COMMITTEE ON INSTRUCTION AND CURRICULUM
Minutes
Oct. 3, 2005

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

Guest: Sally Murphy

Committee Member Absent: Erica Wildy

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

1. Approval of the Agenda – M/S/P Stoper/Bhadury to approve.

2. Chair’s Report – Chair Seitz outlined some tasks the committee will probably be asked to take on this year. Millstein, who attended the Executive Committee Pre-Retreat because he was unavailable, had told him that there was discussion there of possible referrals to CIC of issues involving online and hybrid courses – specifically, questions of how to maintain standards, prevent excessive faculty workload, and do student evaluations. Another possible referral could be about a change in the Curricular Procedures policies requiring that changes in majors be approved by the Senate instead of just at the college level. Another source of issues to be considered by the committee this year is the Chancellor’s Office, which wants us to reopen the range of issues involved in “facilitating graduation.”

3. Report of Associate Vice President - AVP Bellone reported that at its meeting of May 10, the Academic Senate unanimously approved the following CIC items: 04-05 CIC 21, Courses Meeting the Lower Division Education (G.E.) Science Requirement, as amended by adding “and earlier catalogs; effective Fall 2005” to the action requested, replacing the word “Catalog;” 04-05 CIC 22, Women’s Studies 3545, Women’s Health and Health Care; 04-05 CIC 23, Modern Languages 3240, German Film: From Metropolis to Present; 04-05 CIC 24 Discontinuance of the Urban Teacher Leadership Option in M.S. in Education; 04-05 CIC 25, Retention of Infrequently Offered Courses, as amended by removing the reference to HIST 3124 (on page 1), which is being offered this quarter; and ANTH 4260 (page 2), which is being taught as individual study, and TC 6458, which was referenced on page 4 but noted that it was taught last year; requests to move DANC 3022, ES 2100, ES 2125, ES 2555, ES 3330, and ES 3800 to the retained list on page 1 were also approved; 04-05 CIC 26, Double Counting of One General Education Course (with their major prefix) for Certain Science Majors, as amended by adding Biochemistry to the list of applicable Science majors; and 04-05 CIC 27, Lower Division General Education (G.E.) applications of courses in Areas B, C and D, as amended by adding “for the 04-09 and earlier catalogs” to the Action Requested.
At its meeting of May 31, the Academic Senate approved the following CIC items: 04-05 CIC 28, Discontinuance of Minor in Taxation, as amended to change the effective date to Fall, 2006; 04-05 CIC 29, Discontinuance of Systems Engineering Option in the M.S. in Telecommunications as amended to change the effective date to Fall, 2006; 04-05 CIC 30, Application of Courses to the General Education Program (G.E.), as amended to change AREA D1-2 to “AREA D1-3”, deleting the word “elective” from the area titles, and specifying the sub-categories in Area C; 04-05 CIC 31, New Option in International Accounting in M.S. in Business Administration, as amended to add to the action requested “effective Fall, 2006;” and 04-05 CIC 32, Discontinuance of Options in B.A. in Liberal Studies as amended to change the effective date to Fall, 2006;

Bellone also distributed a copy of the 22 Facilitating Graduation action items from the Chancellor’s Office. An abridged copy of 10 action items that seemed appropriate for CIC to consider had been sent to CIC members earlier. Bellone asked CIC members to be sure that there were no other items from the list of 22 that needed to be considered. The issue of Facilitating Graduation was then added to the end of the agenda, so that the committee could get started on it, since a report to the Chancellor’s Office is due in early December.

4. Subcommittee Reports

General Education

Sally Murphy reported that the GE Subcommittee will:

1- review courses currently on file from last year for upper division GE science, humanities, and social sciences (a call will go out for additional classes),
2- send out a call for additional lower division science, humanities, and social science classes.
3- send out a call for new cluster proposals to be reviewed in 06-07 for AY 07-08. Clusters are now on a 3 year review cycle. We are in year two of the current clusters and are teaching, with one exception, clusters that were first designed in 1997. The goal is to allow departments not currently in a cluster to participate, if they wish, and to renew current or create new themes to offer our freshmen.
   a. Cluster review for current clusters wishing to continue will require assessment data. Developing a new cluster is time consuming; there should be plenty of lead time, hence the early “heads up.”
   b. Four clusters developed assessments last summer and will refine and collect data this year and next.
4- A new Faculty Learning Community (FLC), with representatives who teach in each of the major GE areas, has begun work on the implementation of GE assessment. The FLC will help design, in consultation with other faculty members, a pilot generic “rubric” or assessment instrument for one of the learning outcomes in each of the GE areas as well as a pilot assessment for a University goal. Rubrics will be piloted in the winter term by faculty teaching in each of the GE areas and based on data and faculty responses, will be revised and used again for assessment in the spring.

5. Nominations to Subcommittees
All subcommittees except Basic Skills Requirements Appeals and Graduate Programs must contain at least one non-administrative CIC member. These people are indicated with an asterisk (*).

M/S/P Stoper/Simons, 9-0-0, to approve the following nominations to the General Education Subcommittee, so that they can go forward to the Executive Committee immediately, since it is important that this subcommittee begin its work promptly.

**General Education** (2 CLASS, 2 CBE, 2 CEAS, 2 COS, Library)

CLASS  
Silvina Ituarte (CRJA)  
Carl Stempel (SOC)

CBE  
Joy Bhadury* (MGMT)  
Tammie Simmons-Mosley (MGMT)

CEAS  
Rita Liberti (KPE)  
David Nickles (TED)

COS  
Saeid Motavalli (ENGR)  
Jeff Seitz* (GEOL)

Library  
Kris Ramsdell

M/S/P Rasmusson/Bhadury, 9-0-0, to approve the following subcommittee slates of nominations:

**Critical Thinking** (2 Philosophy, 2 outside CLASS)

Philosophy  
Roberta Millstein*  
Robert Gorton

Outside Phil  
Kimberly Kim (NURS)  
Jeanette Bicais (TED)

**Lifelong Understanding** (1 CLASS, 1 CBE, 1 CEAS, 1 COS)

CLASS  
Emily Stoper* (POSC)

CBE  
Chris Lubwama (ACCT)

CEAS  
Felipe Razo (TED)

COS  
Luther Strayer (GEOL)

**Writing Skills** (1 CLASS outside ENGL, 1 CBE, 1 CEAS, 1 COS)

CLASS  
Xeno Rasmusson* (HUDEV)

CBE  
Xinjian Lu (MGMT)

CEAS  
Shira Lubliner (TED)

COS  
Kimberly Kim (NURS)

**Basic Skills Requirements Appeals** (5 CLASS, 5 CBE, 5 CEAS, 5 COS)

CLASS  
Marek Bielecki, Toni Fogarty, Sally Murphy, Margaret Rustick, Efren Padilla, Patricia Lohman-Hawke

CBE  
David St. Clair, Steve Shmanske, Stevina Evuleocha, Harry Waters, Lynn Paringer
Graduate Programs (2 Graduate Advisors from each College)

CLASS  Maxine Craig  
        Sarah Nielsen  
CBE    Nan Maxwell  
        Donna Wiley  
CEAS   Lettie Ramirez (TED)  
        Cal Caplan (KPE)  
COS    Don Wolitzer (Math/CS)  
        Sue Opp (BIOL)

The following subcommittee nominations were not sent on to the Executive Committee, pending the filling of the remaining slots.

Cultural Groups/Women (1 Ethnic Studies, and Women’s Studies, 1 CBE, 1 CEAS, 1 COS)

Ethnic Studies  _______________________ (Stoper will talk to the Chair)  
Women’s Studies  Pat Guthrie (HUDEV)  
CLASS  Jennifer Eagan (PHIL)  
CBE    Steve Peng* (MGMT)  
CEAS   Linda Smetana (TED)  
COS    Renee Granados (NURS)

Technology and Instruction (1 CLASS, 1 CBE, 1 CEAS, 1 COS)

CLASS  Xeno Rasmusson* (HUDEV)  
CBE    Jerry Liu (MGMT)  
CEAS   Spiros Prasas (KPE)  
COS    Erica Wildy*  
LIB    ________________________ (Fenno-Smith will recruit someone)

6. Review of CIC Policies and Procedures
The Committee briefly reviewed this document. The Chair reminded CIC members who are on subcommittees to ensure that their subcommittees post agendas and keep minutes. This required policy was not always implemented last year (which was its first year). There was brief discussion of the correct curricular pathway for decisions of the Critical Thinking and Cultural Groups/Women Subcommittees, which are not now reviewed by CIC and the Senate. Chair Seitz will ascertain policy on this matter.

7. Facilitating Graduation
There was a general discussion of these matters, many of which have already been discussed and even acted on by CIC in recent years. Others are not the responsibility of CIC. For example, the first item, Reduction of Required Units in Programs Leading to
the Baccalaureate Degree, is handled by CAPR, in cooperation with the AVP for Academic Programs. The topic will appear on the agenda of CIC’s next meeting.

8. Adjournment – The meeting adjourned at 4:50 p.m., by unanimous consent.

Respectfully submitted,
Emily Stoper, Fall Quarter Secretary