California State University, East Bay
Committee on Instruction and Curriculum

Approved Minutes of Meeting of Monday, November 17, 2008

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 11/17/08. MSP Bickley/Cerutti 7/0/0

2. Approval of Minutes from 11/03/08. MSP Watnik/Woo 7/0/0

3. Report from Chair of CIC:
Chair requested that members consider self-nomination for CIC Secretary for Winter quarter 2009.

4. Report from Presidential Appointee:
No report this week.

5. Amended Academic Renewal Policy in Response to EO 1037. MSP Woo/Tran 9/0/0
Committee discussed memo drafted by Harris and Murphy for the Academic Senate which clarified the Academic Renewal Policy as mandated by Executive Order 1037. Ivey asked for clarification on when a grade for a course retaken for Academic Renewal would or would not be averaged into the GPA. Murphy explained that beyond 18 units, no further averaging could take place. Tran asked if "IC" should be attached to the list discussing which grades could be eligible for academic renewal. Murphy confirmed that "IC" should be included in this list. Mashaw asked about the capability of the Peoplesoft system regarding implementing this policy on renewals. Murphy confirmed that discussions were happening across the CSU regarding programming to ensure the system's ability to track this policy.

6. New Course Prefix Policy Guidelines. MSP Mashaw/Marsh 9/0/0
Committee discussed draft of policy entitled "Policy Guidelines For Requesting New Course Prefixes To Be Included in the Curriculum Manual," as had been requested by the Committee on 11/03/08. Marsh requested clarification of reasoning for this document. Bellone explained history of the requests for new prefixes, and the Academic Senate's decision to run the issue by CIC as a primarily curricular issue. Mitchell thanked Bellone for clarification and policy development. Mashaw asked about reaction from the department that has requested the new prefix and prompted the discussion; Bellone
reported that the department had dropped the issue. Bellone restated for clarification the case of Teacher Education hoping to propose a separate designation for proposed the Online Teaching and Learning program; this is a case where a new and distinct prefix would help track enrollments and clarify choices for students. Mashaw asked about policy on other CSU campuses. Watnik expressed concerns about possible surge in new prefix requests, and the implications for the catalog. Woo asked about certificates, and whether these programs could qualify for a distinct prefix under the policy. Bellone noted that this policy would serve as a guideline for departments considering requesting a new prefix, but would not eliminate consideration of departmental requests characterized by unforeseen situations.

7. Old Business: Guidelines on Approval of Courses MSP Watnik/Ivey

Watnik reviewed his document, explaining the edits he had made based on Sally Murphy's suggestions from the previous committee meeting. Watnik also noted that it had been announced by the Chancellor that as of 11/17/08 that CSU would indeed be turning away students for the next academic year. Murphy confirmed that because of increased enrollments, it is now likely that transfer students will have to have completed their lower division General Education requirements before admission. Watnik reconfirmed that he was asking for Committee to approve this as policy.

Mashaw asked for clarification of intent. Watnik reviewed that since approval of all courses had been taken out of the hands of the CIC, colleges were the sole body approving courses. In the past years, the committee had seen a number of courses come through CIC that had not specified the appropriate prerequisites for upper division designations, graduate designations, and/or upper division GE requirements. Ivey asked for quick clarification of the areas of General Education and the prerequisites the memorandum was specifying. Tran expressed concerns about international and out-of-state students meeting the prerequisites when they arrived at CSU, and thus not being able to take any upper division GE courses when they arrive. Murphy confirmed that the policy outlined in the document with regards to prerequisites for upper division general education courses was consistent with what has already been approved by the Academic Senate. Mashaw noted that the title of the document was misleading, that it read as too broad and did not address the fact that the main thrust of the document concerned prerequisites. Mashaw asked about students taking these courses through Open University; Murphy confirmed that admittance of Open University students to courses with prerequisites was at the discretion of the instructor. Mashaw expressed concern that the development of this policy was too rigid, and could possibly impose impractical prerequisites for certain upper division courses, and take power away from instructors to allow students with exceptional cases to take the course. Mashaw was also concerned that courses not needing approval by CIC would be restricted by this document. Murphy reconfirmed that this document served as a guideline for CIC approval of courses requesting GE designation, which indeed was the domain of the CIC, and that this articulation appropriately reflected Academic Senate policy.

Committee voted on policy as written, with a vote of 6/1/2.
Ivey suggested revision of the title to assure committee members of the document’s intent – as a clear guideline of CIC’s expectation for upper division courses carrying a GE requirement (which CIC must approve), and as a guideline for upper division and graduate level courses in general. Committee developed new title. Murphy again expressed support of this articulation, noting that in recent years, the university had become focused on enrollment numbers, at times at the expense of developing expertise within fields and through the general education program.

Mitchell called for re-vote on document, as amended with the new title: "Guidelines for General Education Prerequisites and Suggestions for Prerequisites of Upper Division and Graduate Courses." MSP Watnik/Ivey 8/1/0

8. Adjournment. MSP Tran/Watnik 9/0/0

Respectfully submitted,
Linda Ivey