Members present: Jennifer Eagan, Kyzyl Fenno-Smith, Bridget Ford, Evelia Jimenez, Jim Murphy (Chair), James Murray, Sue Opp, Claudia Uhde-Stone

Members absent: Jim Mitchell, Norman Smothers, Glen Taylor, vacant student seats

Guests: Jiansheng Guo, Rosanne Harris, Glen Perry

1. Approval of Agenda
M/S/P Ford/ Fenno-Smith 6/0/0

2. Review of Committee Policies and Procedures (with the addition about CCAC representation)
Chair Murphy reviewed the Committee’s Policies and Procedures with the body, including the duties of the committee. He will request that Academic Senate Chair pursue student representatives with ASI.

CIC will work on staffing the Subcommittees at its next meeting.

CCAC, designation of CIC’s Concord Campus liaison, will also on the agenda for next meeting. Bridget Ford has preliminarily volunteered this position.

3. Review of Last Year’s Annual Report
The group reviewed and discussed the contents of the 09-10 CIC Annual Report, including GE course caps for C4 & D4, the need for some clarification in catalog language, issues in online and hybrid instruction, and responses to the budget crisis.

4. New Course Request Form (and additional language for CPM)
Chair Murphy reviewed the language about the Dual-listed undergraduate and graduate courses both for the Curricular Procedures Manual and on the New Course Request Form. Rosanne Harris noted that there are several Dual-Listed courses with completely different course descriptions, and they should be the same with an indication of the extra assignments required at the graduate level. Biology was the only program in compliance with the Chancellor’s policy. This change is designed to comply with Chancellor’s Office policy.

M/S/P Eagan/ Murray 7/0/0 to send these changes to the CPM and New Course Proposal Form as an Information Item to the Executive Committee.

5. Report of the Presidential Appointee (AVP, Academic Programs & Grad Studies)
Sue Opp briefed the committee on the Early Start Program. Students will be required to take a summer course to begin their remediation before they begin, as of Fall 2012. So, CIC may see new courses and charges related to this Chancellor’s Office Initiative.

6. "From the Floor"
Eagan asked about how the new Add/ Drop Policy was working around campus. Sue Opp reports hearing no complaints. Glen Perry reported hearing a few, but faculty are adjusting to the
new procedures. Many departments are relying upon their staff and the old paper Add/Waitlist slips. Departments are encouraged to keep the paper add slips as proof that the students did consent to add the class.

7. Adjournment
M/S/P Eagan/ Jimenez 7/0/0/

Respectfully Submitted,
Jennifer Eagan, CIC Secretary, Fall 2010