CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON INSTRUCTION AND CURRICULUM

Approved as corrected

Minutes of the October 7, 2002 meeting

Members Present: Joy Andrews, Carl Bellone, Solomon Cason, Peter Claus, Fung-Shine Pan, Kristen Ramsdell, Jeff Seitz, Emily Stoper, David Stronck, Alisson Warriner (Chair)

Members Absent: Hadi Behzad, Toni Merendino, Karen Wong

Guests: Rosanne Moore, Sally Murphy

The meeting was called to order at 2:45 p.m. by Chair Alison Warriner.

1. Approval of the Agenda. M/S/P Ramsdell/Andrews.

2. Report of the Chair – None.

3. Report of the Associate Vice President, Academic Programs and Graduate Studies -
Carl Bellone reported that the Academic Senate approved the following CIC items at its meeting of June 4, 2002: 01-02 CIC 25 Revised Policy on Paid Co-op Ed., Internship and Supervised Fieldwork Courses for International Students on F-1 Visas; 01-02 CIC 37, Application of ANTH 3260, Historical Archaeology, to Area D4 for the 1998/03 G.E. Pattern; MLL 3831, Experiencing Japanese Culture, to Area C4 for the 1998/03 G.E. Pattern, PHIL 3324, Cultural Studies, to Area C4 for the 1996/98 and 1998/03 G.E. Pattern; 01-02 CIC 38, Application of HIST 2018, Cultures in Contact: The Medieval & Modern World: 611 to 1700; MUS 2018, Cultures in Contact, Music of the Middle Ages Through the Early Baroque; and PHIL 2040, Early Modern World Philosophies, to the New G.E. Area C, Humanities Cluster, Cultures in Contact in the Medieval and Early Modern World; 01-02 CIC 30 New Joint Ed.D. in Urban Educational Leadership; 01-02 CIC 39, Proposed New Options in Urban Teacher Leadership, M.S. in Education and M.S. in Educational Leadership, as corrected; 01-02 CIC 40, Proposed New Options in General Economics and Economics for Teachers, M.A. in Economics; 01-02 CIC 41, Proposed New Options in General Economics and Accounting, B.A. in Economics; 01-02 CIC 42, Proposed Discontinuance of the Option in Austrian Economics, M.A. in Economics; 01-02 CIC 36, Master’s of Social Work (MSW) Degree.

4. Subcommittee Reports – None.

5. Old Business
   a. General Education (G.E.) Review – background report. This is the year that the program will be reconsidered by the Senate, so it is up to CIC to recommend what the program will look like for the next few years. We will have a lot of information on which to base our work. Sally Murphy, G.E. Director, distributed the Executive Summary of her report on the learning data for the new G.E. program. The report is still being written and is already 70 pages long. The committee also received the report by Outside Reviewer Jackie Donath. Terry Kelly’s report as last year’s CIC chair can be downloaded from the Website. We will also have the benefit of Michael Strait’s report on his faculty and student focus groups. By several measures, the program looks good. Retention of freshmen has steadily improved since 1998, as have freshman and
sophomore GPA’s and the rate at which lower division G.E. requirements are completed. There has been no assessment of Upper Division G.E.

b. Service Learning Report – David Stronck reported for a subcommittee consisting of himself, Kris Ramsdell and Sally Murphy, that we already have a small but effective set of service learning opportunities on campus. Mary D’Alleva, the new Service Learning Coordinator, is working out of Mack Lovett’s office to expand and improve these opportunities. M/S/P Stronck/Stoper 9-0-0 to discontinue the subcommittee, since it fulfilled its mission by making its report to CIC.

c. New Course Forms (01-02 CIC 26) Report – Emily Stoper explained the objections of the 01-02 Executive Committee to this document. The general problem was that the document appeared to make New Course and Course Modifications forms more complex and difficult to complete, without adequate justification. The question about department learning goals elicited no relevant information. The DegreeWorks information was not clear in its intent. Once it is clarified, CIC may recommend some of it. Information about use of course substitutions by other departments and about online courses can be better obtained by other means. Information about course offerings is unnecessary now that departments manage their own budgets. However, it would be desirable to ask for information about resources needed that a department could not provide itself. The Chair stated that the matter will be discussed at a future meeting.

d. On Line Instruction Report – Peter Claus reported on behalf of the Online Instruction Committee’s Chair, Pat Guthrie. The committee discussed the difficult issue of cheating in online courses and concluded that faculty need advice, perhaps guidelines, in handling this problem. It was stated that the Faculty Development Center offers workshops to assist faculty on all matters relating to online instruction.

e. Learning goals for G.E. – Sally Murphy reported that lower division learning outcomes have been developed for science, quantitative reasoning, composition, critical thinking, cultural groups and women, public speaking and information literacy. However, no learning goals have been developed for social sciences or humanities. After 4 years, the School of ALSS has been unable to agree on goals for social sciences or humanities. Sally suggested that it might be a good idea to send to the Senate those goals that have been developed, rather than waiting for all of them to be completed.

6. New Business

a. Additional Methods for Undergraduate and Graduate Students to Satisfy the University Writing Skills Requirement (UWSR). M/S/P Stoper/Claus. After the word “and” in the first sentence was changed to “or,” the motion met unanimous approval.

b. Subcommittee Memberships

Critical Thinking. M/S/P Ramsdell/Stronck to approve Paul Bassen, Roberta Millstein, Joy Andrews (representing CIC), Terry Soo-Hoo and Sally Murphy.

Lifelong Understanding. Susan Sunderland, Peter Claus and Hadi Behzad have volunteered to serve, and Sally Murphy is the Presidential Appointment. In the absence of a School of Science rep, action was postponed.
**Cultural Groups/Women.** Action was postponed until representatives are found from Ethnic Studies, Women’s Studies and the School of Science.

**Writing Skills.** M/S/P Ramsdell/Stoper to add the Director of the Student Center for Academic Achievement (now Emily Nye) as a permanent *ex officio* member. Alison Warriner, Michael Strait, Carl Bellone, Emily Nye, Terry Kelly, Fung-Shine Pan and Barbara Storms have agreed to serve. A representative must be found from the School of Science.

**Basic Skills Requirements Appeals.** Many more volunteers are needed, so action was postponed.

**General Education.** M/S/P Stoper/Ramsdell to approve the following: Jennifer Eagan, Don Sawyer, Rita Liberti, Jeff Seitz, Michael Strait, Hank Reichman (he can’t serve in Fall Quarter, so he’ll find a substitute), Sharon Green, Diane Satin, Sue Opp and Kris Ramsdell. Sally Murphy is the Presidential Appointee.

c. **On Line as a regular CIC Subcommittee.** M/S/P Claus/Stronck to make the Online Subcommittee permanent, in view of the importance of the subject. The vote was 8-1-0. The subcommittee will also study other forms of distance learning, such as interactive video and cable TV.

7. **Adjournment** – The meeting adjourned at about 5 p.m.

Respectfully Submitted,
Emily Stoper, Secretary