CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON INSTRUCTION AND CURRICULUM

Approved as corrected

Minutes of the meeting of January 7, 2002

Members present: Carl Bellone, Barbara Paige (Acting Chair), Fung-Shine Pan, Kristen Ramsdell, David Stronck, and Kelly Steele.

Members absent: Abdul Hadi Azimi, Hadi Behzad, Miguel Castaneda, Peter Claus, Terrence Kelly, Evelyn Padua-Andrews, Jeff Seitz,

Visitors: Linda Kinrade, Rosanne Moore, Sally Murphy, Michael Strait

1. Approval of the Agenda
   The agenda was modified as follows: 7b. Approval of ANTH 3430 and ANTH 3400 for UDGE Area D4 for the 98/02 catalog. Move 7.a. and 7.b. (New Business) to come before 6. Old Business. Add to 5. Subcommittee Reports d. Basic Skills Requirements Appeals.
   The agenda was unanimously approved as modified.

2. Approval of the Minutes of the December 3, 2001 meeting
   The minutes were corrected as follows: 7.a. ii. The heading should read "Addition of ES 3820 to GE Area C4 and Cultural Groups and Women, under the 1996/98 and 1998/02 GE Programs." The added words are in bold.
   The minutes were unanimously approved as corrected.

3. Report of the Chair
   As Barbara Paige was the Acting Chair, she had no report.

4. Report of the Associate Vice President, Academic Programs and Graduate Studies
   Carl Bellone reported that the Academic Senate, at its December 4, 2002 meeting, approved the following CIC items all by unanimous votes: CIC 3 Revision of the Honors Program (as amended), CIC 4, and CIC items 5 through 11 dealt with as one motion. CIC items 4 through 11 all dealt with GE curricular changes.

5. Subcommittee Reports
   a. Cultural Groups/Women Subcommittee
      Sally Murphy indicated that full records are being obtained from department chairs.

   b. Writing Skills Subcommittee
      Carl Bellone reported that the committee had spent its time reviewing the policy on the writing test. The test currently consists of two parts, an essay and an objective part. Only two other schools have an objective part, CSU Fresno and San Jose State University. CSUH is considering dropping the objective portion of the test in part as an equity issue and cost issue.
Students are unable to take the objective test on-line and this may not be fair to students at overseas locations. Also, the charge for the test is not covering its costs.

c. G.E. Subcommittee
Sally Murphy stated that the committee had reviewed courses that were being presented to the committee today. They also await direction from CIC on review of the GE program.

d. Basic Skills Requirements Appeals
Rosanne Moore noted that the committee met on December and reviewed four appeals. Three were approved and one was denied.

6. Old Business
a. Academic Dishonesty and On Line Courses (Guest: Mack Lovett 3:00 pm)
   This was postponed until the next meeting.

b. Review of the 1998-2002 General Education Program (Guest Michael Strait 3:30 pm)
   Of particular interest to the committee is the plan for interviewing students and faculty in a series of small focus groups consisting of six to ten individuals. The groups are as follows: Faculty by area (science, humanities, and social sciences) - further divided into groups consisting of tenured/tenure-track faculty, lecturers with separate groups of current and past participants in the program and lastly, chairs for a total of five groups per area. Three groups of students will be interviewed: current, second year, and retrospective. Questions that will be used in these focus groups will be submitted to the CIC prior to their use.

   In response to questions from CIC committee members, Michael Strait indicated that for the most part information from these interviews will be made available to the committee by the end of the winter quarter.

   There was some discussion of a suggestion from the administration about using an outside reviewer who has expertise in General Education in addition to the people already committed to reviewing the GE program, rather than just the GE Review Committee. Michael Strait indicated that a member of the editorial board of the Journal of General Education might be suitable.

   Regarding a question about the material that will be used in the review of the General Education Program, Sally Murphy indicated that in addition to the material from the focus groups two years of quantitative data will be available. She is presently working on information from the third year.

c. Online Instruction Subcommittee – membership
   Terry Kelly will send a cover letter to the deans and chairs to solicit nominations for members for this committee.

d. Review of the following revised curriculum forms: Proposed Directed Group Study Course, New Course Request, and Course Modification Request
   Carl Bellone pointed out and explained differences in the old and new forms to the committee members. The use of the new forms was unanimously approved by the committee. These forms will be sent to Don Wort, Academic Senate Chair, as an information item.
e. Honors at Graduation
   There was considerable discussion of the means of determining eligibility for honors at graduation. We voted on a motion to use the current grade range for the next catalog, to base determination of honors eligibility on published grade ranges not percentages, to omit any mention of fluctuating grade point ranges from the catalog and to state that the grade range in the catalog at the time of entry was to be used to determine eligibility for honors. This motion passed unanimously.

f. Service Learning Subcommittee
   Mack Lovett provided the following information to Sally Murphy who shared it with the committee. There is a Service Learning Coordinator, Mary D'Arleva, who will assist faculty with contacts in the community and will act as a liaison between the faculty and community groups. Sally Murphy distributed a draft policy statement on service learning which needs more review before it is sent forward.

7. New Business
   a. Unique numbers for PSYC 1000 in three 1998/02 G.E. clusters:
      PSYC 1001 in the Individual and Society, Area D-Social Sciences, first-year cluster
      PSYC 2004 in the Aspects of Energy, Area B-Natural Sciences, second-year cluster
      PSYC 2009 in the Science in the 21st Century, Area B-Natural Sciences, second-year cluster
      Sally Murphy pointed out that this is to provide new #'s for these courses along with slight changes in titles to help students choose the correct course for their cluster.
      A motion to approve these changes was passed unanimously.

   b. Approval of ANTH 3430 and ANTH 3400 for UDGE Area D4 for the 98/02 catalog.
      A motion to approve this was passed unanimously.

8. Adjournment
   The committee adjourned at approximately 4:50 pm.

   Respectfully submitted,

   Kelly P. Steele, Secretary