Members present: Carl Bellone, Tom Bickley, Dan Cerutti, Linda Ivey, Peter K. Marsh, Bijan Mashaw, Jim Mitchell, Sam Tran, Mitch Watnik, David Woo

Members absent: vacant student seat

Guests: Rosanne Harris, Sally Murphy

1. Approval of Agenda for 01/05/09. MSP Ivey/Bickley 8/0/0

2. Approval of Minutes from 12/01/08. Tabled due to the minutes not being posted on Sharepoint.

3. Report from Chair of CIC:
Chair noted that there is no meeting on 1/19 or 1/26. The next meeting is 2/2.

4. Report from Presidential Appointee:
AVP Bellone introduced a document for changing the policy for online and hybrid instruction. He noted that the degree program proposal forms do not include questions about modes of instruction and that the course proposal form only has a code number for mode of instruction. However, WASC requires information about mode of instruction as part of its “substantive change” forms. Since the lower division courses are almost always in class, undergraduate programs are really only affected if they are entirely online. Woo asked about hybrid classes: Bellone noted that CSUEB defines a “hybrid” course as one with at least one lecture replaced by online whereas WASC defines a “hybrid” course as one with at least half (but not all) of the lectures replaced by online. Mashaw asked about whether departments have incentive to do this work to move programs online; Bellone responded by saying that increased student numbers and faculty preferring the online format are two motivations. Mashaw asked what actions were being requested for action by CIC. Bellone suggested reconsidering the definition of “hybrid” course to be more in line with WASC and whether options and minors need to be included in this policy. Mashaw motioned that the committee agree in principle to the policy changes in this document and that it be placed on the agenda for the next meeting and that any changes be submitted to the committee before then. MSP Mashaw/Ivey 9/0/0.

Murphy said that she would edit “C2” of the document to make it consistent with WASC and practical issues without mandating unnecessary duplication of effort.

Bellone discussed the degree program proposal forms. The current form is just the CSU form. The new form would add lines for signatures, consultation notes and also mandates
catalog copy be included. Woo asked whether departments must have qualifying exams. Bellone responded by saying that it is one or more of the bullet points (of which qualifying exam was third). MSP Ivey / Bickley 9/0/0

5. Replacement for Stevina Eveulocha on the Writing Skills Subcommittee of CIC. Professor Eveulocha is no longer the coordinator of MKTG 3495 and resigned from the subcommittee. The committee was asked to recruit a replacement.

6. Review of Letter Urging Undeclared Studies to Declare a Major. MSP Watnik/Marsh 9/0/0
   The letter was discussed online previously.

7. Adjournment. MSP Tran/Ivey 9/0/0

Respectfully submitted,
Mitchell Watnik