Members present: Jennifer Eagan, Kyzyl Fenno-Smith, Bridget Ford, Evelia Jimenez, Jim Murphy (Chair), Jim Murray, Sue Opp, Norman Smothers, Claudia Uhde-Stone

Members absent: Jim Mitchell, Glen Taylor, vacant student seats
Guests: Jiansheng Guo, Rosanne Harris, Sally Murphy, Glenn Perry, Angela Schneider

1. Approval of Agenda
   M/S/P Murray/Eagan 6/0/0

2. Approval of Minutes of 4/18
   M/S/P Ford/Opp 6/1/0

3. Report of CIC Chair
   no report

4. Report of AVP APGS
   Opp reported that she has spoken with Brian Cook and Gigi Norquist from DCIE regarding definitions of various terms used to describe DCIE programs. DCIE is developing a handbook for faculty developing programs to be provided through DCIE.

5. Foundational Level General Science Certificate
   M/S/P Ford/Eagan 6/0/0
   The Committee felt that it had limited knowledge of the context from which this proposal arises. Murphy commented that there is a need for the proposal to be presented by a responsible faculty member.

6. Revisit the Issue of Declaring Majors and Notifying the Home Departments
   M/S/P Eagan/Opp Item tabled
   Motion: Recommend that PEMSA explore an electronic change of major/minors/options which would trigger an automatic notification to department chairs
   Murphy suggested that the issue be separated into two parts. First that any change of major be signed off on by the home department; second that the issue of the timing of the declaration of the major be studied further and brought back to the Committee in the next academic year.
   Eagan suggested that PEMSA forward a notice of new declaration of majors to the departments. Perry stated he believes that PEMSA could identify new majors as well as both primary & secondary majors for the departments.
Merits of early major advising were revisited. Committee discussed the impact of major advising and tracking departmental majors rolls on faculty workload. The impact on student progress to graduation was also raised.

7. ENGL 1002 passing grade policy

Murphy reported that the department of English voted to change the English 1002 course description from the A-F pattern to the ABC or NC (no-credit) pattern.

8. Review of Cluster Proposals:
   a. Area B Clusters
      M/S/P/ Eagan/Opp 9/0/0
      Motion: To accept area ‘B’ clusters as a group.
      Opp remarked that some of the cluster syllabi do not contain the required student learning outcomes. Sally Murphy commented that the learning outcomes are included in the curricular documents submitted to GE.
   b. Area C Clusters
      M/S/P/ Eagan/Ford 9/0/0
      Motion: To accept area ‘C’ clusters as a group
      Sally Murphy commented that all of these clusters have been offered in previous years.
   c. Mixed Clusters
      Motion: To accept ‘Mixed’ clusters as a group
      M/S/P Ford/Eagan 9/0/0
      Sally Murphy commented that all of these clusters have been offered in previous years, although some include replacement courses from new disciplines.
   d. M/S/P Smothers/Eagan 9/0/0
      Motion: To vote on additional GE clusters via email.
      Additional clusters which were not approved by GE before today’s CIC meeting; those proposals will be forwarded to CIC for an email approval by the Committee later in the week.

Jim Murphy asked Sally Murphy about the state of the First year cluster program. Sally Murphy commented on the challenges of the demand for higher course enrollments, and lack of budget monies for first year activities. Eagan commented that the increase in enrollment from 30 to 45 has impacted the ability of faculty to know and interact with students and she believes this has negatively impacted retention.

9. Adjournment
   M/S/P Ford/Smothers 9/0/0