COMMITTEE ON INSTRUCTION AND CURRICULUM

APPROVED Minutes

December 3, 2018

Members Present: Stephanie Alexander (Secretary), Brian Cook, John Eros, Marlin Halim, Jaski Kohli, Arnab Mukherjea, Steve Pang, Gwyan Rhabyt (Chair), Mitch Watnik, Meiling Wu

Members Absent: Murray Horne, Talya Kemper

Guests: Sarah Aubert, Sandy Claflin, Kyzyl Fenno-Smith, Gr Keer, Balvinder Kumar, Michael Lee, Mark Robinson, Manual Saldanha, Angela Schneider

Motion and 2nd for entire meeting: Marlin Halim, John Eros

Minutes

1. Approval of the agenda – passed unanimously
   a. Added time certain of 2:30 for item 6a
2. Approval of 10/15/18 minutes – passed unanimously
3. Reports
   a. Report of the Chair
      i. Academic Senate Chair Michael Lee
         1. Senate Chair Lee is visiting all standing Senate Committees, and will
            attend CIC as his schedule allows. Lee’s goal as Senate Chair is to ensure
            that the committees have the authority needed to govern. Lee asked about
            any goals that CIC has for the next six months that he can help facilitate.
            Chair Rhabyt discussed CIC’s emphasis on fixing issues that have come
            up from semester conversion; the need to have a fixed schedule and
            budget so that we can know when courses will be offered. Lee and Jason
            Smith will be meeting with Provost Inch every two weeks to discuss
            issues. Suggestions were made to improve committee participation by
            having the meeting schedules match the new time modules for courses,
            and possibly have them meet every other week, as well as making the
            requirements of each committee very clear to attract more participation.
   b. Report of the Presidential Appointee (Watnik)
      i. Presidential Appointee Watnik shared that APS has been working on Golden 4
         (A1, A2, A3, B4) course requirement issues. More A1 and A3 classes have been
         added to help students complete this requirement. Students currently have to take
A2 and B4 their first year, and are supposed to complete A1/A3 before their junior year. Notes have been sent to students who are upper classmen and have not completed their Golden 4 coursework. Advisors in AACE, Freshmen advising, and the other specialized advisors are aware of and working on this issue. If students don’t complete the Golden 4 by junior year they’ll have holds placed on their registration. Extended the deadline to sign up to take the WST; need students to complete their writing skills requirement as juniors. Discussed APS working on having freshmen classes offered on Monday/Friday or Wednesday/Friday.

c. Report of University Extension
   i. No report.

4. Old Business:
   a. 17-18 CIC 35 revised: Timeline for Curricular Changes (Sarah Aubert)
      i. This document was revised to change the dates for semesters as well as add additional clarification.
      ii. Recommendation was made to change the deadline for new minors to October 15, rather than March 1, because the new minors need CIC and Senate approval. The document will be revised to reflect the October 15 deadline for new minors.
      iii. Recommendation was made to revise the language in the document about changes to degree or concentration units to either detail that if degree units are revised to over 120 units or if revised concentration units are no longer in compliance with EO 1071, then an earlier deadline was needed; or, to see the Curricular Procedures Manual for details. The document will be revised to reflect the additional information needed for degree/concentration unit changes.

   b. 17-18 CIC 43: Course classification guide
      i. The document was approved on 10/1 pending modifications, but modifications are not yet complete. Tabled until modifications are completed.

5. New Business:
   a. 18-19 CIC 6: Approval of GE courses to move Online -
      i. 13/14 CIC 5 states that if your course was approved for GE and you want to teach it in a different mode/format, you need to return to GEOC for approval to teach it in a different mode/format format. GE approved the mode/format change to online for PHIL 100 and PHIL 312.
      ii. Motion to approve 18-19 CIC 6 – Passed unanimously

   b. 18-19 CIC 7: Approval of GE and Overlay Courses from History
      i. Motion to approve 18-19 CIC 7: Passed with one abstention

   c. 18-19 CIC 8: Approval of HIST 477 for Diversity Overlay
      i. There was a split vote on approval of this course in the GEOC Subcommittee. There was discussion that the reason this course had a split vote was because of
the definitions of diversity and what is requested on the Diversity Overlay application. Chair Rhabyt will gather more information and determine if the topic of potential modifications to the Diversity Overlay and/or Diversity Overlay Application needs to be a topic of discussion at a future CIC meeting.

ii. Motion to approve 18-19 CIC 8 – Passed unanimously

d. 18-19 CIC 9: **New prefix request for information Studies**

i. Kyzyl Fenno-Smith, chair of the Library Faculty, explained that the request to switch course prefix from LIBY to INFO reflects changes in the discipline that focus on the broader world of information (both inside and outside libraries). INFO would replace LIBY. A question was raised about any complications with articulation agreements, but that was determined not to be an issue.

ii. Motion to approve 18-19 CIC 9: Passed unanimously

e. 18-19 CIC 10: **PHIL 361 Ancient & Medieval Philosophy**

i. Motion to approve 18-19 CIC 10: Passed unanimously.

f. 18-19 CIC 11: **PHIL 362 Modern Philosophy**

i. Motion to approve 18-19 CIC 11: Passed unanimously.

6. Discussion:

a. **Letter re: Faculty Complaints about Winter Intersession Scheduling and Registration – Time Certain: 2:30**

i. There were complaints about the Winter Intersession scheduling and registration process. Initially the campus was not going to do Winter Intersession 2019, but then decided to move forward and Winter Intersession enrollment was combined with Spring 2019 enrollment. Students were not able to find the classes easily, and some Winter Intersession classes continue to have low enrollment.

ii. Suggestion was made to have enrollment for future Winter Intersession classes separate from Spring, but follow the same timeline, like registration for summer and fall classes. The benefits of handling registration separately would be that the session could have its own unit limit, and grades could be processed at the end of intersession.

iii. CIC asked an administrative group (Registrar, Extension, and others needed for consultation) to present options for changing how to handle scheduling and registration for Winter Intersession in the future. Chair Rhabyt will place this item on the agenda of CIC’s next meeting.

b. **18-19 CAHS 1 amended: Carbon Neutrality Education for all Cal State East Bay Students**

i. **Referral** from Excom

1. CIC received a request from ExCom to begin a discussion about how to address Cal State East Bay’s commitments to carbon-neutral education.
2. The Committee will review the list of approved sustainability classes and their learning outcomes (available in the catalog), as well as review other relevant documents, prior to discussion at a CIC meeting in February.

3. Chair Rhabyt will contact the chair of the Senate Sustainability Committee (Ryan Heryford).

7. Adjournment – 3:52pm