TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 58: Prerequisite Enforcement for Second-Tier Writing
PURPOSE: Approval of the Academic Senate
ACTION REQUESTED: That the Senate approve the policy below. Upon the President’s signature, policy effective in time for Fall Quarter enrollment.

BACKGROUND INFORMATION:
At its January 23 meeting, the Committee heard from the chairs of Marketing (Joanna Lee) and English (Sarah Nielsen) regarding their respective second-tier writing courses. In theory, these courses should only be taken by those scoring high enough on their portfolio (7 on WST or on the portfolio from ENGL 3000 or ENGL 3001). However, many students try to jump into the second-tier courses (ENGL 3003, MKTG 3495, or the now-nonexistent SCI 3010) without having appropriate credentials. Both the English Department and the College of Business and Economics use resources to go through the students’ records to determine who is not qualified and eject them from class. These records are available in MyCSUEB. Accordingly, the English Department originally asked (and the Marketing Department joined them) to have the computer enforce the prerequisite.

One issue that came up during the discussion was the fact that many students may be taking ENGL 3000 or 3001 when they sign up for the second-tier courses. Thus, the computer might not know who is qualified or not at that time. It was pointed out that both the English Department and the College of Business and Economics do their hand-checking after grades are posted (and portfolio scores are available). It was further noted that WST scores are available at those times. (That is, there are not test results pending during Winter or Spring Breaks.) So, it seemed practical to enforce the prerequisite after grades are posted.

The Committee voted unanimously to recommend the following policy.

PROPOSED POLICY:
Shortly after grades are posted for the previous term, MyCSUEB (PeopleSoft) shall determine who is qualified to enroll in second-tier writing courses using the portfolio score or WST result. Those who are not qualified will be dis-enrolled from the second-tier course by the computer system.