CALIFORNIA STATE UNIVERSITY HAYWARD
COMMITTEE ON INSTUCTION AND CURRICULUM

Approved as corrected

Minutes of the November 3, 2003 Meeting

Members Present: Carl Bellone, Solomon Cason, Sarah Gonzales, Laura Marschall, Jeff Newell (Student Rep), Fung-Shine Pan, Steve Peng, Kristen Ramsdell, Emily Stoper (Chair), Meiling Wu

Members Absent: Roberta Millstein, Luther Strayer

Guests: Sally Murphy, Roseanne Moore

Meeting was called to order at 2:45 by Chair Emily Stoper

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

2. **Approval of the minutes of the meeting on October 20, 2003**: M/S/P as corrected Pan/Marschall.

3. **Chair's Report**: Emily Stoper reported that last time the committee asked the Chair to get information to help it to decide whether to cap the number of units for students on probation. She reported that last year only 13 students had GPA's of under 2.00 who had enrolled in over 20 units. This year only nine students were in that same category. By consensus the committee decided to let this situation stand as is, because of the small number of students involved.

   In response to CIC’s earlier request to change its Policies and Procedures document to permit the appointment of a Graduate Studies Subcommittee with no CIC faculty members on it, Chair Stoper received a letter from Julie Norton, Chair of the Faculty Senate, notifying the CIC that this proposal violated the University Bylaws. M/S/P 9-0 to recommend a change in the By-laws to remove the requirement that there be a member of the CIC on the Graduate Studies subcommittee.

   The Chancellor's office has requested faculty input on various issues concerning Facilitating Graduation, such as diminishing the number of students repeating courses or taking incompletes. Emily asked for some input on these issues. M/S/P 9-0 Ramsdell/Wu to establish the Strategic Work Group on Facilitating Graduation consisting of three members. Jeff Newell, Solomon Cason and Steve Peng were appointed to this committee, which will be convened by AVP Bellone.

   Emily also reported about the referral to the Technology/Online subcommittee. Kyzyl Fenno-Smith has agreed to convene that committee in the absence of a chair in order to consider the referral.
4. **Report of the AVP, Academic Programs and Graduate Studies**: Carl Bellone reported that ExCom unanimously approved CIC’s Amended Subcommittee Memberships for 2003-04 at its meeting of October 28. There was comment from one ExCom member that he found it strange that the Social Science Ad Hoc Committee to write the General Education Criteria and Learning Outcomes did not have a member from a Social Science Department in ALSS.

5. **Subcommittee Reports**:

   a. **GE**: Sally Murphy reported that the committee met last Monday. Sally Murphy invited members to come to the next meeting on Monday, November 10. A motion that Area G: General Studies and Information Literacy Courses not be required of CSUH transfer students was moved, seconded and passed unanimously. The GE committee tabled the suggestion that Information Literacy become a graduation requirement of all transfer students. Such a requirement would be satisfied by taking an approved course (Liby 1010 or 1551 or CS 1020) or by demonstrated competence certified in major.

   b. **Writing Skills**: Carl Bellone reported that the committee continues to discuss the changes in the Writing Skills Test (WST) requirements. The change now being discussed would be to permit students to take a course or the WST. At the end of the course, students will take a test equivalent to the WST. If students cannot pass the test, they stay in a course until they pass the test or present a portfolio of their writing, which includes in-class writing. These changes are still under discussion by the subcommittee.

6. **Honors Program Policies**: Postponed until next meeting, when Prof. Stevina Evuleocha, Director of the Honors Program, can be present.

7. **Priority Registration**: Postponed until next meeting when Evelyn Padua Andrews can be present.

8. **Adjournment**

   Respectfully Submitted,

   Sarah Gonzales, Secretary