California State University San Marcos

College of Education, Health and Human Services

ALL COLLEGE MEETING

Draft Minutes

May 10, 2016

12:00noon- 2:00pm

USB 2300

1. CCC Chair’s Welcome (Kohlbry)
2. Dean’s Report (Powell)
3. Strategic Planning Update (Kohlbry)

* SP1 College increases TT by 2017 to 15%
* SP2 Identify ways to define student success and develop plan to foster with the help of Student Services
* SP3 Develop advisory committees in units to foster community partnerships
* SP4 Develop the user satisfaction survey and make plan for improvement
  + CEHHS SS has collected data associated with group advising efforts reflecting student satisfaction with the services
* SP5 Collaborate with the Office of Diversity
* SP6 Up for discussion
* SP7- Establish Record of CEHHS Research

1. Recognitions

John Halcon (Stowell)

Jennifer Jeffries (Lindsey)

Manuel Vargas (Ochanji)

5. Open Committee Seats (Kohlbry)

6. Committee Reports (See attached reports)

Budget & Academic Planning Committee (BAPC) (Heisler)

Curriculum & Academic Planning Committee (CAPC) (Romig & Andera)

Faculty Development & Planning Committee (FDPC) (Siyahhan)

Lecturer Advisory Council (LAC) (Nahrstedt & Guarino)

Governance Report to All College: \_BAPC\_\_\_\_Semester \_\_Spring\_\_\_Year\_\_2016\_\_  
Members:

|  |  |
| --- | --- |
| Michael Bell (Staff, non-voting) | Devan Romero (SHSHS) |
| Denise Garcia (Dean Designee, non-voting) | Denise Boren (SoN) |
| Wendy Hansbrough (SoN) | Moses Ochanji (SoE) |
| Lori Heisler (SHSHS) | Laurie Stowell (SoE) |
| Shannon Cody (SS) | Madeline Lee, At-Large |

**Accomplishments:**  
What has been done/accomplished in the last semester?

**3 Year Rolling Plan/ Strategic Plan:**  
How has your committee been involved with the plan? What are you currently doing? What do you plan to do in the upcoming semester? Year?

In the Spring semester, BAPC developed the calendar for Fall 2016 semester related to the submission of department/unit 3-year rolling plans and tenure track search requests. 3-year rolling plans and TT search requests should be submitted to BAPC by October 25, 2016 so that BAPC can review during the two November meetings. BAPC will prioritize TT requests and make a recommendation to the Dean by the end of the Fall semester.

We also reviewed and revised the CAMP based on input from each unit/department.

**Plan of Action:**  
What does your committee plan on doing in the upcoming semester/ year?

In the upcoming year we will collect department/unit 3-year rolling plans to create the College 3-year rolling plan.

We will collect TT search requests for stateside hires for the 18/19 AY, prioritize these requests and make a recommendation to the Dean.

We will review any programs that are submitted to BAPC.

We will review and revise the CAMP.

**Additional Information:**

Governance Report to All College: CAPC - FINAL REPORT- 2015-2016  
**Members:**   
  
  
 **Accomplishments:**

|  |  |  |
| --- | --- | --- |
| Nancy Romig (SoN) Co-Chair  Susan Andera (SoN) Co-Chair |  | Hyun Gu Kang (SHSHS) |
| Denise Garcia (Dean Designee, non-voting) |  | Jodi Robledo (SoE) |
| Ingrid Flores (At-Large) |  | Fernando Soriano (SHSHS) |
| Ana Hernandez (SoE) |  | Heidi Jones (CEHHS) Admin. Support |
| Shannon Cody (Student Services Rep.) |  |  |

What has been done/accomplished in the last academic year?

The committee has reviewed a number of curriculum revisions this year. All schools and departments submitted to the committee. Please see the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Schools/Departments | P–2  Forms | New Courses  (C form)  (25) | Course  Changes  (C-2 form)  (49) | Course  Deletions  (D- forms)  (7) | Special Topics  (4) | Catalog Reconciliations  (3) |
| School of Education | -Bilingual  Authorization  Program  -Educational Technology Certificate  -IB Educator | 2 | 3  8 | 6 and 2 certificates |  | X – Fall 2015 |
| School of Nursing | -Psych NP  -FNP  -Transitions of Care | 2  4  5 | 5 |  | 3 |  |
| Kinesiology | BS in K. |  | 9 | 1 | 1 | X – Fall 2015 |
| Human Development | BS in HD | 9 | 8 |  |  |  |
| Social Work | MSW |  | 4 |  |  | X – Fall 2015 |
| Speech Language | MS |  | 9 |  |  |  |
|  | BS | 3 | 3 |  |  |  |

**3 Year Rolling Plan/ Strategic Plan:**  
How has your committee been involved with the plan? What do you plan to do in the upcoming semester?

The committee has not directly contributed to the attainment of the goals stated in the CEHHS 2015-2016 strategic plan. The committee has supported the underlying assumptions for the plan by “developing and sustaining long term positive working relationships within the college and across the university ” by initiating and providing curricular consultation in curriculum revisions submitted in the different schools and departments in CEHHS. The co-chairs of the committee collaborated closely with the Chair of UCC by seeking guidance regarding committee questions on curricular submissions. Recommendations are listed below to continue a collaborative relationship within the college and with UCC.

**Plan of Action:**  
What does your committee plan on doing in the upcoming semester/ year?

**Recommendations by committee for CAPC – 2016-2017:**

\*Creation of a Cougar Course in Community for CEHHS with information regarding curricular submission process. Short webinar tutorials can be developed for faculty that can assist with curricular submissions.

* Examples of the curriculum forms (P, P-2, C, C-2 etc) from each School and Dept in the college can be provided as reference.

\* Forward recommendation from committee for faculty release time for creating the community course for CAPC over Summer or Fall 2016.

\*Send recommendation to Faculty Development Committee to host a brown bag workshop once a year for faculty in the college on the College and University requirements in submitting curriculum revisions. Have Chair or Directors also attend to provide oversight and guidance to faculty.

\*Have the Chair of UCC provide an orientation at the beginning of each academic year to CAPC regarding the responsibilities of CAPC in reviewing curriculum submissions for UCC review.

Governance Report to All College: \_FDPC\_\_Spring\_\_\_\_\_2016\_\_\_\_  
Members:

Alice Quiocho (SHSHS), Gail G. Salvatierra (SoN), Kathy Fuller (SHSHS), Moses Ochanaji (SoE), Pat Hinchberger (SoN), Jacky Thomas (At-Large), Sinem Siyahhan (SoE) (Chair), Janet Powell (Non-voting)

**Accomplishments:**  
What has been done/accomplished in the last semester?

We have completed the documents for the CEHHS faculty awards, and reviewed and approved the supervisor evaluation forms for Speech Language and Pathology and School of Education.

**3 Year Rolling Plan/ Strategic Plan:**  
How has your committee been involved with the plan? What are you currently doing? What do you plan to do in the upcoming semester? Year?

No.

**Plan of Action:**  
What does your committee plan on doing in the upcoming semester/ year?

The committee has two major tasks in the upcoming year: (1) Revising the language on college and unit RTP documents to align it with University RTP documents that was recently revised., and (2) Developing a Lecturer RTP document.

**Additional Information:**

Governance Report to All College: Lecturer Advisory Council, 2015-2016  
Members:   
  
  
 **Accomplishments:**  
What has been done/accomplished in the last semester?

In the past semester the LAC worked on 1) expanding professional travel funds for lecturers to include professional development funds for lecturers who are involved in service, committees, and/or special projects. 2) surveying existing lecturers to better understand their needs; based on feedback.

Kristen Nahrstedt, Jeannine Guarino, Deborah Bennett, Julie Rich, Tony Ordas, Dom Betro

**3 Year Rolling Plan/ Strategic Plan:**  
How has your committee been involved with the plan? What are you currently doing? What do you plan to do in the upcoming semester? Year?

LAC is currently supporting the 3-year rolling plan through its mentorship program, and expansion of professional development/travel funds to support lecturers’ professional growth and contribution to the college. Specifically, LAC’s mentorship program and professional development funds to compensate lecturers for service, governance work, and/or scholarship and special projects has contributed to # 6 in the Three year rolling plan, which specifically discusses “Retention of quality faculty through peer mentoring, support of scholarship, community support, and other areas of professional development necessary for ensuring high quality programs”.

**Plan of Action:**  
**What does your committee plan on doing in the upcoming semester/ year?**

Next semester LAC will work on the following activities: 1) create an interdisciplinary listserve for lecturers in all departments/programs, 2) host a lecturer mixer with special breakout groups, and 3) create an action plan that will more visibly promote the mentorship program to lecturers in all departments/programs within the college.

**Additional Information:**

Approximately 35% of lecturers responded to the survey, which demonstrated a definite interest among adjunct faculty to become more involved in the larger fabric of the university. There was an overwhelmingly positive response from lecturers regarding interest in creating more formalized interdisciplinary collaborations and increased communication through means such as a listserve or a social event with breakout sessions that would provide opportunities to meet and collaborate with lecturers from different departments within the college.