CALIFORNIA STATE UNIVERSITY, EAST BAY
Committee on Instruction and Curriculum
Approved Minutes of Nov. 7, 2005 Meeting

Members Present: Carl Bellone, Joy Bhadury, Kyzyl Fenno-Smith, Rosanne Harris, Roberta Millstein, Steve Peng, Xeno Rasmusson, Jeff Seitz (Chair), Jeff Simons, Emily Stoper, Erica Wildy

Guests: Sally Murphy, Roger Parker, Hank Reichman, David Woo

The meeting was called to order at 2:45 p.m.

1. Approval of agenda – The order of the agenda was changed to accommodate the needs of guests. M/S/P Stoper/Wildy.

2. Approval of minutes - Millstein requested deletion of the discussions under the two motions suggesting changes to the CSU General Education (G.E.) Breadth Requirements; the secretary agreed. M/S/P Fenno-Smith/Simons.

3. G.E. Subcommittee Membership – M/S/P Simons/Millstein 8-0-0 to nominate Terry Soo-Hoo to replace David Nickles for the Fall Quarter and, if needed, for the Winter Quarter.

4. Course Applications to Upper Division G.E.
   M/S/P Stoper/Bhadury 9-0-0 to approve the following courses for application to Upper Division G.E:
   a. C4: HIST 3160, HIST 3568, ENGL 3400.
   b. D4: GEOG 3505, GEOG 3540, SOC 3410, SOC 3425.
   These 7 courses were the only ones among 23 to survive the rigorous scrutiny of the G.E. Subcommittee. There will be hundreds more G.E. applications this year, since all courses must be re-submitted under the new G.E. learning outcomes.

5. Online and Hybrid Courses
   This item comes from a referral from the Executive Committee (ExCom). There are some 49 online courses this quarter at CSUEB, most of them in two departments, and there is also a master’s program taught entirely online. For online courses, there are questions about how to give exams online and how to grade online discussions in order to ensure that someone other than the student isn’t the one doing the work; also, how to calculate faculty weighted teaching units (wtu’s), which are usually based on class contact hours; how to define “oral communication” for purposes of G.E. application; etc. For hybrid courses (partly online, partly in the classroom), how does one ensure that this category isn’t used by professors as a dodge to skip class and tell the students to “work on their own”? M/S/P Millstein/Stoper 10-0-0 to refer these issues and the others in the ExCom referral to the Technology and Online Subcommittee. The Chair will share the
text of the referral from ExCom with both CIC members and the Subcommittee members.

6. Blackboard Privacy Issue
   A second referral from ExCom concerns the fact that faculty may track when and how often students access the Blackboard websites for their courses. This is useful as a way of knowing which students are falling behind, especially in online courses. But there is a privacy issue here, especially since students are not necessarily informed that faculty maybe tracking their Blackboard “hits.” How should students be informed?
   M/S/P Stoper/Simons to refer the issue to the Technology and Online Subcommittee, with a request for recommendations.

7. Chair’s Report
   Seitz reported that all CIC’s subcommittee nominations were approved by ExCom. ExCom also received our recommendations about the CSU G.E. requirements and will discuss them.

8. Report of the AVP
   Pursuing the issue of subcommittee memberships, AVP Bellone mentioned that ExCom noticed that we had failed to list which of the terms on the Graduate Studies Subcommittee are for one year and which are for two years (so that the terms on this fairly new subcommittee may be staggered). We will have to clarify this.
   Also, there is a problem concerning the Writing Skills Subcommittee, which requires representation from the Testing Office (which administers the writing skills tests). Last year, Roseann Hogan, the Assistant Vice President for Institutional Research and Assessment, filled this position because the Testing Service was under her jurisdiction, but it has since been moved out of her area, so it is more appropriate for Martha Wallace, the current Coordinator of the Testing Office, to fill the position. This may require a change in CIC’s Policies and Procedures to specify a different ex officio position.
   M/S/P Stoper/Bhadury 10-0-0 to charge Chair Seitz with drafting this change.

9. Subcommittee Reports
   G.E. Subcommittee Chair Sally Murphy reported that the G.E. Subcommittee had met and approved the 7 courses mentioned above.
   She will shortly send out a call for more proposals for courses to apply to G.E., now that the new template has been approved.

10. Facilitating Graduation
    The committee considered each of the items on the list from the Chancellor’s Office of Recommended Items for Campus Plans for Facilitating Graduation. After much discussion, it decided that the following items from that list are in CIC’s jurisdiction:
CIC decided that the issue on the Chancellor’s List called “Reduction of Required Units in Programs Leading to the Baccalaureate Degree” is almost entirely in the jurisdiction of CAPR – and has largely been accomplished on this campus, to the degree possible given accreditation requirements.

The several issues on the Chancellor’s List under the heading “Strong Advising Strategies and Practices” are under the jurisdiction of the WASC-related Advisement and Retention Research Team (ARRT). The suggestions for mandatory degree audits and mandatory advising are, however, closely related to CIC’s concerns. However, because of resource issues, it is likely that not much can be done. The Facilitating Graduation initiative is intended to ensure more efficient use of resources, but some of its components themselves require very substantial resources.

11. IELTS-TOEFL Equivalency
There was insufficient time for this issue, but AVP Bellone handed out documents that will help our deliberations at the next meeting.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Emily Stoper, Secretary