COMMITTEE ON INSTRUCTION AND CURRICULUM

March 4, 2019

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

Members Absent: Arnab Mukherjea

Guests: Sandy Claflin, Caron Inouye, Michael Lee, Saeid Motavalli, Mark Robinson, Farzad Shahbodaghlou

Motion and 2nd for entire meeting: Steve Peng, Murray Horne (2nd)

APPROVED MINUTES

1. Approval of the agenda
   a. Motion to approve passed unanimously

2. Approval of 2/18/19 minutes
   a. Correction: Change title to minutes
   b. Motion to approve passed unanimously

3. Reports
   a. Report of the Chair
      i. Some items on the agenda are still in progress and will be revisited at a future CIC meeting.
   b. Report of the Presidential Appointee
      i. GEOC and the Writing Skills Subcommittee have many course items on the agenda. The Writing Skills Subcommittee will be working on developing guidelines for graduate courses that satisfy the Writing Skills Requirement. 2019-2020 course revision proposals are now unavailable in Curriculog, as the deadline has passed, but 2020-2021 course revision proposals should be available in Curriculog soon. APS is working to reduce the no-show rate for the WST (there were 30% no shows for the last WST).
   c. Report of University Extension
      i. No report.

4. Old Business:
   a. 17-18 CIC 43: Course classification guide (referred from Excom 1/22)
      i. Chair Rhabyt is gathering the information needed to revise this document. CIC 43 will be revisited at the next CIC meeting.
b. **17-18 CIC 76: Grade Forgiveness and General Education Requirements (referred from Excom 1/22)**

   i. Mitch Watnik discussed this document with the Registrar’s Office. They proposed a change in procedure, rather than policy. The Registrar’s Office could change the procedure to provide grade averaging if a second attempt at GE is lower than the first, but still allow the GE requirement to be met. This change in procedure would act in the Senate’s intention without requiring a change in policy. CIC can recommend a change in procedure to the Senate. Mitch Watnik will provide language for the change of procedure to bring to a future CIC meeting. The language will include scenarios for C-, D+ and D grades, not just D grades.

c. **Formation of University Writing Skills Taskforce**

   i. Chair Rhabyt discussed the formation of this Taskforce with the Writing Skills Subcommittee, the English Department, and the CLASS Council of Chairs. All groups were in favor of examining our current processes for how students can meet the writing skills requirement. Chair Rhabyt is working on a document for the formation of the Taskforce, based on the model provided by the Semester Conversion Steering Committee. This document will be on a future CIC agenda.

5. **New Business:**

   a. **Implementation of UED 18-01 (2:30pm time certain)**

   i. APS provided implementation guidelines for University Executive Directive 18-01 (Progress Towards Degree, Fall 2018). Dean Scharberg provided an update to CIC on the implementation of UED 18-01. When holds are implemented on registration, they are usually for a year in advance (a hold placed now would be for Spring 2020) so that students have time to remove the hold. The exception is students who are Undeclared with an Interest in Nursing. Lindsay McCrea is working with BayAdvisor and holds to reduce the number of students with this interest area. Registration holds are also used for students not making progress to degree, and those who have not satisfied the Writing Skills Requirement. We’re seeing fewer holds in the latter area because we are offering the WST more often. Dean Scharberg updated CIC on the number of change of major petitions they’re receiving, as well as the decline in the number of petitions to postpone graduation. Freshmen who are on academic probation and saw a Peer Academic Coach four times in a semester saw an improvement in their GPA, and in some cases got off probation. Holds were utilized to encourage students to meet with a coach. Currently, Dean Scharberg feels that the current implementation is working well, and does not have changes to recommend at this point. She thanked faculty who have submitted student progress reports.

   ii. Motion to accept an update on the implementation of UED 18-01 as information item. Chair Rhabyt will create a CIC document acknowledging receipt of the update, with the implementation guidelines attached.
a. Passed unanimously.

b. Faculty Complaints about Winter Intersession Scheduling and Registration
   
i. Letter
   
ii. Recommendations from admin group
   
   1. Chair Rhabyt is in the process of revising this document, which will be revisited at a future CIC meeting.

c. 18-19 CIC 18: Diversity Overlay Approval for Nursing sequence
   
i. Application for approval for Diversity Overlay for a series of courses in Nursing. Nursing requires students to successfully complete all four courses; the department wants them to complete the whole sequence so that students have the appropriate coverage for the overlay.
   
   1. Motion to approve – passed unanimously

d. 18-19 CIC 20: Social Justice Overlay Approval for Nursing pair
   
i. Application for approval for Social Justice Overlay. These courses are co-requisites (taken concurrently).
   
   1. Motion to approve – passed unanimously

e. 18-19 CIC 21: Approval of OTL 606 to satisfy UWSR
   
i. The Writing Skills Subcommittee intends to review all approved graduate writing courses that currently satisfy the Writing Skills Requirement next year.
   
   1. Motion to approve – passed unanimously

f. 18-19 CIC 22: Sustainability Overlay Approval of LIBY course
   
i. This course was designed to meet the requirements of the overlay.
   
   1. Motion to approve – passed unanimously.

g. 18-19 CIC 23: GE Approval of MLL courses
   
i. The courses are intermediate II language courses that focus on the application of the language. Applying to satisfy GE area D1-3.
   
   1. Motion to approve – passed unanimously

h. 18-19 CIC 24: GE Approval of SOC course
   
i. Requesting approval for GE area D4. Sociology withdrew some of their upper division courses from GE when double-counting was not allowed. After the Executive Order that allows for double-counting, they are reapplying for GE approval so that students can receive GE credit for these courses.
   
   1. Motion to approve – passed unanimously.

i. 18-19 CIC 25: New Minor in Japanese Language and Culture
   
i. The courses for the minor are already being offered. The minor is being proposed to recognize the work of students who complete these courses. It was not previously a minor because of the limited number of faculty in the department; now MLL has enough faculty to cover the courses. A question was raised about whether or not a student can satisfy the requirements of the minor without 9 units of upper division work, and the answer was no.
   
   1. Motion to approve – passed unanimously.
j. 18-19 CIC 26: Civil Engineering program: progress and timeline of approval
   i. The program proposal passed CIC and CAPR last year, but did not have time to pass the Senate last year, so it is now back to CIC. This program is using existing faculty resources, as faculty were hired with civil engineering backgrounds in anticipation of offering this major. The College is in discussion with the Provost for other additional resource needs. A question was asked if anything had changed in the program proposal since last academic year, and the number of credit hours/units has been reduced to 120. The program prefix (CIVE) was approved last year.

       1. Motion to approve the program and its timeline – passed unanimously.

6. Discussion:
   a. Dealing with Monday only classes for the Fall
      i. The Committee discussed the issue of Monday-only classes for Fall 2019. In past fall terms, there have been approximately 100 Monday-only classes, many of them lab classes. 18-19 FAC 8 includes several proposals (5) for this.
      
      ii. The Committee discussed the options, and found issues with several (what if a student has another class on Wednesday, what if an instructor is teaching lab courses on both Monday and Wednesday, what if the course requires a certain number of contact hours, etc.). Discussed how changing a course to hybrid format would need to follow CIC policies, and be approved for hybrid format in advance. The Committee will not be taking formal action on this item at this time.

7. Adjournment – 3:54pm.