TO: The Executive Committee of the Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: Policies and Procedures for Committee Operation, Committee on Instruction and Curriculum
PURPOSE: For Action by the Executive Committee
ACTION REQUESTED: That the Executive Committee approve the following changes to the Committee on Instruction and Curriculum’s Policies and Procedures for Committee Operation document.

BACKGROUND INFORMATION: Each year the Committee on Curriculum and Instruction is required to review their Policies and Procedures for Committee Operation document to see if it needs updating. This year we found some needed corrections in Article IV. Meetings and in Article V. Subcommittees, as outlined below.

The correction for the meeting time in the Meetings section was approved by the Senate last year, but needs to be corrected in this document.

The changes in the Subcommittee section are mostly corrections to people’s titles and office names. The addition of the Director of the Teaching English as a Second Language (TESOL) Option as a permanent member of the Writing Skills Subcommittee was requested by the members of that Subcommittee at their last meeting of 2007-08.

Article IV. Meetings

Section 1. Time & Place
The regular meetings of the Committee shall be from 2:00 to 4:00 p.m. on the first and third Mondays of each month during the academic year at a place to be designated by the Chair in consultation with the staff of the Office of the Academic Senate. It may meet on other occasions by the affirmative vote of a majority of the membership.
Article V. Subcommittees

Section 1
[no change]

Section 2. Regular Subcommittees
[no change]

Subcommittee on General Education *(to include issues of Lifelong Understanding)*
2 CLASS, 2 CBE, 2 CSCI, 2 CEAS, Library, AVP of Planning and 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
[no change]

Subcommittee on Cultural Groups/Women G.E. Requirement
[no change]

Subcommittee on Writing Skills
Director of Composition, Director of the Student Center for Academic Achievement, Director of the Testing Office, Director of the Teaching English as a Second Language (TESOL) Option, Associate Vice President of Academic Programs and Graduate Studies, 1 CLASS outside ENGL, 1 CBE, 1 CSCI, 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 CLASS, 5 CBE, 5 CSCI, 5 CSCI, 5 SEAS

Subcommittee on Graduate Programs *(2 year term)*
2 Graduate Advisors from each College, Planning and Enrollment Management 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 CLASS, 1 CBE, 1 CSCI, 1 CEAS, Library, Director of Online and Hybrid Support Center Instruction; at least one member must also be a member of CIC

At its meeting on October 6, 2008, CIC unanimously approved (5-0-0) these changes to the Committee on Instruction and Curriculum’s Policies and Procedures for Committee Operation document.