CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON INSTRUCTION AND CURRICULUM

Approved as presented

Minutes of the Meeting of October 15, 2001

Members present: Terrence Kelly (Chair), Evelyn Padua Andrews, Peter Claus, Barbara Paige, Fung-Shine Pan, Kristin Ramsdell, Jeff Seitz, Kelly Steele, David Stronck

Members Absent: Abdul Hadi Azimi, Hadi Behzad, Miguel Castaneda, Carl Bellone

Visitors: Sally Murphy, Rosanne Moore, Alex Cassuto

1. Approval of the agenda

The agenda was approved with the addition of one item under New Business, Formation of a Subcommittee on Online Teaching, and the elimination of one item under Old Business, c. Update from Special Committee on Service Learning.

2. Approval of the Minutes of the meeting of October 1, 2001

There was a brief discussion of the membership on the various Subcommittees, but correction of these was put off until further discussion of Subcommittee membership under Report of the Chair. The Minutes were approved with the correction of the spelling of the names, Kristin Ramsdell and Alex Cassuto.

3. Report of the Chair

Chair Terrence Kelly commented that the Voluntary Pause document, approved by CIC at the last meeting, was sent to EXCOM. He also noted that several small changes needed to be made to the membership of the Subcommittees in light of the exact rules governing their composition. Peter Claus was dropped from Cultural Groups and Women, and Michael Lee was dropped from Lifelong Learning/Capstone.

There was a general discussion of the need for additional members of certain Subcommittees from specified categories of campus representation, and several additions were made. Several Subcommittees Bthe Subcommittee on Writing Skills, Basic Skills Appeals and Cultural Groups and Women in particular Bstill need members. The memberships of all Subcommittees were unanimously approved, and at present consist of the following:

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<tr>
<th>Critical Thinking</th>
<th>Cultural Groups and Women</th>
<th>Lifelong Learning/Capstone</th>
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<tbody>
<tr>
<td>Jennifer Eagan</td>
<td>Jennifer Eagan</td>
<td>Hadi Behzad</td>
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<tr>
<td>Robert Gorton</td>
<td>Pat Guthrie</td>
<td>Peter Claus</td>
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<td>Kelly Steele</td>
<td>Barbara Paige</td>
<td>Jeff Seitz</td>
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<td>Jin Yan</td>
<td>Fung-Shine Pan</td>
<td>Susan Sunderland</td>
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<td>Gloria Rodrigues</td>
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<td>Kelly Steele</td>
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4. **Report of the Associate Vice President, Academic Programs and Graduate Studies**

Sally Murphy, speaking on behalf of Carl Bellone, reaffirmed the Chair’s comment that the Voluntary Pause document was approved by EXCOM.

5. **Subcommittee Reports**

a. **Basic Skills Requirement Appeals**

Rosanne Moore reported that after the last CIC meeting of 2000/01 and before the first CIC meeting of 2001/02, there were three meetings of the Basic Skills Requirements Appeals Committee. At their first meeting three student waiver requests were heard, and all were approved. At the second meeting eleven Vienna student appeals were considered; five were approved and six were denied. During the third meeting two student appeals were heard. One was approved and one denied.

Generally, since the new Fall 2000 Writing Skills policy came into affect, appeals have dropped off significantly. In 1999-2000, before the new policy, there were a total of 363 appeals. In 2000-01 there were a total of 153 appeals. This represents a drop of 58% in petitions to waive the University Writing Skills Requirement.

b. **General Education**

Sally Murphy distributed to all members two documents: “California State University, Hayward Assessment of the New General Education Program (1999)” and “California State University, Hayward Assessment of Year Two of the General Education Program (2000).” She noted that the information presented in these will be important to consider when CIC comes to evaluate the General Education Program later in this Academic Year.
Sally Murphy also announced the names to be added to the General Education Subcommittee. All were approved unanimously by CIC and they have been included in the list above.

6. Old Business

a. Subcommittee Memberships

Much of the discussion of additions to the Subcommittee memberships had been covered in items above. There is a need for more nominations, particularly from the School of Business and Economics. It was also unanimously agreed that representation from the Library might be included on most committees.

b. 00-01 CIC 27, Honors Program

The Committee worked on the wording of several specific areas of the “California State University, Hayward Honors Program Policies” document and developed changes which have been incorporated into the revised version of the document. The revised document was voted upon and unanimously approved.

7. New Business

a. Subcommittee on Online Teaching

Peter Claus recalled that several years ago CIC had an ad hoc Committee on Online Education. As chair of the committee at that time, he had submitted a report to CIC reviewing the Online Committee’s activities, which included an examination of the problems and benefits of teaching online courses, and an inquiry as to the nature of policies which should be developed regarding online teaching at CSUH. At that time, he pointed out that online teaching was such a new phenomenon that there was very little experience for the faculty to go on, and so no specific recommendations were made. Now, however, the picture has changed dramatically with the introduction of Blackboard as an online course delivery system which has incorporated all courses in the Schedule of Classes in the Fall Quarter 2001. Furthermore, the university is now offering a sizeable number of courses and one degree option entirely online and many more faculty are using the internet to enhance their courses. He noted that during a summer workshop, offered through Faculty Development in conjunction with the Teaching and Learning through Technology Roundtable and the General Education department of which he was a part, it became apparent that the university still had no policy on many fundamental aspects of online teaching including dimensions of copyright, faculty workload, faculty evaluation, course staffing classification, teaching caps, applicability of satisfying requirements for GE classification of courses, and a number of others. This, he pointed out, is a potentially “dangerous” situation for all involved and it might be a good time to reinstate a committee on online teaching.

Several committee members confirmed with their own experience that there are many areas of online teaching which need to be addressed. There was a discussion of the form and composition such a committee should take. It was agreed that it should be a Special Committee of CIC and that its membership should include wide and representative views on the matter. The Chair requested Peter to come back with ideas as to who might be on the committee and what might be its initial list of concerns and duties.
8. **Adjournment**

The Committee adjourned at 4:30 p.m.

Respectfully submitted,
Peter Claus, Secretary