CALIFORNIA STATE UNIVERSITY EAST BAY

ACADEMIC SENATE
http://www.csueastbay.edu/senate
510-885-3671

COMMITTEE ON INSTRUCTION AND CURRICULUM

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

PLEASE CLICK HERE FOR ZOOM LINK

APPROVED MINUTES

Members Present: Tristan Garcia, Thomas Padron, Dennis Chester, Mitch Watnik, Jeff Newcomb, Gr Keer, Brian Gonsalves, Amy June Rowley, Claire Valderama-Wallace, Patrick Fleming
Guests: Mark Robinson, Aaron Brace, Becca, Maureen Scharberg, Rick Rader, Julie Mielke, Sarah Nielsen, Christopher Moreman
Absent: Steve Peng, Cory Lepage

Land acknowledgment: Jeff Newcomb

Secretary: Brian Gonsalves

1. Approval of the agenda (M: Patrick S:Thomas) with 3 amendments
2. Approval of 3/4/24 minutes (M: Patrick S: Jeff)
3. **Reports:**
    a. Report of the Chair: 1)Changes to curricular manual and curricular timeline changes under consideration. 2), changes to CIC policies and procedures. 3) discussion on class sizes and classes being cancelled due to low enrollment. One option would be combining classes when possible.
    b. Need secretary for next meeting. ***Dennis volunteers***. Revisions to Policy and Procedures Document will be completed for next meeting. Amy June will send out specific requests.
    c. Report of the Presidential Appointee
        i. Infrequently offered courses list (not offered for 3 yrs). Proposed CIC memo to Senate – departments given opportunity to keep course active. No response means course will be banked. M: Mitch, S: Thomas to send this to Senate as informational item. Passes.
4. **Subcommittee reports (none)**
    a. 23-24 CIC subcomm membership
        i. General Education, Overlays & Code (GEOC)
        ii. Affordable Learning Solutions (AL$)
        iii. Graduate Programs (GPS)
        iv. Service Learning (SLS)
        v. Subcommittee on Global Education (SGE)
        vi. Writing Skills (WSS)
5. **Old Business:**
    a. PHIL 361 & 362 **TABLED**

i. Looking to remove W to these four-unit courses (Christopher Moreman)
    1. Originally proposed to add W and go from 3-4 units. Now will change to drop the W and go forward with making them 4 unit courses. The 4 unit courses help the department manage workload issues. Mitch asks if the rationale also includes additional credit hours of content. Chris answers that the Curriculog application explains in detail the increase in time spent on the material. Motion to approve: tristan, second: Motion passes.
    2. PHIL341 will be coming for approval to drop from 4 to 3 units and keep the W.

6. **New Business:**
    a. ENGL 390 Removed W from 4 unit course (Dennis Chester)
        i. Course involves production of student magazine. W designation to be removed as it is not needed. Motion to approve: tristan, second: thomas. Motion passes.
    b. Computer Science MS Program (Leann Christianson)
        i. Approved by CAPR. Motion to bundle b and c and approve (Mitch), second: Thomas. Passes.
    c. Computer Science MS, AI and Machine Learning Concentration (Leann Christianson) Motion Mitch: change language "will not apply" to "will be waived for" on last page Second: Tristan. Approved.

    d. Criteria for UWR Proposals in Curriculog – Request to have W courses follow same format of GE proposals (see attached document) in Curriculog. Update form in Curriculog for W classes. Move to approve: Mitch, Second: Tristan. Passes.

7. **Discussion:**
    a. Student Enrollment Forms: (Danika LeDuc, Julie Glass) **TIME CERTAIN 2:15**
        i. CO Policy: Withdrawals after the census date and prior to the last twenty percent of instruction may be assigned only for serious and compelling reasons. Permission to withdraw during this time shall be granted only with the approval of the instructor and the department chair and/or dean as described by campus policy. All requests to withdraw under these circumstances and all approvals shall be documented as prescribed by the campus. The requests and approvals shall state the reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the campus record retention policy.
            1. Seeking input on what to add to the forms to make it clearer for faculty and students. Students no longer have guidance compared to when departments would provide forms.
            2. Possibility of holding information sessions to go over what forms are to be used when and for what.
            3. Forms requiring documentation involve additional step of sending form to student via email to allow upload of supporting documents – this cannot be handled withing the normal form workflow. It is also not clear whose responsibility it is to vet/accept supporting documentation.

4. Discussion of ways to reduce errors on forms, such as choosing wrong Associate Dean, missing date, etc.
5. Late enrollment – what does department consent mean? – differs across departments
6. Withdrawal – what is a "compelling reason" for withdrawal? How should this be defined at the University level?
7. Late add – form goes to department, not to faculty for a late add. How to modify this to ensure faculty approval
8. For CIC – what changes to CIC policy could help with these issues.

ii. CIC Policy:

1. Registration Petition- Late Add/Drop
2. Petition for Late Withdrawal
3. Request for Late Enrollment
4. Withdrawal Form

b. Revise Curricular Timeline Policy

c. AB 928 – Establish only one GE pattern for transfer students. Cal-GETc pattern was developed to standardize transfer pathways for CCC students to UC and CSU. Some differences currently exist between CSU GE and Cal-GETc. Area E goes away, C goes from 9 to 6. Critical thinking A3 becomes Critical Thinking and Composition. Catalog rights must be honored for current students, so changes will not be immediate, but chancellors office will allow CCC students to choose the new GE pattern, so the legacy courses may dwindle faster than expected. Board of trustees expected to vote to make CL-Getc the standard pattern by March 27.

i. Concern is this erodes needed education opportunities for students particularly under-served communities of students. (Equity issues). Discussion to continue.

ii. incoming, non-transfer students

Type of Proposal	Curricular Procedures Manual	Curricular Timeline Policy	**Suggestions**
New Course - GEOC	Info only	Senate approval	**Info only**
New Course - non GE/GR	N/A	Senate approval	**N/A**
Course Revision - GEOC	Info only	Senate approval	**Info only**
Course Revision - non GE/GR	N/A	Senate approval	**N/A**
Course Discontinuance	N/A	N/A	
Course Banking/Unbanking	N/A	N/A	
New Course Prefix	Senate approval	Senate approval	**Senate 1 read**
New Certificate, Credential, or Subject Matter Preparation Program	Senate approval	Senate approval	
Revision of Certificate, Credential, or Subject Matter Preparation Program	Senate approval if substantial revision	Senate approval if course changes (including but not limited to)	

New Concentration or Minor	Senate approval	Senate approval	
Revision of Concentration or Minor	Senate approval if substantial revision	Senate approval if concentration units changes (including but not limited to)	
Discontinuance of Non-Degree Program	Senate approval	Senate approval	**Info only**
Elevating Concentration to a Degree	Senate approval	Senate approval	
New Degree Program	Senate approval x 2	Senate approval x 2	
Revision of Degree Program	Senate approval if substantial revision	Senate approval	
Discontinuance of Degree Program	Senate approval	Senate approval	
Revised Degree Title or Total Units	missing	Senate approval	**Info only**
Revised Offering Format (self support vs state)	missing	Senate approval	**Info only???**
Revised Delivery Format (online, hybrid designation)	missing	Senate approval	**N/A**

Goal – streamline these procedures to make them consistent. Suggested changes in the "Suggestions" column to mainly remove requirement for Senate Approval to expedite various kinds of curricular changes.

Suggestion to work on this more to ensure accuracy and clarity to bring up again for CIC approval next meeting.

8. **Adjournment**
9. Next Meeting:

    4/15/24 (Final Meeting)