CALIFORNIA STATE UNIVERSITY HAYWARD
COMMITTEE ON INSTRUCTION AND CURRICULUM

Approved as amended
(unknown corrections, except item #2)

Minutes of the December 1, 2003 Meeting

Members Present: Carl Bellone, Sarah Gonzales, Fung-Shine Pan, Steve Peng, Kristen Ramsdell, Emily Stoper (Chair), Meiling Wu

Members Absent: Laura Marschall, Roberta Millstein, Solomon Cason, Jeff Newell, Luther Strayer

Guests: Sally Murphy, Roseanne Moore, Barbara Storms, Alison Warriner, Jeanne Ekdahl, Terry Kelly, Keith Sell

Meeting was called to order at 2:45

1. Approval of the Agenda: M/S/P Pan/Ramsdell

2. Approval of the minutes of the meeting on November 3\, 17, 2003: M/S/P as corrected Pan/Wu.

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

4. Report of the AVP, Academic Programs and Graduate Studies: AVP Bellone reported that ExCom, at its meeting of November 18, 2003, unanimously voted to place CIC 3, Proposed New Minor in Interactive Sculpture, B.A. in Art on the Senate agenda. There was a question, however, regarding allowing ART 2350 Interactive Sculpture to meet G.E. Area F Performing Arts and Activities. There was a question of whether or not ART 2350 went through the GE Subcommittee. However, the practice has been that as long as my office verifies that 40% of the course is activity, it is automatically added to Area F. At the same meeting, ExCom unanimously voted to place CIC 4 Proposed Change in Registration on the Senate Agenda.

Bellone followed up on a suggestion made at the last CIC meeting during a discussion of degree road maps to look at the flow charts developed for the B.S. in Business. CIC examined the flow charts and discussed their possibilities as a model for degree road maps.

5. Subcommittee Reports:

Writing Skills did not meet. Sally Murphy reported that the ad hoc Learning Outcomes committees in Sciences, Humanities and Lifelong Understanding are close to completing
their work but that the Social Sciences Outcomes Committee has had difficulty finding time to meet..

6. Proposed Revision of the University Writing Skills Requirement: Alison Warriner introduced the proposed changes. All CSU graduates are required to demonstrate competency in writing skills for graduation. As soon as students complete 90 units, they will take the WST or will enroll in writing courses that will satisfy the writing skills requirement. If students elect the course option, they must complete a first-tier course (ENGL 3000 or 3001) and an approved second-tier writing course in the major field.

Students who chose the coursework option, or who are placed in the first-tier course after failing the WST, will be judged by a formalized portfolio assessment at the end of the first-tier course. The portfolio evaluators will place students into one of the following categories:
   NC—need to take the first-tier course again
   CR I—need to take a second-tier course
   CR II—satisfied the writing skills requirement

The members of the Writing Skills Subcommittee believe this proposed process will be more equitable for all students. After some discussion of the function of the second-tier courses, which have quite different standards from each other, there was a motion to accept the subcommittee’s recommended changes to the Writing Skills Test policy. 
M/S/P Ramsdell/Wu

7. Facilitating Graduation--Course Repeats: Carl Bellone began the discussion with a question, “Should there be a limit for repeating courses for academic renewal?” He reported that students have a maximum of 20 units for renewal. This policy applies to students who receive a C- or better who want to repeat a course for a higher grade. If students have below a C- grade, they can repeat courses on an unlimited basis. Bellone reported that not very many students repeat very many courses. The committee decided not to take any action on this issue.

8. Adjournment: The meeting was adjourned at 4:05 PM

Respectfully Submitted

Sarah Gonzales