Standing Committee Annual Year End Reports 2014-2015

Budget and Academic Planning Committee (BAPC)

Membership:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SHSHS (Chair)** | **06/2016** | | **Lori Heisler** | |
| **SHSHS** | **06/2015** | | **Devin Jindrich** | |
| **SoE** | **06/2016** | | **Moses Ochanji** | |
| **SoE** | **06/2015** | | **Laurie Stowell** | |
| **SoN** | **06/2016** | | **Wendy Hansbrough** | |
| **SoN** | **06/2015** | | **Pamela Kohlbry** | |
| **Staff (Non-voting)**  **Student Services (Non-voting)** | **06/2016**  **N/A** | | **Michael Bell**  **Shannon Hoffman** | |
| **Dean Designee (Non-voting)** | | **N/A** | | **Denise Garcia** | |

BAPC would like to thank Jill Flaa and Heidi Jones for drafting agendas and minutes each week throughout this year.

**Work completed AY 2014/2015**\*Drafted a policy to prioritize tenure track hiring with CEHHS.  
\*Developed a rubric to prioritize tenure track hiring requests across units (see attached).  
\*Reviewed 3-year rolling plans from each unit and synthesized into one College document.  
\*Reviewed MS Kinesiology and recommended to Dean.  
\*Reviewed and prioritized tenure track hiring proposals.   
\*Reviewed and updated College Academic Master Plan (see attached).

**Proposed work for AY 2015/2016**\*Finalize a policy to prioritize tenure track hires including timeline and specific information about contents required in letter to the Dean.  
\*Consult with the Dean to determine if more than one hiring policy is required to meet demands of units that may arise outside of the specified timeline.  
\* Solicit feedback about the hiring prioritization rubric from Department Chairs after use and revise the rubric if necessary.

Curriculum and Academic Planning Committee (CAPC)

**Fall 2014**

* CAPC welcomed two new co-chairs this year, Ingrid Flores and Jodi Robledo.  
  Our members include Susan Andera (Nursing), Nancy Romig (Nursing), Sean Newcomer (Kine), Ana Hernandez (SoE), and Fernando Soriano (SHSHS).
* Over this past semester we have reviewed and approved curriculum from many departments within our college.
* We started with reviewing and approving curriculum from the School of Education’s Education Administration Master’s Option and Credential Program.
* We reviewed and approved curriculum from the Kinesiology department, including a re-review of the MS in Kine based on new P-form requirements from the Chancellor’s Office.
* We reviewed and approved curriculum from the BS Program in Speech and Language Pathology. Currently we are reviewing curriculum from the School of Nursing and the Human Development Department. We will meet on December 10th to discuss this curriculum.
* We have recently been invited to meet with the chair of the UCC to discuss new roles and responsibilities for college curriculum committees throughout the university.
* We look forward to sharing these changes with you at our next CCC whole college meeting.

**Spring 2015**

* We welcomed a new member from student services, Shannon Hoffman.
* We provided an update to CAPC members on roles and responsibilities in light of new guidelines and a new template for program proposals as well as program and course changes and catalog copy descriptions.
* New guidelines include what information a specific form should contain, what common errors are in filling out the forms, what components are expected in course syllabi, and information about needed signatures if a new course impacts other disciplines.
* We have a new mediation flowchart as well.
* New guidelines will create a way for CAPC to review curriculum and take some of the load off of UCC’s plate to make the process more efficient for both proposers and UCC.
* We apprised CAPC members of the new routing procedures for new course and program proposals as well as for course and program changes.
* An electronic C-Form is currently being piloted, but up to the present, proposers have used the current hard copy C-Form.
* In January, we reviewed a KINE P-Form using the new template. This pilot made us aware of what we need to specifically review in a program proposal and the process that it entails.
* In Spring 2015, we reviewed and approved curriculum for KINE, HD and NURS
* We are discussing the possibility of creating a document or tutorial for our College faculty for submitting curriculum forms including checklists and reminders for needed signatures including signatures from programs a course may impact.

**April 2015**

* We just finished reviewing didactic curriculum for NURS:
* Medical Management (NUR #602)
* Inter-Professional Education (NUR #518)
* Integrative Medicine (NUR #604)
* We also reviewed SoE Credential C-2 Forms related to Single Subject in light of decision to adopt EdTPA assessment and add 1 unit to a current credential class to provide support for the EdTPA   
  Upcoming elections are currently in place to fill vacant seats on CAPC.

Faculty Development and Policy Committee (FD & PC)

Amy Carney, Chair

-We started our meeting in September of 2014, and due to our less hectic workload for the year decided to meet monthly, rather than bi-weekly, on Thursdays.

-We developed topics for 4 Brown Bag Lunches:

1.Research and Development on how video games are used to address issues in

education and health

2. The MERLOT system

3. Student Health Services and utilization

4. Inter-Professional Education project

-We completed our review of the Social Work RTP document

-In October Alice Quiocho lead the CEHSS Lecturer WPAF workshop

-It’s time for several members to step down, so we have a couple of openings. The committee will continue to meet monthly on Thursday, from 11:00-12:00, in UH 449

-The next anticipated document for review will be the Public Health RTP

Lecturer Advisory Council  
**Implemented in January of 2014**

**Lecturer Advisory Council Committee**: Laura de Ghetaldi-Chair, Dominick Betro, Jeannine Guarino, Kristen Nahrstedt, Sherry Freeborn, Denise Garcia and Tama Harper, & Heidi Jones (support)

**Creation of the LAC CEHHS Mission Statement**: *Lecturer Advisory Council*~*The Mission of the College of Education, Health & Human Services Lecturer Advisory Council: “To identify and provide needed resources and supports to lecturers. The Lecturer Advisory Council aims to encourage and enhance communication among lecturers and departmental, college, and university staff and faculty members to ensure a positive and productive teaching and/or supervision experience.”*

**Creation of the CEHHS Lecturer Handbook**- Available on the CEHHS Website Special recognition to Jeannine Guarino and Denise Garcia

**CEHHS Lecturer Handbook~** Example link: Kinesiology Department Lecturer Handbook: <http://www.csusm.edu/cehhs/committees/lac/2014-15/lecturerhandbooks/CEHHS%20Lecturer%20Handbook%20%20Kine.pdf>

**Creation of the CEHHS Lecturer Mentorship program** :  
Lecturer Advisory Council mentors are available to newly hired lecturers to support their transition into the college. This was created as a way to assist new faculty adjust to their new work environment. This voluntary program links experienced lecturers with those newly hired to offer invaluable guidance and assistance by orienting them to CSUSM. This is meant to inform them about campus support services and assist them in the early stages of their academic careers at CSUSM.

**CEHHS Mentors**:  
 **School of Education**: Sherry Freeborn Leslie Mauerman, Julie Rich  
 **School of Nursing**: Deb Bennett, Allison Mondragon  
 **Human Development Department**: Dominick Betro  
 **Kinesiology Department**: Laura de Ghetaldi, Lea Roberg-Chao, Tony Ordas, Ileen Miller  
 **Social Work Department**: Jeannine Guarino  
 **Speech Language Pathology Department**: Kristen Nahrstedt

**LAC meetings**: occurred throughout the year on most of the 3rd Tuesdays of every month during the semester calendars.

**LAC met with Terri Metzger-**Lecturer Faculty Fellow/Liaison: -LAC met with Terri in an actual LAC meeting. Follow-up meetings occurred with the Lecturerrepresentative roundtable. April’s roundtable includedthought-provoking/ inspiring discussions as to what the different lecturer committees are doing on campus. Vice Provost Haddad shared information about the student access initiative (new class meeting times) as well as the Provost Space Advisory Group. Terri Metzger acknowledged that the CEHHS LAC is the leading group with their work in representing their lecturers on campus.

**LAC needs:** LAC is in need of a council member representing Nursing.

**Future plans** will include a gathering with Dean Janet Powell. LAC has now included **ZOOM** technology to allow members sitting on the council to attend meetings electronically.