TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 15-16 ASCD11: Curricular policy or procedures documents that require substantive revisions for the campus conversion to semesters

ACTION REQUESTED:
That ExCom refer the following policy documents to the Committee on Instruction and Curriculum for careful consideration and substantive revisions required to update these Senate documents from the quarter to semester calendar.

BACKGROUND:
The Faculty Working Group of the Administrative Support Subcommittee of the Semester Conversion Steering Committee worked with the Senate Office to identify and review documents that require changes for our conversion from quarters to semesters. In the opinion of the Working Group, the CIC documents below require careful consideration about the implications of making in some cases substantive changes to update these policies from quarters to semesters.

11-12 CIC 3 rev Revision to Declaration of Major Policy
Recommendations: The document describes how undeclared students are urged to declare a major in a letter sent from PEMSA, a division that no longer exists. The policy requires updating from quarter to semester the number of units that undeclared students would hold before being notified that they should declare a major. Although not directly related to semester conversion, we recommend that this be written as a policy rather than as a letter and that the appropriate office responsible for notifying students be identified.

12-13 CIC 14 Reduction in Registration Unit Limits
Recommendations: This policy authorizes the continuation of 11-12 CIC 15rev, a policy that determines 17-quarter units as the maximum number of units for which students may enroll during the enrollment period. The original policy also explains exceptions to this 17-unit limit. As suggested by its title, 14-15 CIC 9 Extension of Registration Unit Limits to Include Self-Support Students extended this policy to self-support students.

The existing policy also refers to a 2012 Enrollment Management and Planning Memo from the Chancellor’s Office that is no longer enforced. Thus the campus needs to determine how many units will be the maximum for enrollment on the semester system.

Although not directly related to semester conversion, we also note that the document refers to PEMSA, a division that no longer exists. The appropriate division should be identified.

14-15 CIC 12 Hold on filing for graduation for those not progressing on UWSR
See also 03-04 CIC 7 Revision of the University Writing Skills Requirement
Recommendation: That CIC and the Writing Skills Subcommittee of CIC consider how to update the writing skills requirement policy for semesters, including the policy on holds for students who have attained a certain number of units but have not completed the writing skills requirement.
Recommendation: Nine units of elective credit (on the quarter) to six units of elective credit (on the semesters). The current CSUEB practice is to award the following credit to service members who have served more than one year and a day (no one can discover the origin of the “one year and a day” requirement): Area E/F: 4 Units and Elective: 5 Units. However, our semester GE program does not include area F. Thus CIC should make a recommendation about how to distribute these units.