TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 15-16 ASCD 3: Revision of 14-15 CIC 10 Course Numbering Regime Under Semesters

PURPOSE: For approval and action by the Executive Committee

ACTION REQUESTED: The SCD request that the Committee on Instruction and Curriculum revise its course numbering policy for semesters to eliminate the following portion of the policy that references special designations for activity and laboratory course components:

The three digit number may have a postscript. Only the postscript “L” designating laboratory courses (those using classification code C15 or C16), and “Y” designating activity courses (classification codes C7-C13) will be allowed initially; note that the “L” and “Y” designations will become requirements for laboratory and activity course components. No laboratory or activity course components will be allowed without these post-script designations to ensure that these course components are easily and accurately identified and visible to students. Where appropriate, courses may have the corresponding non-lab or non-activity course component be a co-requisite.

BACKGROUND INFORMATION: The course numbering policy for semesters served the important purpose of differentiating East Bay’s quarter-based curriculum from its future semester-based curriculum. The semester numbering system will be based on three digits to distinguish it from the four-digit quarter numbering system. The policy also specified that laboratory course components must be labeled with an “L” postscript, and activity course components must be labeled with a “Y” postscript. The Semester Conversion Co-Directors recommend revision of this portion of the policy on the following grounds:

- Course components cannot be labeled. Only courses receive course labels. These courses can be composed of multiple components. For example, lecture and laboratory components or lecture and activity components are often combined under one course number. Therefore, as written the policy cannot be enforced for multicomponent courses.

- The policy could be revised to apply at the course level, if multicomponent courses were no longer allowed. However, CSU East Bay has a long history of offering multicomponent courses and several departments have indicated that their curriculum would be significantly harmed if they were no longer allowed to use this course format.
The policy does not contain a clear justification for labeling laboratory and activity course components with a special postscript. In recent discussions with various faculty and administrators involved in drafting the policy, the Co-Directors have learned that the driving reason to adopt the required postscript for activity and laboratory course components was the desire to receive accurate credit for the utilization of campus space for the various instructional activities. However, we can find no evidence that the current policy improves the campus’s ability to accurately account for instructional space usage. In fact, with the current numbering system courses components are labeled with a Laboratory or Activity designation in the course schedule. It is this course schedule that is used to track instructional space usage on campus.