Approved Minutes of Meeting of Monday, November 5, 2007


Members Absent: Hongwei Du, Jeff Seitz, Student Representatives (to be appointed)

Guests: Rosanne Harris, Sally Murphy

The meeting was called to order at 2:45 by Jennifer Eagan.

1. Approval of Agenda  MSP Cadwallader/Watnik 8/0/0, to approve agenda as amended

2. Approval of Minutes of meeting of October 15, 2007: MSP Mitchell/Fung-Shine 8/0/0

3. Review of PHIL 3322  M/S/P Fung-Shine/Mitchell 8/0/0 approved for C4 humanities

4. Review of GEOG 3550 M/S/P Bickley/Mitchell 8/0/0 approved for D4

   Mitchell Watnik noted that the syllabus does not specify that the students will analyze data. Members discussed mention of SAS, SPSS and GIS whereas those applications do not appear in the sample syllabus. Jen Eagan reminded the committee that we take both documents into consideration, and this is an example that works well.

5. CIC Subcommittees M/S/P Mitchell/ Fung-Shine 8/0/0 The CIC approved the slate of subcommittee members that appear in CIC 5. One slot remains to be filled. Pam Parlocha (COS) Nursing for TISC; Nan Chico is the designee for MATS and the bylaws should be changed to reflect that the Director of Online and Hybrid Support Center should be a standing member of the committee.

6. Continued Discussion of Accessible Course Materials Policy

   This policy is now due in the Chancellor’s Office on 15 December; This document helps faculty press for timely support in making course materials accessible. Linda Ivey related her frustrating experience in bringing a closed captioned VHS video to a classroom in Concord only to find the TV itself unable to display the subtitles. Sally Murphy raised concerns, echoed by others on the committee, about advance access to BlackBoard. The time between assignment of a lecturer to a section and the time needed to make the course material accessible are in conflict. The phrase “to the highest degree possible” strikes the committee as THE operative phrase here. Jennifer Eagan pointed out that this is in no way intended to stifle academic freedom or pedagogical creativity. The most recent version of BlackBoard, with more media technology, appears to be less accessible than earlier versions. Linda Ivey notes that we do not wish to be perceived as resisting the spirit or letter of the ADA and related legislation.
The policy is to deal with students enrolled in a section, not with auditors or potential but not enrolled students. Tom Cadwallader likes the idea of beginning each paragraph with “to the highest degree possible” and inserting language about academic freedom and pedagogical creativity. The committee expressed concern about the Senate’s reaction. Fung-Shine Pan raised concern about the breadth of the requirements of the policy. Mitchell Watnik suggests removing the phrase “via BlackBoard” from the third paragraph. Sally Murphy, referencing that paragraph, suggests that the departmental repository of syllabi could be used by SDRC. The committee agreed to circulate a revised draft of this policy and discuss it further next meeting.

7. Continued discussion on the Online and Hybrid Instruction Course Policy document. Jennifer Eagan seeks clarification for what departments and colleges need to provide so that an online/hybrid version of a course will be able to be approved. For example, what is to be grandfathered in? Concerns exist also about a large number of proposals for online/hybrid versions of courses arriving at one time. Jennifer Eagan is concerned only for procedural matters here, not the overall direction of the policy. Tom Cadwallader asked about student access to the technology for participation in the online component of a course. All of this points to need for clarity of designation in the catalog and course schedules of the instructional format. CIC does not wish to be compelled to review every course in the entire university catalog owing to this policy. The committee wishes to continue to consider these matters. We will continue this discussion at the next meeting.

8 Adjourned at 4:10 pm M/S/P Eagan/Cadwallader 8/0/0

Respectfully submitted, Tom Bickley