CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON INSTRUCTION AND CURRICULUM

Approved Minutes of the Meeting of February 20, 2006

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

Members Absent: Ladonna Rangel, Jeff Simons, Erica Wildy.
Guests: Sally Murphy, Don Sawyer, Gale Young.

The meeting was called to order at 2:45pm.

1. Approval of Agenda
   M/S Millstein/Rasmusson, approved unanimously.

2. Approval of minutes of January 30th, 2006
   M/S Stoper/Haddad, P 7/0/0/ to table draft minutes for amendments.
   Approval of minutes of February 6th, 2006
   M/S Stoper/Haddad, P 7/0/0.

3. Chair’s Report - Seitz reported that the Senate passed CIC 8 regarding GE rubrics, CIC 9 regarding the IELTS policy recommendation, and the upper division humanities learning outcomes.

   The oral communication outcomes failed to pass the Senate. Senate discussion focused on the question of whether the outcomes were too specific. Sally Murphy and Eric Soares are working on a revision of the oral communication learning outcomes. When complete, the revised oral communication outcomes will return to CIC for review and approval.

   The Senate has issued a memo regarding the deadlines for sending course GE application proposals to GE and CIC to be approved for Fall 2006. Committee members discussed the need for notification to faculty of the calls and deadlines for GE course approvals. Murphy reported that in Fall quarter, the GE office sent out a call for GE course submissions and that a quarterly call will be sent to all department Chairs.

   M/S Millstein/Stoper - At the beginning of each quarter the GE office should send a letter to all chairs reminding them of the need to submit courses for GE approval with deadlines if possible. P 8/0/0

4. Report of Associate Vice President – no report.
5. **Subcommittee Reports**
   a. General Education (Sally Murphy) – Murphy reported that the subcommittee had been diligently reviewing courses and is discussing whether GE courses should carry prerequisites.
   b. Graduate Programs (Carl Bellone) – no report
   c. Technology and Instruction (Erica Wildy) – no report

6. **Course Applications for Upper Division GE:**
   **AREA D4:** POSC 3230
   M/S Stoper/Bhadury - P 8/0/0

7. **Membership of FERPing faculty on graduate thesis committees.** (Bellone)
   Bellone reported that the graduate studies subcommittee has recommended the adoption of a policy that FERPers not serve as chair of a thesis committee. FERPers may serve as committee members.

   M/S Stoper/Bhadury - *FERP faculty cannot serve as chairs of graduate thesis committees unless they plan on teaching three of four quarters each academic year and they plan on teaching for the expected duration of the thesis.*  P 8/1/0

   The motion will be referred to Don Sawyer with the suggestion that FAC consider it.

8. **Request for approval of new minor in Early Childhood Education** (no materials received – postponed until the next meeting)

9. **New Referral from ExComm – Posting Curricular Actions**

   Concern arouse last year about whether program modifications need to be reviewed by CIC and the Senate. Currently modifications of majors & programs go to their respective college committees, deans and AVP Bellone for review. Only when other departments in other colleges have unresolved objections do new courses, modifications of existing courses, & modifications of programs go to CIC & the Senate.

   M/S Stoper/Millstein - *All approved non-CIC curricular actions should be posted to CIC’s website by the office of the AVP for Academic Programs and Graduate Studies,* P 6/0/0

   Members discussed problems that arise from seemingly small changes in one program which may effect other departments, especially when programs have mandated content &/or must meet accreditation standards.
Ideally consultation among all affected departments would begin early. Other issues discussed included whether changing approval processes would impact college autonomy, especially the ability to define majors & programs. Members also discussed the Senate’s key role of monitoring the university’s curriculum and the importance of oversight of program changes for that role.

M/S Stoper/Millstein - *Starting in the Fall of 2006, all program modifications must go, not only to college curriculum committees, but also to CIC and the Senate. P 7/0/0*

10. Facilitating Graduation – continued from previous meetings.  
*note:* Please refer to CIC Minutes of November 7th & January 30th, 2006 for previous discussions of the issues continued here.

Bellone framed 3 remaining issues from the *Chancellor’s Office Recommended Items for Campus Plans for Facilitating Graduation* for the committee to consider.

a. **Choice of a degree major required at a reasonable juncture:**  
Currently students are not required to declare a major until they file for graduation. Discussion centered on how to notify students that they have not declared a major. The committee recommended that a letter be sent to students who have accumulated 120 units without declaring a major, recommending that they see an advisor and mentioning the advantages of declaring a major, including eligibility for major advising.

b. **Mandatory degree audits no later than 105 quarter units:**  
If and when PeopleSoft’s degree audit function works, there will be real-time degree audits available online, all the time. The committee recommended that students who have accumulated 105 units be notified of the service, if &/or when online degree audits become available.

c. **Mandatory if needed intrusive advising if student approaches or exceeds the mandatory # of credits for degree:**  
Discussion focused on whether students should be required to apply for graduation evaluation when they reach 150 units. The committee recommended that a letter be sent to students who have accumulated 150 units, alerting them that they may be approaching graduation and advising that they file for graduation to receive an audit of their GE requirements & major requirements.

11. **Discussion of Assessment of GE Student Learning Outcomes**
(continued from previous meetings)

The committee continued its discussion of the GE learning outcomes and the GE rubric pilot. Discussion centered on whether our GE learning outcomes are too specific or not specific enough and the efficacy of various assessment methods including embedded assessment techniques, rubrics, and focus groups.

Murphy distributed excerpts from Assessing Academic Programs in Higher Education (2004) by Mary Allen former Director of the California State University Institute for Teaching and Learning and Psychology Professor at CSU Bakersfield.

12. Adjournment 4:54pm

Respectfully submitted,
Kyzyl Fenno-Smith

cc: Administrative Officers
College Deans
Department Chairs