CSU Channel Islands
Curriculum Committee Minutes
September 24, 2013 - Sage Hall 2030
8:00am to 9:30am

Members:	Matt Cook, Co-Chair	Jared Barton	Chris Cogan
	Alison Perchuk, Co-Chair	Geoff Buhl	Jennifer Perry
Staff:	Kathy Musashi	Janet Rizzoli	Todd Oberson
	Ginger Reyes		
Guests:	Dan Wakelee	Rosa Rodriguez	
Absent:	Ginger Reyes	Matt Cook	

1.   MINUTES – Minutes for 9.17.13 were approved by unanimous consent.

2.   PROVOST OFFICE – Dan Wakelee and Rosa Rodriguez attended the meeting to review the Course Classification document from the Chancellor's Office. Dan explained how benchmark enrollments numbers are used by PeopleSoft as an assumed standard for class capacities. These default section sizes are not absolute numbers. Chairs can revise this number by consultation. Instructors can also increase class size by the use of permission numbers. A further discussion took place on how CI has used this 1992 document to standardize its class size over time and the early restrictions of actual classroom size that often determined the class size. Dan recommended that the committee make inquiry of the proposer to better align the mode of instruction and course default section size to accurately reflect the reality of the pedagogy. He recommends a course size of 40 for C2. Dan also reviewed the differences of the various modes of instruction. The Provost's Office will continue to review the CS and Hegis codes as courses pass through the approval cycle.

Dan also reviewed the problems in reporting when cross-listed courses over three disciplines. If a crosslisted course is over three disciplines, then the enrollment reporting is not being picked up accurately, and encouraged the committee to limit when possible, the crosslisting of courses over three disciplines.

3.   FORMS – The committee reviewed the two course documents prepared by Kathy noting the information required by PeopleSoft. In addition, the benchmark enrollment reference will be changed to default section size and references to the Dean's Office will be changed to the Provost's Office.

4.   GE PROCESSING – Geoff Buhl. Geoff reported that in laying the foundation of the GE Program Review, he will be meeting with chairs to discuss 1) course outcomes and 2) collecting major course assignments for the review. He would like to define an expedited business process to make the course change process easier for faculty. After some discussion, it seemed that the consensus was to present the changes on a spreadsheet and later follow-up with filling out the course form with the new information so that the course records remain in a freestanding document. He is expecting two or three GE courses per discipline for this part of his review process.

5.   WITHDRAWAL OF THE BUSINESS ADVICE ON BENCHMARK ENROLLMENTS.

6.   APPROVED REGULAR COURSES AND PROGRAMS and OTHER ITEMS

        APPROVAL OF CONSENT ITEMS:
        • **Art Minor Update**   **Mod**

7.   PENDING ITEMS
        • Define differences between 494 and 497 courses
        • Define use of variable units
        • Limitation of benchmark enrollment in UDIGE courses
        • Forms Issues – Staffing Language, Reactivation Practice, Perchuk
        • Benchmark Limits for UDIGE courses, Buhl