CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON INSTRUCTION AND CURRICULUM
Approved as corrected

Minutes of the January 12, 2004 Meeting

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

Members Absent: Solomon Cason, Kristen Ramsdell

Guests: Stevina Evuleocha, Rosanne Harris, Sally Murphy

The meeting was called to order at 2:45

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

2. Approval of the minutes as amended of the meeting on December 1, 2003: M/S/P Pan/Gonzales

3. Chair’s Report: Emily Stoper raised an issue that had been sent to her from the Faculty Development related to student evaluations in online courses. She referred the matter to Steve Peng, Chair of the Subcommittee on Technology and Instruction

4. Report of the AVP, Academic Programs and Graduate Studies: AVP Bellone reported that the Academic Senate on December 2, 2003 separated the vote on CIC 3, Proposed New Minor in Interactive Sculpture, B.A. in Art, into two parts. The first part, which was a vote on the Minor itself, was passed unanimously. The second part was a vote on the application of some courses in the Minor to G.E. Area F. Some Senators wanted to see a justification for application to Area F (Performing Arts and Activities). Emily Stoper explained that it has been Senate practice to not require a justification for courses in Area F. This second part was passed but not unanimously. The Senate then unanimously passed CIC 4 Proposed Change in Registration, CIC 5 Application of HIST 3230 and HIST 3305 to G.E. Area C4 for all G.E. Patterns, Effective Fall Quarter, 2003: and CIC 6 Application of PHIL 3511, to G.E. Area C4 for all G.E. Patterns, effective Fall Quarter, 2003.

5. Subcommittee Reports:

a. GE Subcommittee: Sally Murphy reported that the various learning outcomes committees have been meeting regularly and are completing their work. The GE subcommittee will soon be reviewing these learning outcomes for approval. Emily Stoper reminded CIC that it is important to move forward with due diligence to approve the course outcomes. CIC therefore agreed to hold a meeting on January 26, since the third Monday is a holiday this month.

b. Writing Subcommittee: Rosanne Harris reported from the Writing Subcommittee. The Basic Skills Requirements Appeals Committee met on December 10, 2003 and reviewed the appeals of two students in our MBA Vienna program. Each student was represented by Dr. Alex Cassuto, the Academic Director of the Executive MBA in Vienna, in requesting that their University Writing Skills Requirement be waived for the graduate degree. The Committee approved both appeal requests and each student will have the following notation on his transcript: Graduation Writing Requirement Not Completed.
6. **Update of the Honors Program Policies**: Emily Stoper led a systematic review of the Honors Program Policies. Stevina Evuleocha answered questions from the committee for clarification. The CIC proposed changes to the polices including clarifying language, changing the GPA for admission into the Honors Program to 3.6, changing the GPA for maintenance in the program to 3.5, and providing students in the Honors Program with priority registration privileges. A motion was made to make these changes to the Honors Program policies. **M/S/P Millstein/Pan 10-0-0**

7. **Adjournment**: The meeting was adjourned at 4:50 PM. **M/S/P Newell/Strayer**

Respectfully Submitted,

Sarah Gonzales