



COMMITTEE ON INSTRUCTION AND CURRICULUM

MEETING DATE: Monday, **October 3, 2022**, 2-4pm via Zoom

[PLEASE CLICK HERE FOR ZOOM LINK](#)

AMENDED MINUTES

Present: Patrick Fleming, Thomas Padron, Gr Keer, Cory LaPage, Sarah Nielsen, Liz Kyonka, Balvinder Kumar, Jeff Newcomb, Steve Peng, Mitch Watnik, Amy June Rowley

Guests: Mark Robinson, Sharon Neumann Solow, Sheila, Kevin Kaatz, Julie Mielke, Rick Rader

Absent: Ana Almeida

1. Land acknowledgement
2. Elect Secretary [[secretary sign up](#)]
 - a. Liz Kyonka
3. Approval of the agenda
 - a. Padron moved, Fleming seconded, approved by unanimous consent
4. Approval of [9/19/22](#) minutes
 - a. Padron moved, Keer seconded, approved as submitted
5. **Reports:**
 - a. Report of the Chair
 - i. Syllabus policy update/FAC referral - We approved revised syllabus policy by email quorum, has been sent to FAC since they cosponsored the policy.
 - ii. ASI academic senator issue: class lock outs - This is when a student returned from a break a few minutes late and was not permitted to rejoin the synchronous class. Possible discussion item, future policy, perhaps the student could come report to CIC. **Discussion** - ASI has two seats on this committee that are currently unfilled, and having student representatives might facilitate the connection between students and CIC. ASI Students may be encountering institutional barriers (not enough students, also something about access to data about students).
 - iii. AB 928 Task Force update - First meeting today, report for statewide academic senate by end of month, then other work.
 - iv. Shortening of consultation period for GEOC recertifications - from 5 days to 3 days, approved by CIC Chair for this year.
 - b. Report of the Presidential Appointee
 - i. Kumar: Extension used to offer annual Innovation Grants through the Chancellor's Office. They have been renamed Accelerator Grants and there should be a call open by next CIC meeting. In response to question about what's going on in relation to international education through extension: More information from Executive Director forthcoming, but lots of international students this fall, record high number of applications.

6. Appointments/Approvals

- a. Regular [CIC subcommittee](#) interest
 - i. General Education, Overlays & Code (GEOC)
 - 1. Jason Daniels (CLASS) approved for GEOC membership by unanimous consent
 - 2. Mee Sook Kim, Management department (CBE) approved for GEOC membership by unanimous consent
 - ii. Affordable Learning Solutions (AL\$)
 - iii. Graduate Programs (GPS)
 - iv. Service Learning (SLS)
 - v. Subcommittee on Global Education (SGE)
 - vi. Writing Skills (WSS)
 - 1. Barbara Hall, Philosophy (CLASS non-English representative) approved by unanimous consent

7. Old Business:

- a. Additional updates to Committee on Instruction and Curriculum [Policies and Procedures for Committee Operation](#) **tabled** (Padron moved, LePage seconded, no objection or abstentions)
- b. [22-23 CIC 7](#): Policies on Online/Hybrid Courses: This policy could be considered an extension of how GEOC is operating. Potential wrinkles are that (1) since there are two online modalities, there are lots of possible hybrid modalities, and (2) courses may be offered as hybrid that are not listed that way in the catalog. This policy clarifies (1) requirements for approval of different combinations of modalities, (2) that a course is only listed as hybrid in the catalog if one or more of the modalities that are offered is not approved by itself. The distinction between online synchronous and hybrid courses is important for accreditation and has implications for distance learning certification. Policy allows for on-ground classes to switch to online for up to a week.
 - i. KK: This policy is designed to save administrative work for faculty, GEOC and CIC because recertifications are more straightforward than new approvals in a way that aligns with current practice around syllabi.
 - ii. MW: There could be a policy dictating procedures for determining whether unplanned/emergency changes to modality are warranted and perhaps CIC could take that responsibility.
 - iii. MW: Courses that are not approved to be online cannot be offered online (in whole or part) because programs that offer more than 50% online must be accredited for distance learning.
 - iv. Watnick motioned to amend policy to include statement clarifying what is meant by “extreme” modality as suggested by AJR. Padron seconded
 - v. Fleming moved to approve the policy as amended; Padron seconded, approved by unanimous consent.

8. New Business:

- a. [22-23 CIC 8](#): Extension of WI Certification Timeline for AY 22-23 - initial WI certification deadline was October 15 to align with GEOC process, but since this is the first time the University is going through the process and there is an ongoing faculty development workshop, this policy would extend the deadline for WI certification to November 11 for 2022 only.

Padron moved to approve, Fleming seconded. Approved by unanimous consent.

Discussion of rationale for deadlines for course approvals, rather than allowing applications to carry over to next year (for accreditation). Practical issue beyond APS needs is that when classes are scheduled, they need to be in the schedule of classes in PeopleSoft.

9. Discussion

- a. University Writing Skills implementation [[GWAR Policy](#)]. Includes communication plan, but it's not clear how far some aspects of that have progressed. We should start rolling this out to advisors in March, when they are starting to advise incoming students. Some majors need a WI/GE course to make this requirement fit within the 120 units. We will probably handle catalog copy in early Spring. That might also be a good time for CIC/WSC to meet with Chairs, but academic advisors may be the more important constituency. SN: For next meeting, expand communication plan and determine who will be responsible for which elements, with no need for more immediate action (in Fall).
- b. Shortening consultation period for new and revised GEOC courses. KK: This came up in CLASS Curriculum Committee, because the consultation phase was holding up other class planning. The length of the consultation period doesn't impact GEOC as long as the deadline is October 15. MW: APS will implement the approved policy, whatever it is. SN: The longer consultation period gives Chairs and others a little more time to see and respond. JN: Does the writing requirement have staffing implications? MW: The writing requirement has to be a course and it has to be on everyone's roadmap. Because we're not changing the number of units required, this should not have universitywide staffing implications, but it might change the allocation across departments (e.g., because students will be more likely to take WI courses that are also GEs). SN: Proposal to prepare a policy to shorten the consultation period for next meeting. AJR: Whether consultation is required across colleges or only within might impact how long the consultation should take. MW: However, it's not possible to predict whether a course revision or new course will have cross-college implications until it's made available for review. AJR: Can we bring this proposal to shorten the consultation period for all GEOC courses from 5 days to 3 to a vote? SN: Will prepare a policy for a future meeting.
- c. Waitlisted students/auto adding during add-drop period: ITAC has asked CIC to consider adding waitlisted students as observers to the course LMS. MW: Perhaps this could be a New Business item and we could invite folks from IT and other stakeholders to speak on it next time. Current policy is that individual instructors can request to add waitlisted students, at which point online campus does so manually. This is an issue for online classes in particular, because students may have no way of contacting the instructor to get information about assignments and other course details.

10. Adjournment

- a. Padron moved, LePage seconded, meeting adjourned at 3:45.

Respectfully submitted on October 3, 2022 by Liz Kyonka.