



---

## COMMITTEE ON INSTRUCTION AND CURRICULUM

**MEETING DATE:** Monday, November 18, 2024, 2-4pm via Zoom

[PLEASE CLICK HERE FOR ZOOM LINK](#)

### APPROVED MINUTES

**Present:** Kevin Kaatz, Mitch Watnik, Thomas Padron, Tristan Garcia, Lori Gabrielle Felton, Dennis Chester, Balvinder Kumar, Claire Valderama-Wallace, Gr Keer, Brian Gonsalves, Yuanyuan Gao,

**Guests:** Mark Robinson, Michael Lee, Julie Mielke, Rick Rader

**Absent:** Amy June Rowley, Roya Nasimi

### [Land acknowledgment](#)

1. Approval of the agenda [Padron/Chester]
2. Approval of [11/4/24](#) minutes [Padron/Garcia]
3. [Sign up](#) for Secretary/Land Acknowledgement for 2025
  - a. Secretary - Keer
  - b. Land Acknowledgement - Garcia

### 4. Reports:

- a. Report of the Chair: Kevin Kaatz is acting chair today.
  - i. Proposal that Writing Skills Committee would like to build a website (like GE has) -- is this something CIC would need to approve, or is it just a matter of asking ITS to create something under the old APS breadcrumb? Mitch says he should be able to do it. Mark says each CIC subcommittee has their own website that attaches to the CIC site under Academic Senate, which could have documents added to it.
- b. Report from University Extension
  - i. U. Extension is offering six sections for Winter Intersession. Each section is 100% full. This tells us that students want to take classes during this time. Next semester, can we do 30 sections? Wants us to think strategically about this. Mitch asks if KIN 280 is fully enrolled. Bal says maybe she doesn't have that one in her list, and thanks Mitch for his work helping with enrollment for the Winter Intersession.
- c. Report of the Presidential Appointee
  - i. Math department contacted Mitch about a course that has been approved by the Writing Skills subcommittee, and they want to offer it for the Spring. According to policy, if a course is provisionally approved, it can be offered under 396W. What does "provisionally approved" mean? Mitch would like to define it as "subcommittee approved" rather than "full Senate approved" and give Math permission to run this course. Are there any objections?
  - ii. Of the W courses that are not intended for majors, ENGL 308W (30 person waiting list), ES 300W (70 person waiting list), MKTG 305W (10 person waiting list), MLL 422W (11 person

waiting list) -- if you're looking for a class to add that might draw students, especially if it's GE you can probably open multiple sections of W classes. Tristan confirms from an advisor's perspective, W classes are highly sought after. Mitch confirms that major W classes also have waiting lists. Kevin says they put together a really good application for the Math class and the committee was impressed by it. Dennis reminds the committee that we have a faculty WAC coordinator - Katie Bramlett who is tasked with helping any depts. who want to create W classes in their discipline.

## 5. Appointments/Approvals

- a. Regular CIC subcommittee interest
- b. [24-25 CIC subcommittee membership](#)
  - i. General Education, Overlays & Code (GEOC)
  - ii. Affordable Learning Solutions (AL\$) \*need CLASS, and Bookstore
  - iii. Graduate Programs (GPS)
  - iv. Service Learning (SLS) \*Need lecturer
  - v. Subcommittee on Global Education (SGE)
  - vi. Writing Skills (WS) \* Need CLASS (not English)

## 6. Old Business:

- a. GEOL/ENSC 260 TO: EESC 360. **NOTE:** GEOC approved removing B1/2. CIC needs to look at the rest of the proposal (to move to Upper Division) as it is now a non-GEOC course.  
[Curriculog:](#) Guest Michael Lee
  - i. Michael says most Universities offer and Intro and an Advanced class. Some community colleges offer both Intro and Advanced, and there are many CSUs that offer Intro at 300 level and Advanced at 400 level (recognizing that many community college transfers won't have taken it, but will need it for the major). In order to have other majors take the class and potentially get a certificate in GIS, or even just take the 2 class sequence, we needed to move it from a 200 level to a 300 level class. They weren't intending to change the content because this is a skills class that goes onto an advanced skills class. Wherever the student takes it, the outcomes are the same.
  - ii. Tristan says this justification makes sense, that to be in alignment with other CSUs it should be an upper division course. Mitch also agrees, and we probably don't want to start insisting that upper division courses have prerequisites. Dennis agrees that this class should be approved, and also points out that there is a preconception on this campus that there is some fundamental difference between lower division and upper division courses - lower division Shakespeare classes taken at community colleges, for example, can't be substituted for the upper division requirement here. Dennis asks if he has been wrong all along? Michael has spoken to Kyle Burch and we are able to articulate an upper division class with a lower division class from a community college. It's up to the department to decide if the content is equivalent to what we offer here. Tristan gets this question all the time from students, and suggests we not make it a widespread practice to substitute lower division for upper division because theoretically the upper division courses should be building on the foundation of lower division knowledge.
  - iii. Mitch moves to approve this course as EESC 360. Thomas seconds. Approved unanimously.

## 7. New Business:

- a. [Action Items from WS to CIC \(11/13/24\)](#)
  - i. Motion to approve [Garcia/Padron]. Approved unanimously.
- b. [Action Items from GEOC \(11/14/24\)](#)
  - i. Motion to approve [Padron/Gao]. Approved unanimously.
- c. [Information Items from GEOC \(11/14/24\)](#)
  - i. Motion to approve [Padron/Chester]. Approved unanimously.

- d. Certificate in GIS and Remote Sensing, [Curriculog](#), [Document](#)
  - i. Moved this item to the top of New Business to respect Michael Lee's time. Kevin notes that Mitch left a comment in Curriculog that Certificates need to be 15 units but in the application it still says 12 units in several places. Michael says that's an oversight and that he has sent an email to ask for it to be corrected. Mitch and Julie will fix it in Curriculog.
  - ii. Motion to approve [Padron/Garcia]. Approved unanimously.

**8. Discussion:**

- a. [Title II issues](#) w/ Rochelle from Accessibility Services and Serena from Online Campus
  - i. Title II is a policy about making sure everything at the university is accessible to everyone. Unclear if Rochelle & Serena were given time certain, but they are not present. Mitch points out that the federal government has passed a law that everything has to be accessible as of Spring/Summer 2026. We don't have a lot of policies/procedures written down about making things accessible. This strikes him as a CIC-centered issue, perhaps with the help of ITAC. Kevin points out that this ruling also covers 3rd party applications. Kevin suggests we develop an Accessibility ad hoc committee to look at Title II, 07-08 CIC 8, and update/create a new policy. Mitch says we would need Ex Comm's permission to include anyone outside of CIC, which would be a good idea. We could also convene a loose group of folks to draft something and bring it to CIC, which would be more expedient. Mitch believes it would be valuable to have an ad hoc committee because it would include folks from Accessibility and ITAC. Gr suggests doing a combination of both: start working within CIC to do the pre-work while we start the process of getting an ad hoc committee through Ex Comm. Kevin will let Amy June know so she can reach out to Ex Comm, and asks for volunteers: Kevin, Tristan, Mitch, and Dennis volunteer.
- b. [07-08 CIC 8](#)

9. Adjournment at 2:49pm

10. Next Meetings:

12/2/24