COMMITTEE ON INSTRUCTION AND CURRICULUM

MEETING DATE: Monday, **November 15, 2021**, 2-4pm via Zoom

PLEASE CLICK HERE FOR ZOOM LINK

DRAFT MINUTES

Members Present: Ana Almeida, Brian Cook, Eileen Coughlin, Craig Derksen, Gr Keer, Liz Kyonka, Mariaelena Marcano, Sarah Nielsen (Chair), Thomas Padron, Jessica Santone, Divya Sitamaran, Mitchell Watnik, Ya You
Guests: Sarah Aubert, Sandra Claflin, Cristian Gaedicke, Caron Inoyue, Bal Kumar, Danika LeDuc, Saeid Motavalli, Mark Robinson
Members Absent:

LAND ACKNOWLEDGEMENT

1. Appoint Secretary

   Brian Cook had a schedule conflict so Divya Sitaraman volunteered and was appointed

2. Approval of the agenda

   Agenda Approved (Mariaelena-motion, Thomas-seconded)

3. Approval of 11/1/21 minutes

   Minutes were approved unanimously (Craig-motion, Gr-seconded)

   No corrections suggested. No objections

   Reports:

   a. Report of the Chair

      Chair thanked all committee members. Next meeting January 31st, 2022

      GEOC proposals are coming up and email approval will be required in the coming weeks. Committee agreed to review these proposals and had no objections.

b. Report from Extension:

Brian Cook reported 250 enrollments and up to 12 courses as part of winter intersession.

c. Report of the Presidential Appointee [letter to CIC re: EO 1036]

Mitch deferred his time to Danika Le Duc and Saeid Motavalli to add new agenda items.

Mitch mentioned that winter intersession classes are popular and filling fast and is a good alternative for many students trying to get into classes to graduate.

The Chancellor's Office has updated EO 1036. This change means that we have to update existing policies and create new ones to credit prior learning. APS provided some suggestions for these.

Challenge Exam and policy regarding experiential learning: : The University recognizes that exceptional students, by reason of special studies or experiences, may already have achieved the objectives of certain courses in the basic program; therefore, students with this background may petition to receive credit in selected courses and/or toward determining admission eligibility by special examination. Such an examination is normally from three to six hours in length and may be oral as well as written. Each course may be challenged only once. If the student has failed the course previously, the student may not challenge the course. Prerequisites have to be completed by students.

Mitch described the history of challenge exams. Caron reiterated that this would be challenging for GE courses as challenge exams will have to meet the learning outcomes and the examiner/instructor has to be aware of these.

Jessica suggested a survey from department chairs about the number of requests from students in the past to think about the effort and time.

The Chancellor's office has not yet committed any resources so it will be an extra workload. So the language should not include shall or must. Also instructor workload was discussed in this regard as its significant time effort.

There was also some discussion about how Challenge exams might need a committee in their ability to assess.

Craig D added that students who wish to receive credit under this plan must obtain a petition for credit by examination from the office of the department offering the course, and obtain the permission of the

department chair or designee. No instructor or department is obliged to offer credit by examination for a course.

Department policies regarding accepting the experiential and prior learning will have to be individually worked on.

Report of ITAC representative (Gr Kreer)

ITAC is working with the Department of communications for recruiting students more effectively (online ads). Compass did some accessibility updates and integrated the College scheduler (mycsueb) and GE widget to help students for Spring 2022. Compass will also include mass messaging flash push notifications. IER is running user studies to understand app usage across diverse users.

New Business:

d. 21-22 CIC 16: BS Civil Engineering - Academic Master Plan & Resource Implication

Proposal to add BS Civil engineering to the master plan. Proposal addresses student interest and industry needs. Demands are increasing in light of the new federal infrastructure plan. Similar plan was approved by CAPR in the last meeting.

Saeid M described the program and why it is needed at this time. It will boost and complement the construction management program as students after the first year can easily move to other programs. There is significant overlap between the 2 programs in the first year.

Cristian, advisor for engineering programs also described student interest. Civil engineering will be attractive as it is a rigorous program with many career options in public and private sectors.

Danika reiterated that framework and courses already exist so very little additional investment will be required. With the campus focus on environment and sustainability this will be a great addition to the campus.

Mitch voiced his support for the program and mentioned that CAPR1 will look over details

Mariaelena asked if there will be an experiential component. Sarah added that it has to first go to the chancellor's office and then details will be worked out.

CIC approved the proposal unanimously.

e. 21-22 CIC 17: Recommendation regarding use of WES Evaluations for admission to graduate programs

WES evaluations for international students.
Divya S had concerns about costs for international students with dollar conversion. The cost for applicants is $205/ application and the fee applies to each school, so it will be expensive.

Ana A clarified that it's not a requirement. Only needed when transcripts are difficult to obtain.

Mitch added that each transcript costs money and some schools don't give out multiple transcripts.

Both options (WES or university transcript) will be available to students and they can pick.
Brian C added that it will help the International student Office.
Proposal Approved Unanimously

f. 21-22 CIC 18: Courses reviewed and approved by GEOC on 11/10 requiring Senate approval

Motion approved unanimously. Moves to Excomm and Senate approval.

g. 21-22 CIC 19: Courses reviewed and approved by GEOC on 11/10 not requiring Senate approval

Motion approved unanimously.

4. **Information Items:** none
5. **Discussion:**
   a. Syllabus policy: Common syllabus items discussion [Recommended Course Syllabus Items]/[very drafty 21-22 CIC 20: Syllabus Policy revision]

   Draft was presented by Sarah N. Jessica and Mariaelena pointed to redundant elements.

   Liz K and Divya S pointed out concerns regarding assessment deadlines and whether it makes pedagogical sense in the case of pop-quizzes or similar just in time assessments

   NOTE: Items b-e were skipped because of time constraints and will be on the next meeting agenda.

   b. WSS: update on draft GWAR policy [*memo may be linked before meeting*]
   c. Policy to prioritize no-cost and low-cost course materials
   d. Using an equity lens to review our policies and procedures
   e. Updates to online/hybrid approval process (synchronous/ asynchronous) [20-21 CIC 35]

6. Adjournment

Meeting adjourned at 2:01 pm (Motion: Caron, second: Mitch)