

CAB Meeting Minutes
October 7, 2013
SSC 122
10:04 AM - 11:46 AM

PRESENT: Kate McCarthy, Julie Holland, Diana Flannery, Rebecca Berner, Chris Nichols, Kent Sandoe, Jodi Shepherd, Jacque Chase, LaDona Knigge, Jason Clower, Tony Waters, Laird Easton, Brooke Myrman, Charlene Armitage, Kara Maas, Tony Graybosch, Bill Loker

1. Appointment of note taker: Christopher Nichols
2. Announcements:
 - a. Jodi Shepherd: Pathway librarians and support for pathway curriculum
 - i. The library has allocated \$2000 per pathway for new book requests. Information on library homepage under "For Faculty," then "General Education Pathways"
3. Approval of 9/23/13 minutes
 - a. Minutes approved
4. Pathway Updates
 - a. Classroom visits:
 - i. Finding students lacking WIs
 - ii. Transfers only have 1 WI requirement (beginning in Fall '14)
 - b. Pathway Coordinators and students can run a "what if" degree progress report
 - i. Select Undergraduate as career
 - c. Selecting Minors:
 - i. Students should be declaring minors
 - ii. If a student does not drop the minor and doesn't not fulfill requirements before graduation they will be notified to drop the minor
 - d. Upper Division class requirements
 - i. Students should not be enrolling in Upper Division classes until they complete 45 units
 - ii. Should be sending freshmen, sophomores, or students with lower than 45 units back to Lower Division classes to preserve space for eligible students
 - iii. Title 5: requirement for completion of 45 units prior to taking Upper Division classes
5. Pathway Minor Updates: Charlene Armitage
 - a. Sent raw numbers out but will be sending out a complete list including contact information for students
 - b. Discrepancy with numbers: If students have two majors and a minor then pathway minors will not show up (trying to fix this)
 - c. GPA requirement for a pathway minor: 2.0
6. Enrollment Update: Bill Loker and Rebecca Berner
 - a. Spoke to CAD about importance of having robust offering in Upper Division
 - b. Kim and Rebecca projected the demand for Upper Division GE courses

- c. Discussion with chairs about reserving Upper Division GE seats for incoming transfer students in spring
 - i. 1000 transfer students expected (normally 400-500)
 - 1. This group will not be held to WI requirement
 - ii. Asked for 1580 seats in Upper Division; 6079 available seats
 - iii. Transfers will be registering December 2-6; continuing students will begin October 21
 - d. Why are we holding seats for transfer students?
 - i. Balancing the needs of both groups
 - ii. Can a request be made to the chair that seats are not held from continuing students?
 - 1. Seats are held at the discretion of the Chair; can be taken back if there is high demand or a long waitlist
7. Subcommittee Reports
- a. Assessment
 - i. "Think Tank" FLCs in place to assess Diversity and Active Inquiry
 - 1. Two open seats in Active Inquiry- check with Sara Cooper
 - ii. Proposal has been submitted for another FLC funded by the CSU ITL to assess Oral Communication
 - iii. WI Assessment: Reading to be completed by December 2nd
 - b. Substitutions/Curriculum Changes
 - i. A brief clarification of substitution categories was presented. GE home page includes links to approved substitutions (course by course substitutions, not modifications) and links to respective applications
 - 1. Advanced course substitutions (foundation courses)
 - 2. Capstone course substitutions (meet capstone and WI requirements)
 - 3. Major course substitutions (courses count for area requirements, apply to students in that major)
 - ii. WI substitutions list will be added
 - iii. WI versus Capstone?
 - 1. Capstone is WI by definition, counts for one of the four required WIs
 - 2. Written communication requirement (ENGL/JOUR 130) and capstone count for two of the four, other two can be either Upper Division or Lower Division
 - 3. Students are completing capstone requirement through major courses; capstone substitutions represent 25-30 percent of students
 - iv. Subcommittee is reviewing all course substitutions and application for GE status, USD status, or GC status (Received one capstone substitution, one major substitution, 5 USD applications, two new course applications)
 - v. Motion: Nichols (2nd: Clower) to accept RECR 400 as a Capstone Substitution course Motion **passed**.

- vi. Motion: Nichols (2nd: Clower) to accept CHEM 381 as a Major Course Substitution (for students in BS-Chem, BS-Biochem, BA-Chem) for the UD-Science class. Motion **passed**.
 - a. When does this take effect?
 - i. Students receive credit for the course based on the GE status of the course at the time it was taken
 - ii. Effective when in catalog, Fall '14
 - vii. Additional requests for addition to GE and for USD/GC status will be referred to this subcommittee.
 - c. Writing Intensives
 - i. Received 13 applications; will have recommendations for CAB at next meeting
8. Report from pathway Coordinators Meeting on 9/30/13: recommendation regarding upper division "stones"
- a. A resolution from the Pathway Coordinators meeting on 9/30/13 was introduced, calling for CAB to expand the Upper-Division pathway "stones" to 4 courses (instead of 3) by amending EM 10-01 and sending the amended EM for consideration by EPPC and Senate. Discussion of the rationale behind such a change ensued. After such discussion a motion was made:
 - b. Motion: Easton (2nd: Clower) to formally charge CAB with preparing an amended EM 10-01 with the UD GE "stones" expanded to include 4 courses instead of 3. This motion was voted on by secret ballot at the request of Nichols. Motion **defeated**.
 - c. It was further noted that the "refresh" of the GE pathways (addition/deletion of courses) needed to be considered, and some protocol for dealing with such changed developed and implemented.
9. Other
- a. WI requirements for study abroad students
 - i. There will be discussion of WI and capstone requirement for students who study abroad. CAB chair, coordinators of International Studies, Global Development Studies and Sustainability Pathways, and Jennifer Gruber will meet to discuss and make recommendation.
 - b. Pathway faculty constituency:
 - i. Refreshing and replacing: Who is eligible for committees? Who will have voting rights?
 - 1. In pathway coordinator election, Chairs were electors of pathway coordinators
 - 2. Chairs could vote or designate people to vote
 - ii. Who will take on the refresh process?
 - 1. Curriculum changes committee (after November)
 - iii. Coordinators can raise this issue in pathway faculty meeting to gather ideas from faculty

CAB meeting adjourned at 11:43 AM