v. We are considering the curriculum for the MS TESOL
   vi. Excited in the English department - will help enrollments
   vii. Option Elevation - moving an Option to a Degree Program

b. Programs approved by Grad Program Subcommittee
   i. M.S. Chemistry (and M.S. Chemistry Biochemistry Concentration)
   ii. M.S. Mathematics

5. New Business:
   a. Feedback regarding GE Subcommittee’s overlay outcomes (Diversity and Social Justice)
      i. Discussion regarding feedback received by GE subcommittee
      ii. Subcommittee will work to incorporate feedback into outcomes
      iii. GE learning outcomes have passed
   b. Inclusion of Extension courses in Curriculog
      i. Extension offers courses with numbers in 7000, but using state-side prefixes
         1. Courses through Extension should be vetted through Curriculog so that affected departments can provide comments
            a. Transparency analogous to State-side courses
         2. 7000 is an internal use, what we are talking about is Academic Extension (EO 1099)
            1. Post Bac, graduate - approved by academic department. Is transferable.
            2. They are academic credit.
      iii. Sarah and Kate talked about developing a Curriculog process for Academic Extension courses
         1. Would speed up approval process
      iv. Cal Poly Pomona currently uses Curriculog for their Extension courses
      v. Concern was that the academic departments will not have control over the content and courses being offered through CE
      vi. Example: Pre-MBA certificate program - marketed to international student population
         1. Some count towards foundational courses
         2. It helps them to matriculate into the MBA program
         3. Not going to convert these - will possibly develop a new one…
         4. Feeder type programs
      vii. MSP - Wiley, Vickers - recommend that extension courses for Academic Extension should go through the Curriculog process
1. Courses proposed by Extension, then goes to department then college.
c. Proposed addendum to 14-15 CIC 10 revised: Approval of Course Numbering Regime Under Semesters
   i. MSP - Carlos, Mukherjea
   ii. 15-16 CIC 4 is the most recent policy
   iii. Courses that currently exist - may cause duplication with Extension
        1. Have to find new numbers to use when they convert to Semesters
        2. The issue lies in the Remedial courses - Extension wouldn’t be able to use them
           a. Early Start English and Early Start Math courses have 3 digit numbers
        3. Enumerate the numbers that are already used in the Quarter system - so we won’t overwrite quarter based course over semesters
   iv. 690 - previously reserved for Independent study/keeps students enrolled
        1. Counts an enrollment for a TA
        2. Continuous enrollment policy for students - one of the few CSUs that doesn’t require this
        3. 890 - graduate level, match with everything, won’t necessarily align with other courses
           a. Able to be listed and won’t impact courses
        4. Course Title - Graduate Studies
           a. Move Library Access to description
d. 15-16 CIC 31: Writing Skills Subcommittee Recommendations
   i. MSP - Mitchell, Barrett
      1. Table till next meeting
   ii. Goal to differentiate second tier courses vs second comp
   iii. Other campuses have different models of dealing with Second Comp
      1. Identified as an expectation that students will complete in lower division
      2. Transfer students - not all students complete these requirements for Second Comp
   iv. Courses can be developed within the Discipline (for high unit majors especially)
v. GE careful to not call it Comp II - great deal of push back if the course is lower division
      1. It will cause department issues with those who do not consider creating a lower division writing course
      2. GE framework does not account for the units
      3. from Health Sciences - told that upper division writing course would count for Second Comp, would place burden on department to create a new one
a. If they have to take a second semester of writing - it would put them over units
b. Double count - puts a burden on everyone who offers a course in lower division to get the course to be a Comp II

vi. HS double counts are at max -
   1. Bioethics course serving at Second Comp
   2. 9 unit double count cap - accounting for others
   3. As a department - they are trying to raise their bachelor's program to the level of an accrediting body
      a. 9 unit max is used outside of the writing req
   4. Special circumstances that CO allows for over 120 units
      a. Students may not get the writing instruction they need - they may not pass WST

vii. Writing II - in upper division - reserved only for transfer students
   1. Juniors who are native - have not taken english 1002
      a. They won't want to take a lower division course
      b. Graduate Writing Assessment - has to completed after rising to Junior level.
         i. Students must take English 1002 -
         ii. Must take Writing 2/Comp 2 before their writing skills test

viii. Concerns regarding different students having different requirements
   1. other CSUs use A3 as a double count for Writing II

6. Discussion:
   a. Proposal to replace the Director of Assessment and Testing on the GE Subcommittee and the Director of the Testing Office on the Writing Skills Subcommittee with the Dean of Undergraduate Studies
      i. APGS suggests that the Dean of Undergraduate Studies replace these members
         1. MSP - Mitchell, Vickers
         2. Change in policies and procedures

7. Adjournment: 3:57 MSP - Mukherjea, Vickers,