COMMITTEE ON INSTRUCTION AND CURRICULUM
DRAFT MINUTES
March 18, 2019

Members Present: Stephanie Alexander (Secretary), Brian Cook, John Eros, Marlin Halim, Murray Horne, Cathy Inouye, Jaski Kohli, Arnab Mukherjea, Steve Peng, Gwyan Rhabyt (Chair), Meiling Wu

Members Absent: Mitch Watnik

Guests: Sandy Claflin, Caron Inouye, Balvinder Kumar Michael Lee, Karen Mucci, Mark Robinson, Manuel Saldanha, Angela Schneider

Motion and 2nd for entire meeting: Cathy Inouye, Murray Horne (2nd)

1. Approval of the agenda
   a. Motion to approve the agenda
      i. Passed unanimously

2. Approval of 3/4/19 minutes
   a. Motion to approve the minutes
      i. Passed unanimously

3. Reports
   a. Report of the Chair
      i. Discussions are underway on how to move forward with the Writing Skills Requirement Task Force.
   b. Report of the Presidential Appointee
      i. No report (Presidential Appointee was unable to attend).
   c. Report of University Extension
      i. University Extension has been asked to form a taskforce on “study away” programs (domestic and international). The taskforce will include individuals from all over campus – faculty, students, risk management, financial aid, etc. The taskforce will be looking at how our campus might have more robust offerings for summer and winter intersessions, as well as what this program might look like 3-5 years down the line for short-term, semester-long, and year-long programs. If anyone has colleagues who might be interested in serving on the task force, let Brian Cook know. The task force will be completing its work over the next 12 months.

4. Old Business:
a. **17-18 CIC 43**: Course classification guide *(referred from Excom 1/22)*
   i. Updated table
   
   ii. The revised course classification guide table now includes information pulled from the [CSU System EP&R 76-36 Faculty Workload: Policies and Procedures](#) document. The Committee discussed that the table needs to include science lab activity course information. The committee also discussed whether or not our local document should have course caps that are higher than the system-wide document. For example, a seminar course is capped at 20 for the system-wide document. Changing our local course caps may require some reclassification of classes (from seminar to lecture, for example).
   
   iii. Motion to set the maximum class size in the table to match the maximum listed in the EP&R 76-36 document [Gwyan – Wu];
      1. Discussion
         a. There are other class size limitations: room size (for large lecture), by format (online/hybrid), and there are other documents that inform maximum class sizes. This document could be used if none of the other class size limitations apply.
         b. ExCom should be informed that CIC’s goal with this document is to address the inconsistency between our local guidelines for normal class sizes and the system-level document (EP&R 76-36). If this becomes policy, then there will be an impact on course classification.
         c. Chair Rhabyt will revise the document to include the other course classifications (like science lab activity courses) and have the maximum class size match the system-wide document.
      2. Motion passed unanimously.

b. **17-18 CIC 76**: Grade Forgiveness and General Education Requirements *(referred from Excom 1/22)*
   i. 17-18 CIC 76 was revised to include the previously discussed recommendation to propose a change in procedure rather than policy. The change in procedure is that the Registrar’s Office will apply grade averaging rather than grade forgiveness for the small number of students affected. The students would be notified that grade averaging was applied.
   
   ii. Motion to approve the revision of this document
      1. Passed unanimously

c. **Formation of University Writing Skills Taskforce**
   i. Chair Rhabyt is in discussions with the Associate Provost about the formation of this Taskforce. This item is tabled until those discussions are complete.

d. **Faculty Complaints about Winter Intersession Scheduling and Registration**
i. Letter

ii. Recommendations from admin group

iii. 18-19 CIC 18

1. 18-19 CIC 18 will be revised and presented at a future CIC meeting. The Committee suggested rename this business item “Winter Intersession Scheduling and Registration.”

5. New Business:

a. 18-19 CIC 28: Overlay and Hybrid Approval of GS 321 and 322

   i. A request was made to include the course title in the “background information” section in the document (Navigating for Success as a Sankofa Scholar I).

   ii. Motion to approve, with recommended revision:

           1. Passed unanimously

b. 18-19 CIC 29: GE Approval of HIST 480

   i. A request was made to include the course title in the “background information” section of the document (Baseball in America). Additionally, the document needs to include that it was passed by GEOC at their meeting (including the date of that meeting), and passed unanimously by CIC on March 18, 2019. It also needs to include that it was passed to satisfy C4 for on ground teaching only.

   ii. Motion to approve, with recommended revisions:

           1. Passed unanimously

c. 18-19 CIC 30: Online Approval of BIOL 334

   i. Motion to approve and send to the Senate as an information item.

           1. Passed unanimously

6. Discussion:

a. CIC 17-18 71 limits the maximum units (9) a student can take during summer intersession. It was never signed by the President because it does not allow a student to take three four-unit classes. If this is something that CIC wants to talk about this semester, it will be returned to CIC. The Registrar offered to provide data to CIC on students who took high numbers of units in the summer and their GPAs, and the Committee would appreciate having that information. This will be discussed at a future CIC meeting.

7. Adjournment – 3:23pm