Members present: Carl Bellone, Joy Bhadury, Terrence Kelly, Kristen Ramsdell, Kelly Steele, David Stronck and Nancy Thompson.

Members absent: Abdul Hadi Azimi, Miguel Castaneda, Evelyn Padua-Andrews, Barbara Paige, Fung-Shine Pan, Jeff Seitz

Visitors: Linda Kinrade, Rosanne Moore, Sally Murphy

1. Approval of the Agenda
   The agenda was unanimously approved.

2. Approval of the Minutes of the January 28, 2002 meeting
   The minutes were passed out to members at the meeting, but we neglected to read and approve them. This will be done at the next meeting on February 18th.

3. Report of the Chair
   We will be meeting in the Biella Room on February 18th 2:40 pm. We will be hearing input from participants in the General Education Program and taking care of our usual business as well. The chair passed Deborah Hammond's CV onto ExComm for approval.

4. Report of the Associate Vice President, Academic Programs and Graduate Studies
   A survey on the General Education Program will be sent out during the first two weeks of March using the envelope system that is used for faculty elections.

   Assessment committee meets once a month. How do we want to incorporate assessment into the curricular process? Charge from ExComm - ??
   Joy thinks that we should not approve courses unless they address outcomes assessment.

   3 reasons to address outcomes assessment - at the University level - professional organizations, WASC accreditation, and ??

   Some discussion of the forms approved at the January 4, 2002 meeting, Old Business item 6d, because these forms bring together the curricular review process and outcomes and assessment (which heretofore has been viewed as a local/departmental concern). Should CIC involve itself so directly in assessment? The implications of adding these lines to the new course and course modification forms should be made explicit. Carl - Our question should be - are learning outcomes present and that our goal is not to evaluate particular learning outcomes. These new forms could be viewed as a centralization of outcomes assessment process. This will be discussed with Don Wort, Chair of Academic Senate to see if we need a new policy statement.

5. Subcommittee Reports
   a. Writing Skills Subcommittee - regarding dropping the objective portion of the writing skills test. This test can be passed if the student passes other commercial CBEST, GMAT. The GRE will soon have an essay test as well, we will add this test to the list of tests that can be substituted as soon as feasible. Instructors need to be reviewed every four years, this will occur shortly.
6. Old Business
   a. Online Instruction Subcommittee – membership
      On-line Teaching Subcommittee will have the following members Gary McBride (BUS), Richard Symmons (SCI), Pat Guthrie (ALSS), and Li-Ling Chen (SEAS). Peter Claus will be the CIC committee representative. The committee will be meeting next month. A motion was made to approve these committee members and was passed unanimously.

   b. Service Learning Subcommittee
      Kristen Ramsdell gave a brief report. Sally Murphy stated that the proposed Service Learning Policy is consistent with the Chancellor's views and policies at other institutions. Linda asked about procedure to be followed after the school approves a course for service learning credit- does the instructor contact the coordinator or send material to them? Terry thinks that a list of courses should be sent to the coordinator. Sally thinks that students should be made aware that a particular course is a service learning course before they sign up for it. She isn't sure that the course designation should go into the catalog, but rather it should go into the class schedule.

      A motion was made to approve the Service Learning Policy as passed out at the January 7, 2002 meeting. A friendly amendment was made to indicate that Service Learning courses should be designated in the Schedule of Classes. This motion was voted on and approved unanimously.

   c. Approved courses from GE Subcommittee for the 98/02 catalog, Area D4 (forms needed)
      ANTH 3750 - Women in Cross-Cultural Perspective
      A motion was made to approve this course for D4 was made and approved unanimously.

      ANTH 3520 - Contact Period of California
      A motion to approve this course for a D4 designation was made, and after discussion it was approved with 6 in favor and 1 abstention.

7. New Business
   The agenda was adjusted, so that 7d was discussed first.

   a. returned CIC document
      CIC 14 - Reintroduction of Directed Group Study (DGS) Courses- postponed until the next meeting when it will be the first item on the agenda.

   b. Minutes for Subcommittees - postponed until the next meeting

   c. Unit minimum for B.S. Special Major - postponed until the next meeting

   d. Policy for Cooperative Education Courses for International Students (Ray Wallace visitor)
      Considerable discussion of the policy took place. Carl Bellone will modify the policy and bring it back to CIC for approval.

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

   Respectfully submitted,

   Kelly P. Steele, Secretary