TO: Executive Committee of the Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: Amendment to CIC Policies and Procedures for Committee Operation Specifying Subcommittee Memberships
PURPOSE: For Action by the Executive Committee
ACTION REQUESTED: Approval by the Executive Committee

BACKGROUND:
At its meeting of Nov. 1, 2004, CIC approved by a vote of 10-0-0 the addition of all subcommittee memberships to Article V, Section 2, of its Policies and Procedures, in place of the list that now appears in that article. The purpose of the amendment is to place this information, along with any future amendments to it, in an accessible and official format. We recently had an experience in which it was extremely difficult to track down the document that specified the membership of one of the subcommittees.

Regular subcommittees of CIC are:

**Subcommittee on General Education**
2 ALSS, 2 CBE, 2 SCI, 2 CEAS, Library, AVP of Institutional Research and Assessment, (Associate) Director of the University Advisement Center, General Education Director; at least one member must also be a member of CIC; in nominating members of this subcommittee, CIC should consider the desirability of representation from the three major areas of General Education (Humanities, Social Sciences and Science)

**Subcommittee on Critical Thinking G.E. Requirement**
2 Philosophy, 2 outside ALSS, Presidential Appointee; at least one member must also be a member of CIC

**Subcommittee on Lifelong Understanding G.E. Requirement**
1 ALSS, 1 CBE, 1 SCI, 1 CEAS, Presidential Appointee; at least one member must also be a member of CIC

**Subcommittee on Cultural Groups/Women G.E. Requirement**
1 Ethnic Studies, 1 Women’s Studies, 1 ALSS outside Ethnic Studies and Women’s Studies, 1 CBE, 1 SCI, 1 CEAS, Presidential Appointee; at least one member must also be a member of CIC
Subcommittee on Writing Skills
Director of Composition, Director of the Student Center for Academic Achievement, AVP of Institutional Research and Assessment, Associate Vice President of Academic Programs and Graduate Studies, 1 ALSS outside ENGL, 1 CBE, 1 SCI, 1 CEAS; at least one member must also be a member of CIC

Subcommittee on Basic Skills Requirements Appeals (3 year term)
at least 5 ALSS, 5 SBE, 5 SEAS, 5 SCI

Subcommittee on Graduate Programs (2 year term)
2 Graduate Advisors from each College, Enrollment Services, Associate Vice President of Academic Programs and Graduate Studies; at least one member must also be a member of CIC

Subcommittee on Technology and Instruction
1 ALSS, 1 CBE, 1 SCI, 1 CEAS, Library, 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