California State University, East Bay  
**Committee on Instruction and Curriculum**  
Approved Minutes of March 2, 2009

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

Members absent: vacant student seat

Guests: Rosanne Harris, Sally Murphy, Greg Smith, Angela Schneider

1. Approval of Agenda for 03/02/09. MSP Ivey/Bickley 8/0/0

2. Approval of Minutes from 02/16/09. MSP Ivey/Marsh 8/0/0

3. Report from Chair of CIC: The Chair noted that the next meeting is April 6.

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

5. Review of 08-09 CIC 22, Priority Registration, as issues have arisen regarding current practices and the document has been updated. Smith and Schneider noted that CIC 22 was missing University Honors Program. They elaborated on the Veterans issue— the memo mandates priority for those less than 2 years out of the military while PEM grants priority without time restrictions. Mashaw asked about impact on particular programs or GE. Murphy, Smith and Schneider noted no anticipated (or current) problems. MSP Ivey/Marsh 8/0/0.

6. Return of 08-09 CIC 23, Declaration of a Major, for affirmation that the document accurately reflects the opinion of CIC. Schneider asked whether the document should list 90 units. Notably, students, beginning at the quarter in which in-progress units would be at or above 90 units, would receive a letter every quarter. Some committee members noted that this may be perceived as “badgering”, which committee members felt was appropriate. Smith noted that, without graduating, students exceeding a certain number of units may lose financial aid. Tran noted that the new title for his unit is “Academic Advising & Career Education” and not “… Department”. Bickley suggested some changes in the language to accommodate that change. MSP Mitchell/Bickley 8/0/0.

7. Referral regarding Assessment of Student Learning. The Chair noted that this committee is unlikely to be able to meet the timeframe requested by ExCom and suggested deferring this to the committee next year. Mashaw suggested a subcommittee be formed to study this important issue. Cerutti said that there is some benefit to students to seeing differing points of view. Murphy noted that the committee should see the CSULB policy. Mitchell moved to table the issue to enable reading the policy and for
committee members revisit this more thoroughly at the next meeting. MSP Mitchell/Ivey 8/0/0.

8. **New Business. Revised Curricular Procedures Manual.** AVP Bellone introduced the new document and noted that update was largely needed and that the changes made the manual easier to use. Ivey asked about course proposal forms for online formats. This is not currently on the online CPM, but will be added. AVP noted that the format change form should allow multiple courses to be changed on one form so that college curricular committees are not overwhelmed by the sheer number of courses using online or hybrid formats. AVP Bellone noted that not every change should have to be approved by the Senate, but rather the document should be updated to accommodate Senate policy changes. Mashaw asked whether the modifications would only be for Senate changes. The new CPM be approved with the understanding that, as Senate policies change (i.e., approval by Senate or appropriate committee), the CPM will change accordingly. MSP Mashaw/Ivey 8/0/0.

9. **Course Caps – Report from Murphy & Eagan.** This was deferred to the next meeting, but previously-approved course caps from 2003 are now on the CIC website.

10. **Return of 08-09 CIC 17, Policy Guidelines for Requesting New Course Prefixes.** Watnik noted that the suggested number “6” was contrary to the committee’s previous statements. The committee viewed the amendment as friendly and deleted number 6. MSP Mitchell/Marsh 8/0/0.

11. **GE Proposals.** All courses were bundled into one document. Mashaw asked whether there are too many GE courses. Murphy said that there are no assessment policies and that there is not the feeling that there are too many GE courses. MSP Tran/Cerutti 8/0/0.

12. **New Business.** Mashaw asked that the committee investigate the requirement of assessment in GE courses for continuing approval. Murphy agreed to post a report to CIC from a couple of years ago. Mitchell agreed that that would be added to the agenda at the next meeting.

13. Adjournment. MSP Mashaw/Bickley 8/0/0

Respectfully submitted,
Mitchell Watnik