

**M-I-N-U-T-E-S**  
**Curriculum Committee**  
**Tuesday, October 10, 2023, 11:00 AM**  
**Zoom**

Present: Bets McNie (Chair), Christine Isakson, Kitty Luce, Amy Parsons, Ariel Setniker, Emily Scheese, Amy Skoll, Scott Green, Wil Tsai, Steve Browne (Non-voting), Julia Odom (Non-voting), Graham Benton (Non-voting), Shari Smiljanic-Villa (Non-voting), Natalie Herring (Non-voting) and Pat Harper (Non-voting)

Absent: Dinesh Pinisetty (Non-voting), Alex Parker (Non-voting), Rick Robison (Non-voting)

Guest: Tamara Burback

**I. Approval of Agenda and Minutes**

- \* Bets called for approval of the agenda for Tuesday, October 10, 2023. The agenda was unanimously approved.
- \* Bets called for approval of the minutes for Tuesday, April 11, 2023. Clarification will be added that the swim test is still required on both the ISS and the IBL roadmaps, but the swim class is no longer required so it has been removed. Ariel motioned for approval, as amended; Amy S. seconded the motion. The vote was 6-Yes, 0-No, 3-Abstentions.
- \* Bets called for approval of the minutes for Thursday, April 27, 2023. Clarification will be added that the swim test is still required on both the ISS and the IBL roadmaps, but the swim class is no longer required so it has been removed. Scott commented that if the ISS and IBL students plan to take any sport, such as sailing, crew, etc., they need to be able to swim. Graham agreed and suggested that a list of students who have not passed the swim test and have not taken the swim class be generated, possibly by the Registrar. Kitty attended the meeting so she will be listed as present. Amy P. motioned for approval, as amended; Ariel seconded the motion. The vote was 7-Yes, 0-No, 2-Abstentions.

**II. New Business**

- \* **ILOs to CC Policy – Wil Tsai**  
Wil shared two IWAC documents via Zoom. IWAC is introducing changes to the ILOs listed in the first document - Communication, Critical and Creative Thinking, Quantitative Reasoning, Lifelong Learning, Discipline-Specific Knowledge, Information Fluency, Leadership and Teamwork, Ethical Awareness and Global Learning. Highlighted in the second document are the changes that are being proposed either to the description of the ILOs or to the title of the ILOs. After this meeting, Wil will forward the documents to CC members to share with their constituents. He would like feedback before the next CC meeting in November. The ILO revision document will then be sent for a first reading at the next CC meeting. After approval by the CC, it will be sent to the full Senate and the full Senate will work with the Office of the President and the administration to make it a policy.

## First Reading

- \* **New Way for Students to Complete the GVAR Certification on Campus** – Amy Parsons  
About a week ago, Amy sent out a document describing the issue, the proposed solution and a possible policy. The document is now in the CC Sharepoint. Amy explained the ways that students used to satisfy the Graduate Writing Assessment Requirement by taking the graduate writing exam or taking EGL 300 or an equivalent. COVID disrupted any kind of in-person exams, so students could only take EGL 300 or the equivalent. In February 2021 the CSU created a new policy that stated that starting in catalog year 2023-24, GVAR could not be certified by an exam. Students had to take an upper division 3-unit class. This created some snarls for us.

Amy presented a proposal for a new way for students to satisfy GVAR that addresses problems that the new policy created for our campus. The way that ISS, IBL and OCN students will satisfy GVAR is to take EGL 300, EGL 301 or EGL 302, which is listed on their roadmaps. The new way that MET, FET, ME and MT would satisfy GVAR would be to each designate an in-major, upper division existing course as a GVAR certifying course, which would be preceded by a placement exam that students would take at the end of their sophomore year/beginning of their junior year. Students who pass the exam would certify GVAR in that in-major class. Students scoring below a certain number would be required to take EGL 300, or an equivalent course, and the in-major course. They will get more writing support before they certify GVAR in their in-major class.

Culture & Communication will create and administer the exam. The C&C faculty will set up workshops to help design the instruction of writing-intensive courses outside of their department and will also help with assessment. MET, FET, ME and MT would each identify their GVAR-certifying course, work with writing faculty to re-design them and send those courses to the Curriculum Committee for approval.

This CC meeting is the first reading, November would be discussion and the second reading will be in December. After voting, the proposed policy would be sent to the Faculty Senate. Graham and Julia will work on making sure that all of this is in the catalog and our policy is clearly stated. The GVAR requirement must be transferrable across campuses. Bets commended Amy for reaching out to so many people on campus, which was a lot of work. That's why there weren't very many questions.

- \* **Final Exam Designation Update** – Julia Odom  
Each semester the Registrar's Office takes a list of all the classes that are designated to have a final exam and reaches out to the departments to confirm. Then the final exam schedule is created. Julia would like to move away from creating a final exam schedule every semester but create a standing schedule, one for fall and one for spring. In order to do that, she needs to make sure that the courses designated to have a final are updated in PeopleSoft. If a specific instructor is not giving a final, they can ignore the final exam time. Julia will share a document of courses with the department chairs. They can either confirm the final exam or change it and update the document. This will save the chairs from having to send in a CCR just to update the final exam. Kitty reminded Julia to send the document to the library. Distributing the exam schedule at the beginning of the semester will help students who need to buy airline tickets to go home after the semester.

Scott informed Julia that some courses have intensive final exams that need much more time to grade. He asked that the document have a comments section so the courses that need the final exam to be given the first few days of the exam period can be listed. Julia stated that the majority of the time, students will only have two finals scheduled every day.

- \* **CCR 10/23-02 EPO 110 Plant Operations I** – Revised CS Number – Scott Green
- \* **CCR 10/23-03 EPO 210 Plant Operations II** – Revised CS Number – Scott Green
- \* **CCR 10/23-06 EPO 310 Plant Operations III** – Revised CS Number – Scott Green  
 Since all of these courses are 3-hour courses, the CS number is being changed to C16 which will change the WTUs to 2.0. Scott also requested that a first reading be waived because these courses need to be enacted for next year. Wil motioned to waive the first reading; Kitty seconded. Bets called for a vote. The unanimous vote was 9-Yes, 0-No, 0-Abstentions.
- \* **CCR 10/23-04 EPO 220 Diesel Engineering I** – Reduce to 1 unit – Scott Green  
 This course used to be taught as a 2-unit course on the training ship during cruise. If a student failed the course, he/she would have to go on cruise again to re-take the course, even if they passed CRU 150, or re-take the course through Extended Learning, which cost a lot of money. The main reason this course has been a huge problem is that for several years we have not had faculty available to teach it on cruise and won't for the foreseeable future. This course will be reduced to 1 unit and a new 1-unit course, EPO 220L Diesel Engineering I Lab, will be created.
- \* **CCR 10/23-05 EPO 220L Diesel Engineering I Lab** – New Course – Scott Green  
 Creating this lab will make it more flexible for faculty to teach and students to take. Both the lecture and lab will be implemented in Fall 2024 so both will have a second reading next month.
- \* **CCR 10/23-07 CRU 350 Sea Training III (Engine)** – Revised Prerequisites  
 The approval of this course is urgent because the prerequisites need to be updated before students register for cruise in January. Bets asked for a motion to waive the first reading. Scott motioned; Will seconded the motion. Bets asked for a motion to approve the revised prerequisites. Scott motioned for approval; Wil seconded the motion. The unanimous vote was 9-Yes, 0-No, 0-Abstentions.
- \* **CCR 10/23-08 Marine Transportation Transfer 3-Year Roadmap** – New MT Transfer Roadmap – Tamara Burback
- \* **CCR 10/23-09 Marine Transportation Post Bac 3-Year Roadmap** – New MT Post Bac Roadmap – Tamara Burback  
 Tamara reported that MT students have been graduating in 3 years for a long time but have never had an official curriculum. These roadmaps will help students to have their PeopleSoft set up and help with tracking the 3-year students. They will help with clarity, help with faculty and academic advising, and help with recordkeeping. There are no changes to the major. Before the second reading in November, Tamara will work with Admissions and the Registrar to review MT students with a large number of transfer units to see what their history is with GE transfers.

Bets asked for a motion to adjourn. Wil motioned for adjournment; Bets seconded the motion. The meeting was adjourned at 12:22 PM.

Respectfully submitted,

