APPROVED minutes - Committee on Instruction and Curriculum (CIC)

Monday, January 8, 2018 2:00-3:50 PM, SF 329

Attendees: Brian Cook, Marlin Halim, Jaski Kohli, Arnab Mukherjea, Hongwei Du, Gwyan Rhabyt, Mitch Watnik, Eileen Barrett, Patrick Fleming, Tayla Kemper

Absent: Stephanie Alexander, Meiling Wu

Guests: Mark Karplus, Angela Schneider, Sarah Aubert, Sandra Claflin

Minutes:

1. Approval of the agenda
   Motion:Fleming, 2nd Kemper
   Approved

2. Approval of 11/20/17 draft minutes
   Motion:Fleming, 2nd Kemper
   Approved

3. Reports
   a. Report of the Chair
      Beginning of Winter Quarter, not much to report as of yet. Onward!

   b. Report of the Presidential Appointee
      Notice: A Catalog timeline known as a ‘GAMMA’ catalog. An impending discussion will likely ensue.

   c. Report of Semester Conversion
      None

4. Business:
   a. Letter from Dr. Yap regarding structure of the University Honors Program
      i. UHP suggested revisions
         Per Watnik, it’s worth consideration that the UHP Director report to ‘CIC’ versus directly to EXCOM. As far as Advisory Committee, does it exist? Perhaps, CIC could be a de facto advisory committee? At the very least, Watnik recommends that the UHP advisory committee comes to light and the charge should be clarified.

         Academic Senate Chair, Karplus, stated that CIC discuss and recommend any changes to the ‘prefix’ separately and perhaps in this meeting. Second, further discussions regarding UHP structure, could explored as a broader issue to EXCOM versus finding a solution and particular recommendation at CIC. Third, advisory group is also unknown to the Dr. Karplus, but EXCOM could review UHP advisory committee upon referral.
Mukherjea commented on the issue of concerns ‘too many committees’ weighing in on the UHP item.

Senate Chair Karplus mentioned that UHP is a University-wide initiative that impacts so many students, thus more oversight may benefit from duplicate (or more) review and committee oversight.

Watnik reflects on historical staff structure of General Studies. Chair Rhabyt suggests we find an analogous reporting structure (e.g. perhaps GS Director). Given there is an academic dept. type of role, given the Prefix establishment.

Chair Rhabyt suggests that this is discussed at EXCOM further.

**Motion to approve** revised catalog copy

http://www.csueastbay.edu/faculty/senate/files/docs/cic/cic-17-18/docs/univ-hon-prog-catalog-revisions-yap-11-6-17.pdf

Fleming, 2nd Kemper

Approved

b. **17-18 CIC 28:** Summary registration order policy (University Registrar Angela Schneider, 3:15pm)

Schneider discusses the embedded document. For the most part, same language as prior document. Clarification: in 16-17, there was a consolidation of documents. All in all, there is an importance of having 1 clear and accurate document/policy for students to abide by and administrators to uphold.

Watnik, references 16-17 CIC 56, filing for graduation under semesters : regarding missing filing deadline for graduation. This an example of the consolidation of policies.

Per Senate Chair Karplus, it is suggested that this is submitted as an ‘information item’ NOT and action item.

Typos noted and recognized for edit prior to referral.

Motion for the document to be referred to Senate as *information*

Fleming, 2nd Kemper

Approved

c. **Draft** prerequisite enforcement language for Health Sciences (University Registrar Angela Schneider, 3:25pm)

Mukherjea discusses the recommendation to ‘enhance the pilot’ that is in place to enforce Pre-Reqs. The Pre-Reqs for HSC are only other EB courses, not transfer courses from other institutions. Registrar and HSC faculty have discussed at length.

Motion to approve HSC Pre-Req. Enforcement policy as stated.

Fleming, 2nd Kemper

Approved

d. **Consultation Guidelines for CIC and APS** (see [letter](http://www.csueastbay.edu/faculty/senate/files/docs/cic/cic-17-18/docs/univ-hon-prog-catalog-revisions-yap-11-6-17.pdf) from Dr. Watnik)
Although most current issues are going to be resolved ‘informally’, a process for resolving future issues may need to be formally set. Watnik refers to past practice to ‘notice’ of new courses via a former ‘SharePoint’ drive that were up for 2 weeks for comment. Then SharePoint site went away. Although Curriculog has a consultation capability, in many/most cases, throughout Semester Consultation, the ‘consultation’ feature was not utilized. Should APS police this?

Karplus, if CIC is leaning toward ‘more consultation’, take the issue to EXCOM, for initial consultation and if a need for a drafted policy, EXCOM could deliberate and refer back to CIC as necessary.

Sarah Aubert described the Curriculum form has been adjusted to require ‘consulted w/ and whom’ or ‘did not consult’.

Rhabyt doesn’t see a need for a CIC policy, but agrees that more consultation would benefit our catalog and spirit of shared-governance. Leave it as-is.

e. **Letter** from APS regarding leaves of absence
   Watnik briefs committee on reality of where students who file but then, too often, do not return and pursue their degree. Concern is how to track and follow up with students who take just one semester off. Not a policy, but encourages Advisors to utilize available data in PeopleSoft to support outreach efforts to support the re-enrollment of stop-out students.

f. Amending **17-18 CIC 20** to include APS in the approval chain
   The intent is for information sent to APS as part of the ‘catalog update’ to ensure that Catalog policy is upheld.

g. **17-18 CIC XX**: Math QR Endorsement from GE (Dr. Julie Glass 2:30pm time certain)
   Glass referred to attached document and recommends the 2 endorsements from statewide senate. Karplus notes that EXCOM is deliberating on a B4 as it pertains to the new EOs this week.
   Motion to support the Resolution to support Quantitative Reasoning: Fleming, 2nd Kemper
   Approved

h. **Letter** from Mariaelena Marcano regarding CIC internships (3pm time certain)
Marcano briefs CIC on the request to update policy for Co-Op Ed. & Internships to better align with the EO. The recommendations are requested to be an amendment of 15-16 CIC 4.

Per Marcano, The approach is for Learning Outcomes are to be specific to the ‘major’. The function has been ‘ad-hoc’, the suggested language attempts to bring consistency to Internships.

Committee expresses concern with the lack of distinguishing language between Undergrad and Graduate Internship experiences.

Motion to approve w/ more specific language for 398, 498 & 698 provided by Dr. Rhabyt: Fleming, 2nd Kemper
Approved

5. Adjournment 3:58p