CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON INSTRUCTION AND CURRICULUM
Approved as corrected

Minutes of the Nov. 4, 2002 meeting

Members present: Joy Andrews, Hadi Behzad, Carl Bellone, Solomon Cason, Peter Claus, Fung-Shine Pan, Jeff Seitz, Emily Stoper, David Stronck, Alison Warriner (Chair)

Members Absent: Toni Merendino, Kris Ramsdell, 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 Stoper/Stronck to approve.

2. Approval of the minutes of the Oct. 21 meeting – A few corrections were made. It was ambiguous whether the committee had approved permanent status for the G.E. and Online Instruction subcommittees.

M/S Seitz/Andrews to affirm the establishment of a General Education (G.E.) Subcommittee of CIC with the following membership: 2 faculty from ALSS, 2 from SBE, 2 from SCI, 2 from SEAS; one from the Library; the Director of Assessment and Testing, the Associate Director of the University Advisement Center, the General Education Director. At least one member must also be a member of CIC.

Peter Claus asked why there was not a permanent G.E. Subcommittee in the past and whether we are sure we will need it in the future if the Senate decides to simplify the program. Sally Murphy responded that we will always have a G.E. package, and that the G.E. Subcommittee has been renewed every year for the past 7 years or so.

The motion passed 9-0-0.

M/S/P 9-0-0 Seitz/Andrews to affirm the establishment of a CIC Subcommittee on Online Instruction with the following membership: 2 faculty from ALSS, 2 from SBE, 2 from SCI, 2 from SEAS; one from the Library; the Director of Director of Media and Technology Services in the Department of Information and Computer Services. At least one member must also be a member of CIC.

M/S/P 9-0-0 Andrews/Stronck to approve the minutes as corrected.

3. Report of the Chair – Alison Warriner reported that the Committee approved via e-mail the replacement of Kris Ramsdell by Kyzyl Fenno-Smith on the Online Subcommittee.

4. Report of the Associate Vice President, Academic Programs and Graduate Studies – Carl Bellone reported that ExCom unanimously voted to place 02-03 CIC 1, Proposed Alternative Methods for Students to Satisfy the University Writing Skills, on the Senate agenda. ExCom unanimously approved 02-03 CIC 2 Subcommittee Memberships 2002-2003 as amended.
Amendments were to correct some spelling of faculty names and replace Henry Reichman with Nancy Thompson for Fall Quarter 2002 on the GE Subcommittee.

5. **Subcommittee Report - G.E.** - Sally Murphy reported that the G.E. Subcommittee met for the first time but it did not have a quorum. M/S/P 9-0-0 Warriner/Stoper to invite the members of the G.E. Subcommittee to attend a future CIC meeting so that we can interview them, as well as G.E. Director Sally Murphy.

6. **Old Business**
   
a. **General Education Review**
   Discussion of the Outside Reviewer’s Report was postponed because a number of the members had not read it. The assignment for next meeting is to read that document, as well as Terry Kelly’s summary of last year’s G.E. review, Michael Strait’s Focus Group Report, and a summary of Sally Murphy’s report on the history of G.E. at Cal State Hayward. Sally will mail the members her history report. The other documents were distributed at the meeting.

   The Chair announced that there will be a full-day retreat on Jan. 31, 2003 for the purpose of hammering out CIC’s recommendations to the Senate about the G.E. Program.

b. **New Course Forms**
   Discussion centered around the need to keep the form simple, to avoid asking for information that can be obtained more easily and more comprehensively by other means, and to use the form to obtain information about courses that is really necessary to monitor costs and curricular issues.

   **Degree Works Information**
   M/S/P 9-0-0 Stoper/Seitz to delete all information and substitute “If you wish to permit students who are under earlier catalogs to take this course in full or partial fulfillment of a major requirement, state how far back you would like it to apply.”

   **Department Learning Goals; Distance Learning; Justification**
   M/S/P 9-0-0 Seitz/Claus to delete #8, the question on distance learning.
   M/S/P 9-0-0 Warriner/Andrews to delete #7, the question on department learning goals and to amend #6, Justification, to read “may include use of course in department programs, the fit with department learning objectives, suitability for online teaching and distance learning, etc.”

   **Resource Implications**
   M/S Seitz/Stronck to delete a, b and c. Amendment/S Stoper/Claus to add the words “including the need for equipment, student fees, and other resources that will not be covered by the department.” The amendment passed 5-4-0. Behzad proposed adding the words “if any” after “Resource Implications” to the motion and Seitz accepted this as a friendly amendment. The motion passed, as amended, 9-0-0.
Computer Access
M/S/P 9-0-0 Seitz/Stoper to delete the question about computer access.

c. Course Modification Requests
M/S/P 9-0-0 Seitz/Andrews to delete question 8 and to amend the Justification (#10) so that it reads the same as on the New Course Proposal.

M/S/P 9-0-0 Seitz/Pan to delete the question on learning outcomes.

d. Learning Goals for General Education
The Executive Committee sent back the proposed Science learning outcomes as too vague. M/S/P 9-0-0 to send the Science learning outcomes back to the G.E. Subcommittee with a request to respond to the Executive Committee’s objections and to return them as part of a package that includes the Social Science and Humanities learning outcomes.

e. Election of a Secretary for Spring Quarter.
Kris Ramsdell had volunteered at the last meeting to serve as Secretary in Winter Quarter, but Fung-Shine Pan said she could do the job in Winter Quarter but not in Spring. It was agreed that Pan will be Winter Quarter Secretary and Ramsdell will be Spring Quarter Secretary.

7. Adjournment – M/S/P 9-0-0 Cason/Andrews to adjourn.

Respectfully submitted,

Emily Stoper, Secretary