

COMMITTEE ON INSTRUCTION AND CURRICULUM

MEETING DATE: Monday, **October 20, 2025**, 2-4pm via Zoom

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APPROVED MINUTES

Present: Kamalathmika Chalasani, Sarah Nielsen, YuanYaun Gao, Tristan Garcia, Mitch Watnik, Michelle St. George, Mark Borja, Kevin Kaatz, Amy June Rowley, Kate Shade, Jia Guo, Balvinder Kumar, Roya Nasimi

Guests: Mark Robinson

Absent: Casey Pangilinan, Kate Pham

[Land acknowledgment](#) (Gao) and Secretary (Nielsen)

1. Approval of the agenda

M: Kevin, S:Tristan, unanimously approved

2. Approval of [minutes from October 6, 2025](#)

M: Tristan S: Roya, unanimously approved

3. [Sign up sheet](#) for Secretary/Land Acknowledgement -

4. **Reports:**

a. Report of the Chair

Amy June: New business today is courses to approve from GEOC and WS. Amy June will be able to continue as CIC chair since she will be able to share a class with a colleague. There is also a request for subcommittee reports with representatives on CIC later in the meeting.

b. Report from University Extension

Bal: UE is preparing for winter intersession currently and will start meeting with chairs about partnerships with UE. These meetings will also be a way to introduce everyone to new staff and leadership. At a recent Linkin conference, everything was focused on health care and human support services, in areas that AI can't do.

Amy June: What is human support services?

Bal: Things such as palliative care, home care, elder care.

Mitch: Could the spring enrollment announcement currently running on the big screens at campus entrances be updated to include winter enrollment as well?

Bal: Yes! Winter intersessions have limited offerings, but we need to get the information out about winter intersession offerings. There is some interest among non-EB students.

Amy June: Maybe offer more 1 unit courses for students that need a unit, and put the those classes on during winter and maybe also summer.

Bal: Winter is a tiny, tight schedule. UE would like to offer 1-2 unit classes.

Mitch: Not sure if there is demand for 1-2 unit classes. Another issue is teaching in winter is through Extension, not part of a faculty member's regular load.

c. Report of the Presidential Appointee

Mitch: Mitch reported he was asked about a syllabus policy update from a faculty member who felt AI was not well defined and should be clarified to what a faculty member means when they say it is banned or permitted.

The curricular deadline just passed. There are 21 proposals to review now, with several key staff on leave. It's been busy, but getting the proposals reviewed.

The winter and spring schedules are now live, and enrollment starts next week.

CSUEB has five dual enrollment courses in spring, 1 CR, 2 KIN, 1 SOC for Hayward & Tennyson (synchronous) and Eden (in person) High. Expect additional districts to have dual enrollment in the next academic year.

Welcome Day is this Saturday! Come to campus and help recruit for your department.

Tristan: Why is ES 300W all hidden in the spring schedule?

Mitch: Believe it is corrected now or will be. This also happened with ES 100, and the opposite with some English composition sections. Please let Mitch know if you see other issues.

Michelle: Could you talk about SB 640 implementation and CSU campus MOUs?

Mitch: If you don't know about SB 460, it provides auto admission to the CSU under certain circumstances. If a high school senior meets CSU admission requirements, they will be auto admitted to CSU without applying. Mitch hasn't heard anything yet about specific MOUs. Editorial comments: It could be a good strategy to look not only at Hayward Unified schools, but also at schools farther away, to let high school students know that they will be admitted to program X (any non-nursing program). Places like Tracy, Imperial Valley, Redding could be targeted. The upside of SB 460 is the waiving of the application fee, which EB wasn't able to do on our own. It's a great way to get our name out there and encourage students to come to East Bay

Kate: Why aren't we offering more at Concord?

Mitch: The old rationale in the in-person world was people working at Concord couldn't fully participate in all campus activities such as shared governance. There is potential at Concord with some great programs such as the eco-cultural garden, but students seem to be saying they want online rather than Concord. Concord used to have criminal justice and biology courses. Liberal Studies had classes. Most were taught by lecturers for reasons mentioned before. One of the issues is there needs to be a critical mass of classes at Concord to encourage students to take classes there. DVC students-this would be an ideal group. Bal may have more to say.

Bal: Take the PHAP program example. That program used to have lab classes at Concord, but it didn't work well because the students had to take other classes at Hayward. If we could offer cohorts in Concord and find faculty who live in that area and would like to work out there, that would make it possible.

Amy June: About 15 years ago, MLL had classes at Concord, but had trouble filling them. Also if we offered it at Concord, we couldn't offer it Hayward. If you could do a whole program out there, it would be good. With regard to SB 460, the advisors on our campus are very helpful, but in my experiences with my son and other high school students, counselors didn't seem to know about the A-G requirements and many high school students aren't aware of the requirements.

Mitch: editorial-we should be looking at local high schools and talking to students who are 3.0 GPA, thinking community college first, but fully admissible here, and our faculty are excellent at supporting these students locally. Recruiters from EB could be very powerful in encouraging these students to come to us rather than community college.

Tristan: Surprised that high school students aren't getting the A-G information. That used to be commonly shared information.

5. Appointments/Approvals

- a. Regular CIC subcommittee interest
- b. [25-26 CIC subcommittee membership](#) (yellow means not updated from that subcom)
 - i. General Education, Overlays & Code (GEOC) * Need COH rep, VOTED
 - ii. Affordable Learning Solutions (AL\$) *Daisy is asking everyone if they want to continue * NOT VOTED
 - iii. Graduate Programs (GPS) * need confirmation *NOT VOTED
 - iv. Service Learning (SLS) *Need CIC and CSCI * VOTED
 - v. Subcommittee on Global Education (SGE) * Thomas is confirming membership NOT VOTED
 - vi. Writing Skills (WS) *Need COH rep VOTED

Amy June reported that she contacted GPS and AL\$. They are continuing to recruit members. She invited GEOC chair and WS chair to provide subcommittee updates

Kevin: The GEOC Subcommittee has been moving through many GEOC proposals over the last several meetings and only have about 30 left to approve. The subcommittee will have an extra meeting on Nov. 5.

Sarah: Writing Subcommittee has had two meetings so far, and have reviewed four courses so far. WS is using a new process this year: inviting departments to the initial proposal discussion rather than inviting them if there are issues after a first reading). We should be able to approve all the additional courses coming to WS this semester, so we will have more time to work on policy/recommendations for assessment, AI in writing, and other writing-related issues.

There was a discussion about whether GEOC/WS memos about classes need to go to the Senate given the curricular policy update last year. The answer is no if there is $\frac{2}{3}$ majority in CIC. Amy June and Sarah will re-do GEOC and WS memo respectively after the memos are discussed and voted on later in the meeting.

Kevin: Do we need the subcommittees that aren't formed yet?

Amy June: There has been discussion about this over the last couple of years.

Bal: Global Education has had a little bit of a gap. We have needed the group in order to bring policy/issues about international students to CIC. If we can bring up these issues in CIC directly, maybe we don't need the subcommittee. Bal will talk to the current membership.

Amy June: Good idea. CIC could do something on adhoc basis if needed.

YuanYuan: YuanYuan reported being an ALS member for the last several years. The subcommittee hosted workshops last year and developed a timeline for chairs and faculty to help get the information out about low-cost/no-cost texts to students as early as possible.

Roya: Roya reported being an ALS member this year, but subcommittee hasn't met. It is needed. For example, in a structural design course being able to show students how to use engineering manuals. The can be \$500 even with a discount code. There is a need for the university to buy these manuals for students.

YuanYuan: We can talk to the library dean about this need.

6. Old Business:

- a. Review WSCUC [standards of accreditation](#), [summary letter](#), and [final report](#). Let SOs know how your SC could contribute in prep for the special visit. Possible response: [CIC 2](#)

The committee discussed the possible CIC response to the WSCUC recommendations. Amy June called for a working group to complete the CIC response letter to the WSCUC recommendations, based on articles from Mitch. There were no volunteers, so Amy June asked all committee members to look at the letter and give input. Mitch reported that as the presidential appointee he approached the provost for guidance, and the provost provided two articles to read, one of which was attached to the agenda. The data about time to degree and curricular complexity are not available yet, but they will be. There was general agreement that the committee should wait until the data are available to finish developing the CIC response since it is not a time-sensitive matter. Also, there was a suggestion to remove the first paragraph of the letter and focus on the second paragraph, especially since cancellation data are available but tricky to analyze.

- b. Review 2-3 older or commonly cited policies to review using the questions in [24-25 FDEC 3](#) and update as needed. [Senate Archives](#) [NOTES](#)

Did not discuss.

7. New Business:

- a. [Memo from GEOC \(CIC 4\)](#)
- b. [Memo from GEOC \(CIC 5\)](#)
- c. [Memo from WS \(CIC 6\)](#)

Amy June: We have new courses and revisions to existing courses from GEOC and WS new/revisions.

CIC 4

M: Mitch S: Kevin, unanimously approved.

CIC 5

M: Tristan S: Michelle, unanimously approved

CIC 6

M: Mitch S: Tristan, unanimously approved

The need to revise the WS and GEOC memos to align with the revised curricular policy was noted again, with Sarah and Amy June doing the revisions.

8. Adjournment

The meeting adjourned at 3:10.

9. Next Meetings:

Nov 3, 2025

Nov 17, 2025

Dec 1, 2025