California State University, East Bay
Committee on Instruction and Curriculum

Minutes of Meeting of Monday, April 21, 2008

Members present: Carl Bellone, Tom Bickley, Tom Cadwallader, Linda Ivey, Michael Lee, Jim Mitchell, Jeff Seitz, Mitchell Watnik

Members absent: Denise Delumen-Wong, Hongwei Du, Fung-Shine Pan, vacant student seats

Guests: Dee Andrews, Rosanne Harris, Leticia Holbrook, Rita Liberti, Nan Maxwell

1. Mitchell reviewed revised agenda, added History 3170.

2. Approval minutes Ivey/Seitz MSP 7/0/0

   Nan Maxwell explained that the cluster had been put together for business students. She noted that ECON 1888 as a quantitative reasoning course under B4 could be contrasted with the qualitative reasoning in KPE 1888.
   Lee said that he would have preferred the syllabus components of each course explain how the courses are related to each other in the cluster. Liberti agreed, and Maxwell said that change would be incorporated in the syllabi.

4. Review of Accessibility Statement for New Course Proposals; MSP Seitz/Ivey 7/0/0
   Bellone explained the need to incorporate an accessibility statement for new course proposals as part of the CSU Accessible Technology Initiative. He offered two alternative statements for consideration.
   Lee suggested that the statement be amended to read “now or by 2012.” Lee also asked if Bellone had considered the costs associated with this proposal and initiative. Lee emphasized that the proposal applies to all courses eventually, including online courses.
   Seitz wondered why the statement was only being included in new course proposals. Bellone reviewed the various systems currently in place to respond to the ATI.
   Mitchell and Seitz disagreed with the idea of including “now or by 2012,” saying it would be an excuse to put off the requirement. Mitchell said that the aim of this proposal in general is to create a culture of everyone thinking about accessibility.
   Seitz noted that it is the responsibility of the faculty to assure accessibility, and Seitz/Ivey proposed that the statement be amended to read:
   “The CSU Accessible Technology Initiative requires that all instructional materials be available in accessible formats. Instructors in the course will assure the instructional materials for this course will be accessible.”
   This statement will be incorporated in new course proposals.

5. Review of HIST 3538, 3535, 3311 and 3170 for C4; MSP Seitz/Ivey 7/0/0
Approved for C4.
Andrews briefly described the courses, noting that 3311 and 3170 have been offered before while 3535 and 3538 are new.
Watnik asked why the course catalog descriptions were missing, Mitchell said that this requirement was new and apparently had not yet been added to the template.
Watnik said that the grade percentages (e.g., participation, exams, essay) for 3170 add up to 105%.
Cadwallader wondered how instructors in these courses measure participation.
Watnik observed that penalties for failing to attend counts for more than 20%, as indicated by “participation.”
Lee said the syllabi not sufficiently detailed, but Seitz said that the syllabi are pretty typical to others seen by CIC.
Andrews said she didn’t think she could answer participation question but assumed instructors kept records of class discussion. She noted that missing class amounted to more than merely failing to participate.
Lee asked why one syllabus (unidentified) mentioned accommodation for exams, as opposed to all accommodations. Andrews indicated that this would be amended.

6. Review of proposed new certificate in World Languages and International Travel, MS Ivey/Seitz
Holbrook briefly described the history and current status of the certificate, noting that CAPRA had approved the certificate and the CLASS Dean had approved 4 wtu’s for faculty summer travel under the program. There ensued a lengthy discussion, largely out of concern over confusion regarding instructor/supervisor’s travel and the fact that instructor travel was not discussed when CIC granted course approval to MLL 3001. That and other concerns were raised, as follows:
Seitz: How much traveling does the instructor do for 4 wtu’s?
Seitz/Ivey/Watnik: The MLL new course request does not mention an advisor traveling with students. Lee/Cadwallader proposed it be made clear that a professor will travel with the students.
Watnik: The MLL 3001 course proposal should mention faculty inclusion under “resource allocations.”
Lee: What is the student/faculty ratio?
Seitz/Lee: What is the minimum number of students to travel in a cohort?
Lee: The Certificate should incorporate students from the 1-year study abroad program.
Seitz/Lee: Concern about students paying a levy or fee for the professor’s expenses; if students are responsible for expenses ASI may need to be consulted.
Lee: It is unclear if students in a cohort will be learning one or multiple languages, and the language being taught in each MLL 3001 course needs to be specified.
Watnik: The first paragraph in the certificate proposal needs to be amended to refer specifically to MLL 3001.
Mitchell/Watnik: Expressed concern about airfares and lodging expenses.
Ivey: Funding is generally not a curriculum issue.
Bellone: The proposed changes need to be mentioned to the CLASS curriculum committee.
Lee agreed to work with Holbrook to make the necessary changes to the course and certificate proposals. Mitchell proposed that Holbrook return to the next CIC meeting, May 5, 2008 at 2:15 pm for further consideration of the proposal, and after she has an opportunity to rework the certificate proposal and course request, and consult the CLASS curriculum committee.

7. Adjournment 3:50 pm. MSP Ivey/Bickley 7/0/0