California State University, East Bay  
Committee on Instruction and Curriculum  
Approved Minutes of Meeting of Monday, November 3, 2008

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

Members absent: Peter K. Marsh, vacant student seat

Guests: Rosanne Harris, Sally Murphy, Nan Maxwell, Dean Terri Swartz, Nancy Mangold

1. Approval of Agenda for 11/03/08. MSP Ivey/Cerutti 6/0/0

2. Approval of Minutes from 10/20/08. MSP Watnik/Bickley 7/0/0

3. Report from Chair of CIC:
Mitchell noted there are two meetings left in the quarter, bringing to the attention of the committee how quickly the colleges' and departments' opportunities to bring materials to this committee passes.

4. Report from Presidential Appointee:
Bellone had no report.

5. MS in Accounting. MSP as amended Watnik/Woo 8/0/0
Nan Maxwell discussed the proposal for an MS in Accounting in light of the recently revamped MBA program. The newly revised MBA no longer focuses on "options," as it previously had, but has shifted to an emphasis in core coursework on management training. The Accounting option from the previous MBA program had not required much in terms of management training, so option did not fit well with new MBA program. In fact, the previous "accounting option" in the MBA program really functioned as MS in Accounting, geared towards preparing candidates to sit for the CPA exam. Ivey asked for highlights as to how the new MS program differed from the previous MBA option program. Maxwell noted the appearance of a few new courses and the deletion of non-accounting requirements, including management requirements. The MS is strictly mapped for accountants, specifically tailored for industry-specific skills. Watnik posed several questions regarding the wording of the proposal. Maxwell and Dean Swartz confirmed the program's dedication to assessment surveys to gauge the student outcomes and job placement projections in the proposal. Watnik noted that coursework in economics was required for admission, but economics courses were not specifically linked to program courses as prerequisites. Maxwell responded that the general academic experience in economics was necessary in setting the tone for program and students should come in with that knowledge; Maxwell referenced similar requirements for the MBA program, worded as "proficiency." Swartz added that the economics requirement also spoke to the students' ability to pass the CPA exam, the ultimate goal of the program. Watnik noted that course work in economics was required for admission, but economics courses were not specifically linked to program courses as prerequisites. Maxwell agreed this would be problematic, and will amend proposal to exclude these courses as possible electives. Woo noted discrepancy in grade requirements for the prerequisites. Mangold confirmed that students needed a C- or better for the prerequisites to count. Maxwell added that there should be differentiation for prerequisite grades between MS courses and undergraduate courses: masters level prerequisite courses need to carry a grade of B or better. Proposal will be amended to indicate this policy.

Approved as amended.
6. Finalizing CIC subcommittees. MSP Ivey/Tran 8/0/0
Committee finalized nominations for remaining spots on subcommittees. The subcommittee on Writing Skills still needed CIC representation. Committee decided that Carl Bellone, although acting as AVP, can and will represent CIC on this subcommittee. The final committee spot needed for the Basic Skills Requirement Appeals subcommittee was a representative from CSCI; Watnik proposed the name of Lynn Eudey from the Statistics department. Nominations approved.

7. Continued Discussion of Executive Order 1037
Murphy and Bellone reviewed the three changes that this Executive Order meant in terms of CSU East Bay standing policy on grading and academic renewal:

1. CSUEB currently allows students 20 units of academic renewal; EO 1037 allows for 24 units (Academic Renewal: If a student received a grade lower than C-, student can retake the course and replace the first grade with second grade; after second time, grades are averaged).
2. CSUEB currently allows for unlimited course repeats with grades averaged; EO 1037 restricts this to 18 total units that students can repeat with grades averaged. After that, "No credit repeat" appears on transcript, but new grade not factored into GPA.
3. EO 1037 also restricts the number of times a student can withdraw from a course with a “W” to 27 quarter units. (Murphy notes that although this number is illogical, it will most likely be interpreted as 28 units, or 7 courses over the course of their time in the CSU system).

Bellone and Murphy reiterated that this is an executive order from the Chancellor’s Office, so CIC is not in the position to approve or not to approve. The question remains how this will affect current CSUEB policy, and what recommendations CIC can make towards integrating this policy. Bellone reflected on the notion that this policy was implemented to facilitate graduation, and that the policy on restricted “W”s seems contrary to this goal; for example, if a student gets ill, that could account for potentially over half of that student’s allotted “W”s. Murphy added that pertinent research showed that students who use withdraw strategically, graduate more quickly by making reasonable choices about which classes to drop. Mashaw supported the spirit of the EO noting the frequency with which students enroll for more than the average load, with the option to request a “W” in mind. Watnik reiterated that the CIC needed to amend our existing policy to reflect these new restrictions. Committee discussed the language of the EO to clarify what policy changes would have to be addressed; the policy on withdrawals drew a good deal of concern. Bellone reiterated that as an EO, the policy was a given, but that the University could encourage compassion in the student petition process. Bellone suggested that the committee could provide guidance in terms of whether to increase the number of units allowed for Academic Renewal, suggesting that with the increased restrictions embedded in this Executive Order, CIC should support the most liberal policy otherwise afforded the CSU campuses.

Motion for Bellone, Murphy and Harris to develop policy for committee review, taking advantage of the liberalizing language in EO 1037 when possible. Mashaw/ Tran 8/0/0.

8. REFERRAL: New Prefix for Courses within the same program
Bellone explained the referral from the Executive Committee regarding approval of requests for new course prefixes within a degree program. Ex Com had designated this to be in the jurisdiction of CIC. Bellone explained that the prefix of a course usually reflected either the department name or the degree name. However, as in the case of the on-line teaching specialization in Teacher Education, a degree could be expanded to where a compilation of courses allowed for different options within a degree program, resulting in a de facto degree program within an existing degree program. In these cases, an option to create a different prefix would be
beneficial. The committee agreed they should develop simple guidelines to address this issue to be sent to the Senate. Bellone reiterated this prefix approval could happen if courses are of a college-wide designation, of a special program within university, or of a *de facto* degree within a degree program. Bellone will develop short statement of guidelines for when CIC would consider approving a new prefix in order to indicate to the university when this would be appropriate.

9. Guidelines for Approval of Courses. MSP Watnik/Mitchell
Watnik introduced his document intended to clarify CIC policy for approving courses, specifically relating to prerequisites for upper-division and graduate courses. Murphy noted that while sympathetic to the spirit of the guidelines, the stringency of the policy regarding upper division general education courses may be beyond the means of the staff, and therefore problematic for certain students. Most notably, Murphy expressed concern for transfer students whose transcripts had not yet been evaluated at the time of registering for upper-division general education courses. Committee confirmed the parts of the Watnik memo concerning 4000-4999 and 6000-6999 courses were solid and backed by the committee. Watnik agreed to revise section on upper division general education course prerequisites, working with Murphy, so CIC could implement at least a partial filter for these 3000-level courses. Motion to table until Watnik amends: Mashaw/Ivey 8/0/0

10. Adjournment MSP Cerutti/Bickley 8/0/0

Respectfully submitted,

Linda Ivey