Minutes of Meeting of Monday, February 4, 2008

Members present: Carl Bellone, Tom Bickley, Tom Cadwallader, Hongwei Du, Jennifer Eagan, Linda Ivey, Jim Mitchell, Fung-Shine Pan, Jeff Seitz, Mitchell Watnik,

Members absent: Denise Delumen-Wong, vacant student seat.

Guests: Rosanne Harris, Sally Murphy, Setareh Sarrafan.

1. approval of agenda MSP Pan/Cadwallader 9/0/0

2. approval of minutes of 1/7/08, as amended, MSP Mitchell/Cadwallader 9/0/0


4. Review of request for the discontinuance of Religious Studies Minor and Cognitive Science Minor from Philosophy Department. MSP Pan/Mitchell 9/0/0

   Eagan confirmed that this was largely a bookkeeping issue. Religious studies minor was especially difficult due to discontinued courses in other departments that completed the interdisciplinary facets of the minor. Further, students can effectively complete this minor by completing the general philosophy minor. Approved.

5. Review of ES 3230 for C4 9/0/0

   Mitchell questioned goals on GE application. Murphy clarified these goals are actually general C4 GE goals. Committee discussed possibility of revising critical thinking learning outcomes – may be too restrictive; Murphy suggested CIC could give Critical Thinking Subcommittee a charge to rethink, and clarify wording. Approved for C4.

6. Review of ANTH 3110 for D4 MSP Mitchell/Seitz 9/0/0

   Bickley commented on the lack of expectations regarding information competency, especially questioning sources. Eagan said presumably this would happen with self guided research project although not directly addressed in application. Approved for D4.

7. ANTH 3750 for D4 9/0/0

   Du questioned nature of an assignment included in the application. Seitz clarified that this committee’s charge was to discuss whether a course was appropriate for GE designation, and not particular assignments. Murphy confirmed course already approved by College. Approved for D4.

8. ANTH 3505 for D4. Motion to refer back to GE subcommittee. 9/0/0

   Seitz expressed concerns about oral component -- notes attendance requirement was included, but not specifically class participation. Murphy said applicant attended GE subcommittee, and satisfactorily addressed the oral component. Watnik noted that
according to the syllabus, a student could pass without doing research paper, thus not fulfilling part 2 of the GE component. Murphy confirmed that this question did not come up with the GE subcommittee, and felt that if it had come up, it would not have passed in subcommittee. Cadwallader suggested sending application back to GE subcommittee. Motion on the floor to refer back to GE subcommittee. Approved motion.

9. Review of World Languages and International Travel Certificate Program. Approval tabled 9/0/0
Mitchell brought up possible conflicts with other departments. Harris confirmed the certificate proposal went to both the College of Education and Allied Studies and the College of Business and Economics. Seitz raised a question regarding the non-specific Upper Division GE requirement to be satisfied with approval of GE director. Murphy noted that students studying abroad need to see both their department and a GE counselor before they leave for approval of courses that would count towards their major or GE, and confirmed that she approves particular courses taken on other campuses as equivalent to ours. Murphy did not understanding reasoning for non-specific D4 and C4 for this program. Committee agreed wording of this proposal was unclear as to whether these courses specifically refer to courses taken abroad or not. Eagan suggested this should be specifically stipulated. Seitz noted that by the language of the proposal, up to eight courses that have nothing to do with World Travel could count towards this certificate. Proposal tabled: will contact MLL for clarification of this vague wording.

10: Presentation of SharePoint software by Setareh Sarrafan
Bellone arranged presentation in response to committee discussion of creating a central repository for our working documents, so committee members could opt out of getting paper copies. Seitz expressed concerns about capacity to edit documents. Committee agreed submitted documents should be read-only, while our policy documents could be edited. Policy documents would be open to the public, but only committee members could comment/edit. Seitz expressed concern about security of GE applications – especially those that include exams, etc. -- if anybody is able to log in, such as student assistants. Committee agreed there needed to be limitation on who could visit these documents, and Sarrafan executed this change. We can manage permissions for each directory: agenda and approved minutes would be accessible to all.

11. Committee continued discussion of using Sharepoint software to distribute CIC documents, with the caveat that if a member still wanted paper copies, they could get those ahead of time as in the past. Seitz questioned why committee could not just use our blackboard space. Bellone questioned blackboard longevity, in comparison to the longer term Sharepoint. Mitchell asked where we wanted to be as a committee five years from now, suggesting that as the academic culture is increasingly electronic, this is something we should consider adopting. Seitz worried this would become something we would have to do, and cited divide between expectations for faculty in terms of electronic communication and the university’s practical support of such expectations (i.e. providing appropriate computers). Eagan suggested that Sharepoint could be beneficial in curbing administrative workload and in clarifying the email trail. Committee discussed possible
benefits and drawbacks from threaded discussions to saving paper. Committee agreed on optional test run on Sharepoint software for next meeting.

12. Change of CIC meeting time again discussed: may change to first and third Mondays, 2-4pm. Because of current teaching conflicts, would not start until Spring quarter. Eagan will check on this possibility.

13. Continued Discussion of Online and Hybrid policy language
Eagan presented an addendum to online and hybrid policy for discussion. Committee discussed working definitions of “hybrid” and “on-line” courses; edited Hybrid definition to say “pre-scheduled” online activities, rather than simply “scheduled.” Watnik expressed concern that too broad of a definition of hybrid would mean too many courses to be reviewed. Eagan reiterated the overall concern of the review is to ensure content and integrity of on-line education as it is developed. Seitz suggested that perhaps on-line course should have a different course number from their “live” counterparts, both to help students distinguish online offerings, and to designate these course offerings as having a fundamentally different approach. Eagan responded that this would be administratively burdensome, but suggested special section numbers (such as those for Concord campus offerings) to help students distinguish online offerings. Bellone stated that as of now, online courses are designated in the catalog copy. Mitchell asked whether we should add definition of a “web-enhanced” course in addendum; Eagan noted that because web enhanced courses would not be up for review, the definition need not be included. Committee discussed how oral component of a GE course could be satisfied online. Addendum defined oral component for online courses as a component which requires student interaction, such as threaded online discussion. Seitz acknowledged our current limitations in terms of oral components and online courses, but wondered if we were ready to let go of the oral requirement for upper division GE and was hesitant to make this policy. Eagan agreed that we don’t have the infrastructure to be offering online courses in the degree that we are. Watnik questioned whether in that regard we should we approve any on-line C4/D4 courses. Eagan suggesting scrapping item of addendum regarding the oral component for now; this was not the point of this document, nor the place to implement/cement this policy. Struck section of addendum concerning oral component. Eagan discussed development of boiler plate language for students for help and guidance resources in online instruction. Committee discussed concerns with possibility of having all lower division GE courses available on line; Bellone confirmed this was still in the early phases of discussion and not yet a concern. Committee discussed plans for on-line course student evaluations. Mitchell expressed concerns as research shows on-line course evaluations are on average lower than course evaluations for traditional courses. Seitz discussed need for caps for workload-heavy on-line courses. Mitchell suggested consulting the Instructional Technology program for their evaluations, and the specific questions they ask, different from traditional evaluations. Committee discussed possibility of instituting GPA requirements for on-line enrollment.

14. Adjournment: 4:48pm MSP Bickley/Cadwallader 9/0/0

Respectfully submitted,
Linda Ivey