California State University, East Bay
Committee on Instruction and Curriculum

Approved Minutes of April 6, 2009

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

Members absent: Tom Bickley, vacant student seat

Guests: Rosanne Harris, Glen Perry, James Zarrillo, Valerie Helgren

1. Approval of Agenda for 04/06/09. MSP Ivey/Cerutti 8/0/0

2. Approval of Minutes from 03/02/09. MSP Ivey/Watnik 8/0/0

3. Report from Chair of CIC: The Chair noted that there are two more substantive meetings in the year and then a formative meeting for next year’s committee. He suggested that

4. Report from Presidential Appointee: AVP Bellone noted that proposals for Taxation, Health Science, Ethnic Studies, and B.S. Business Administration are in the pipeline for committee consideration next year.

5. 08-09 CIC 25. Course Caps. The committee affirmed a vote taken via email. MSP Mitchell/Watnik 8/0/0.

6. New Option in the M.S. Education (Early Childhood Education). Zarrillo and Helgren discussed the proposal with the committee. Smoking tax money will give scholarships for students. Zarrillo said that the curriculum is modeled on the “Southwest Airlines approach” and noted that the courses serve multiple purposes (i.e., serving students in more than one option), ensuring that the courses will be well-enrolled. Helgren is working with “First 5” (the smoking tax money) County Commissioners from Alameda and Contra Costa Counties. Mashaw asked about the number of the 4000-level courses. He also asked about outside consultation. Helgren noted that she has discussed with 19 people in the field outside and composed the curriculum according to their recommendations. Mashaw additionally asked about “competitors”. Mills College is the only local competitor, according to Helgren, but are also more about administration than teaching. Mashaw asked about the second requirement for “classified standing”, suggesting that the parenthetical remark waiving the requirement for those in the option be stated earlier for advertising purposes. Watnik countered by noting the credential requirement is waived for those with sufficient experience. MSP Mashaw/Ivey 8/0/0.

7. Amended Academic Renewal and Withdrawal Policies in Response to EO 1037. Murphy and Bellone introduced the policy, which updates to 24 units and changes some
of the policies with respect to Executive Order 1037. The new policy includes Open University in the units cap for academic renewal (now called “grade forgiveness”). The new policy allows us to raise the units cap to 24 and allows for 2 repeats before grade averaging. The campus can decide on the units cap and how to deal with second baccalaureate students. There also is a need to decide whether to reset the counter on academic renewal at Fall, 2009 or to just consider their numbers against the new caps. Perry noted that, if second baccalaureate students are included, it will be a “very manual process”. The other campus options are “pretty much the same” as far as implementation goes. He also noted that “C-” is now considered as repeatable. This is mandated by the Chancellor’s Office. Mashaw suggested keeping the cap at 20 units. Perry noted that the old policy counted a multiply-repeated course once; the new policy counts a multiply-repeated course as the number of times the grade is forgiven. The current policy has grade forgiveness twice and the new policy continues this. Murphy argued that the cap has not been a problem on this campus. Watnik moved to keep the counter intact, raise the cap to 24 and hold second baccalaureate students to the caps. MSP Watnik/Ivey 7/0/1. Ivey moved to increase the repeat cap to 2. MSP Ivey/Mashaw 7/1/0. MSP Ivey/Tran

Regarding withdrawals, the document is more of an informational item, as it is mandated by the Executive Order. The date of last attendance on the “WU” grade is a new part of the proposal.

8. 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. **New Business.** **Online and Hybrid Course Modification Request for Existing Courses.** AVP Bellone introduced the new document that would assist in making modifying existing courses for the online or hybrid course format. MSP Mitchell/Ivey 8/0/0

10. **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.

11. **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.

12. **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.

13. **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.

14. **Adjournment.** MSP Mashaw/Bickley 8/0/0

Respectfully submitted,
Mitchell Watnik and Peter Marsh