Minutes of the meeting of Monday, April 2, 2001

Members present: Kevin Cadogan, Terry Kelly (chair), Dave Larson, Rita Liberti, Cesar Maloles (recorder), Leigh Mintz, Fung Shine Pan

Members absent: Evelyn Padua Andrews, Judith Faust, Barbara Paige, Kelly Steele

Guests: Mary D’Alleva, Valerie Helgren-Lempesis, Mack Lovett, Rosanne Moore

Chair Kelly called the meeting to order at 2:50 PM

1. The agenda was unanimously approved with schedule changes.

2. Approval of the minutes of the meetings of February 19, 2001 and March 5, 2001. Minutes were unanimously approved with minor edits.

3. Report of the Chair: The chair stated that feedback from EXCOM about CIC 12 (Setting Goals Under the CSU Accountability Process) indicated that EXCOM was concerned with the potential decline in enrollments if classes are shifted from peak to non-peak times rather than the assessment narrative per se.

4. Report of the Associate Vice President, Curriculum and Academic Programs: Dr. Mintz mentioned that the Academic Senate constituted a task force to examine the impact of a change from a quarter system to a semester system.

5. Subcommittee Reports:
   a. General Education: The subcommittee discussed the following issues:
      Which, if any, transferees will be allowed to “escape” the new GE program;
      The possible requirement of a GS 1010 type course for transfer students;
      Improvement in the WST (16% jump) for students completely new to G.E.
   b. Basic Skills Requirements Appeals: Of the 13 appeals heard, 10 were approved, 3 were denied.

7. New Business:
   b. Service Learning: Mack Lovett gave a brief history of how the community service learning program evolved. He indicated that he had received funds to support a program. Half of the funds are earmarked to develop new programs that contain a community service learning component; the other half was to fund the administration of the program including hiring a permanent director for the program.
Mack sent out a call for proposals in the Fall 2000 Quarter. Of the fifteen proposals received, ten were funded. He had also recruited Mary D’Alleva to serve as interim director. Mary has graciously agreed to continue serving as interim director until a permanent one is appointed.

Mack indicated that he wants CIC to define community service learning in order to determine which courses will qualify for support. Cesar pointed out that the word community may mean anything—from local to global communities—or something more specific such as the business community or the non-profit sector. Mary opened that the word community was more local in nature. Clarity in the definition was necessary so that the next step—dissemination of new service learning courses and their benefits to students—can be undertaken.

The discussion of the tasks in developing this program led to a discussion of who will lead the program. Questions of whether the position should be filled by an academic or a non-academic were raised. Mack stated that the ideal person must be knowledgeable about how academia operates and, at the same time, have a good working relationship with various community institutions. It was then suggested that it was necessary to see a job description in order to answer this question. Mack promised to provide CIC with a copy of the job description. He also agreed to provide a copy of the campus service learning plan developed by his office.

Cesar raised the issue of funding for the service learning component of courses. He indicated that his department had turned down a request from a non-profit because of funding issues. Mack countered by pointing out that it was cheaper for non-profit organizations to utilize student labor than to hire a commercial firm. This led Rita to state that raises more issues. The chair suggested that further discussion be reserved for next meeting.

a. **GE Course Proposals:** The following course proposals were approved: GS 1011, GS 1012, GS1013, ART 2606, ENGL 4741, ENGL 4742, ENGL 4743, PHIL 3411, SOC 3880, SOC 3890, and SOC 4400.

6. **Old Business:**
   a. **Presidential Scholars and Honors Programs:** CIC decided to discuss the two programs separately. The Honors program was discussed first.

   The coordinator of the program, Valerie Helgren-Lempesis, discussed the current status of the program. She indicated that interest in the program was declining. She submitted a draft proposal to revamp the Honors programs for the endorsement of CIC. The document spells out the policies on initial eligibility, late entry, changes in requirements to maintain membership in the Honors program, and reinstatement. In addition, a policy on eligibility of transfer students and a proposal to reduce the number of student members on the advisory board from four to one was suggested. Valerie also wanted CIC to discuss the following issues: where will the program be
housed, secretarial support, what perks to give, and who will have ultimate responsibility for the program. Valerie explained that, with the current structure, there is no clear delineation of who ultimately supervises her and the program.

CIC indicated support for the proposed draft. There was some discussion, however, whether the additional issues fell within the purview of CIC’s responsibilities. Valerie indicated that she wanted CIC to discuss and forward its recommendations to the appropriate body as the initial step to settling these issues. Leigh indicated that the issue of secretarial support was pretty much decided as he explained that the incoming Associate Vice President for Curriculum and Academic Programs, Carl Bellone, has assigned Linda Beebe to support the program.

The committee also recommended the following perks for the students admitted into the Honors program: a medallion, a certificate, a stipend, and priority registration. Some discussion occurred on whether the stipend should be tied to the purchases of books and the amount of the stipend. Valerie presented her research on what other schools were giving students in their Honors program. The sentiment of the committee was that the stipend should not be tied to the purchase of books and that the amount given be as high as possible given resource constraints.

The Chair suggested that the program be reviewed in two or three years to determine whether the suggested changes have improved the program. The review would determine the future course of action.

CIC also began discussing the Presidential Scholars program. Questions on how many students qualified and accepted the scholarship were raised. A discussion on the cut-off GPA score was held. In the absence of written policy on this matter, it was the prerogative of the Provost to set the qualifying score. Due to time constraints, other issues relating to the Presidential Scholars program (i.e., the perks, the need for future review, and the determination of ultimate responsibility for the program) will be discussed in the next meeting.

The meeting ended with the following agreement about the next meeting:

a. Old business will begin with the unresolved issues pertaining to the Honors program;
b. The Presidential Scholar program will be discussed next;
c. Service learning will be last.

8. Adjournment: The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Cesar Maloles, Marketing