Minutes of the November 17, 2003 Meeting

Members Present: Carl Bellone, Solomon Cason, Sarah Gonzales, Laura Marschall, Roberta Millstein, Jeff Newell (student rep), Fung-Shine Pan, Steve Peng, Emily Stoper (Chair), Luther Strayer, Meiling Wu

Members Absent: Kristen Ramsdell

Guests: Sally Murphy, Roseanne, Moore, Julie Norton, Stevina Evuleocha, Evelyn Andrews

Meeting was called to order at 2:45

1. Approval of the Agenda: M/S/P Newel/Millstein

2. Approval of the minutes of the meeting on November 3, 2003: M/S/P as corrected Cason/Millstein. There was a motion that the minutes be distributed to the CIC as taken by the secretary. M/S/P Millstein/Strayer

3. Chair's Report: The Chair did not make a report

4. Report of the AVP, Academic Programs and Graduate Studies: The AVP did not make a report

5. Report of the Strategic Workgroup on Facilitating Graduation: On Nov. 4th, the Strategic Work Group on Facilitating Graduation met for the first time. The group gratefully acknowledges Carl Bellone’s support on providing current policies and background information regarding grading and graduation. Carl Bellone also made valuable suggestions on collecting relevant inputs via interviews.

Between Nov. 6th and 13th, Steve Peng and Solomon Cason conducted interviews with Diana Balgas (Director of the Educational Opportunity Program) and Jeff Cook (Director of Enrollment Services). On Nov. 13th, the group met again to integrate the feedback from interviewees and assembled opinions on the following issues:

Policies on enrollment, drops, and withdrawals
The Enrollment Services department recently had discussions on how to encourage students reacting early on drops and withdrawals. The department also works on allowing students to withdraw from a class on Sail at seventh week without department chair’s signature. In addition, discussion has even made about extending Add/Drop period for students. However, the fairness of enrollment is greatly concerned when making any change of Add/Drop procedure. For example, allowing students to add classes after their peers have dropped them may not be fair to the student who is adding a class earlier.
Reducing the number of course repeats permitted
Setting limits on repeats may assist students who need a class to graduate to get that coveted class over a student who has taken the class several times. In an extreme case, a student had taken a Kinesiology class for eleven times. However, setting limits on thing like repeats, and or withdrawing from classes may make a CSU degree less assessable to some students.

Modified administrative grading symbols
The change of grading symbols raises concerns about probation rate. Diana Balgas specifically indicates that new grading symbol system may increase probation rate significantly rather than facilitating graduation.

Tuition increases and cutbacks on resources for academic enhancement
Since accessibility is one of the important missions of CSU, the tuition increases for sure will compromise this mission. Moreover, the higher tuition will force many students to work for longer hour to support their study. As a result, the graduation rate is very like to drop while the length of graduation will increase. The undergoing budget cut throughout all student services will seriously jeopardize current admission and retention support services. This is especially critical to low-income and educationally disadvantaged undergraduates who represent a significant portion of CSUH student body.

Remarks
In summary, the group feels that the issues above may have far reaching consequences for students, faculty, and the CSU. A further study in the trends of CSUH students over a five-year period may need to be conducted before pursuing any policy change. Furthermore, the negative impacts on facilitating graduation due to tuition increase and budget crisis need to be addressed and highlighted.

The CIC had an extensive discussion about incomplete grades and university and system policy. Jeff Newell suggested that students be reminded that their incomplete period is about to end.

The committee continued a discussion about extending the Add/drop period at the beginning of the quarter. It was reported that semester schools have an Add/drop period of four weeks and quarter schools have only 2 weeks.

6. Subcommittee Reports:
   a. GE: All of the learning outcome committees have met and are making significant progress on each committee.

7. Honors Program Policies (Stevina Evuleocha): At the request of the CIC, and in reference to CIC 3, the University Honors Program (UHP) Director provided an update on substantive changes requested in the UHP from 2001-2003:
   • The graduation requirements for the program continue to be 21 units reduced from 40 units previously.
   • The Honors thesis has been replaced by GS 3999, the one (1) unit Honors Seminar.
   • Continuing membership in the program continues to be based on a GPA calculated from students' CSUH work only.
   • Honors Students still receive priority registration for Honors courses.
Due to budget constraints, the New Bookstore Manager is no longer able to extend textbook stipends to program participants who have completed one year of membership in the program. The UHP is looking into a new incentive program to encourage student participation.

**Recognition of UHP students at Honors Convocation and graduation is ongoing.**

The UHP directorship held by Dr. Alex Cassuto from 2001 -2003 was responsible for undertaking the changes requested by CIC. Some pertinent highlights of the program include the following core statistics.

- The total number of students active in the program is sixty two (62).
- Number of graduates from the program in Spring 2003 is five (5).
- Number of anticipated graduates from the program in Spring 2004 is Eight (8).
- Two (2) students are currently being supervised by the Director for the Honors Seminar this Fall.

**Current Year Activities for 2003-2004**

The UHP Director participated in Fall 2003 Al Fresco activities to recruit new members, distribute promotional items, and network with other on-campus programs.

- Supervising two (2) Honors seminars
- Working on a logo for the UHP
- Collaborating with the Director of Scholarship of a sorority on campus to make recruiting presentations to members
- Developing a comprehensive Honors Program Faculty database
- Investigating other avenues to reinstate our incentive program to encourage student participation
- Developing updates for the program website to reflect new program requirement changes and updates
- Recruiting new faculty for the program and setting up an Alumni outreach
- Networking with community colleges and the Honors Consortium to facilitate exchanges and free flow of ideas
- Investigate opportunities for grant proposal writing to support program activities in the future - to be presented to Advisory Board in Winter 2004.
- Planning cultural events for faculty and students in the program for the academic year
- Working on publishing an annual newsletter for communicating to key constituents

The Director of the program enthusiastically recommends that CIC consider renewing the policy changes for another two years for the following reasons:

- The program has met all the substantive changes called for in CIC 3.
- If our campus is serious about promoting excellence, then the UHP should serve as a concrete outcome of that assessment of excellence that is measurable. Moreover, students who graduate from the program will have a head start in being accepted to quality graduate programs including ours.
- The students we have in the program currently are in different stages of the journey to completion. It will be unfair to discontinue the program while they are racing to completion.
- The UHP will provide a marketing edge to attract quality students from our service area high schools and our feeder community colleges.
There was a motion to reauthorize the University Honors Program for the indefinite future with 12 units of release time annually for the director and to schedule an annual review by the ExCom. M/S/P Gonzales/Pan

8. **Priority Registration:** Evelyn Padua Andrews reported that after consulting with the Registration Advisory Committee (RAC) this past week, to retract the initial request to change the criteria for advance registration.

She also reported that the Registration Advisory Committee will assess current volunteer/unpaid activities and further require value added tasks or service to the University in the form of one of the following: (1) office support in an academic department or college; (2) assist with outreach events (presentations at the local high schools or community colleges), (3) assist with on campus events (campus tours, student ambassadors, participation in student advisory groups).

9. **Format of Roadmaps (Index to degrees and majors):** Carl Bellone reported that a degree roadmap, as defined by the CSU, is a listing of the courses a student should take as a freshman, sophomore, junior, and senior for a particular undergraduate major. A few of our bachelor's degrees (e.g. Business and Chemistry) already have degree roadmaps which are in the printed catalog. In order to meet the requirements of the CSU Facilitating Graduation Report, we need to develop degree roadmaps for all of our undergraduate degrees based upon four, five, and six year completion plans. Bellone explained that putting degree roadmaps in the printed catalog will add 100 or more pages. He showed an example of roadmaps from CSU Chico, which are on the web and suggested that putting the roadmaps on the web was better and less costly than putting them in the printed catalog. There was agreement from CIC that our degree roadmaps should be on the web and not in the catalog.

Jeff Newell stated that CBE has developed a flowchart for the Business degree that is very helpful for students. He would also like to see this type of visual representation for our roadmaps. Roberta Millstein suggested that departments be given several models of degree roadmaps to choose from and should be able to give input on what the roadmap will look like before one model is selected. Luther Strayer suggested that whatever template is selected for the roadmap it should be interactive and iterative unless it was too costly to do so.

10. **HIST 3230, The Scientific Revolution and HIST 3305 Modern South Asia, to C4, Upper Division Humanities, for all GE patterns/catalogs:** There was a motion to approve the two courses. Sally Murphy clarified what is required for a course to meet the GE requirement. Sally Murphy reported that these courses were approved by the ALSS committee and GE subcommittee. M/S/P Millstein/ Marschall

11. **PHIL 3511, Philosophy of Human Rights and Global Justice, to Area C4, Upper Division Humanities, for all GE patterns/catalogs:** There was a motion to approve the two courses. M/S/P Millstein/Wu

12. Adjournment

Respectfully Submitted
Sarah Gonzales