**California State University San Marcos**

**College of Education, Health and Human Services**

**Curriculum and Academic Policy Committee**

**Minutes, December 10th, 2014**

**3:00pm – 4:00pm, UH 449**

 MEMBERS & GUESTS:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Susan Andera (SoN) | X | Sean Newcomer (SHSHS) |
|  | Denise Garcia (Dean Designee, non-voting) | X | Jodi Robledo (SoE) |
| X | Ingrid Flores (At-Large) |   | Nancy Romig (SoN) |
| X | Ana Hernandez (SoE) |  | Fernando Soriano (SHSHS)  |
|  x | Guest(s): Heidi Jones |  X | Carmen P. Fields (CEHHS) Admin Sppt.  |
| X | Shannon Hofmann (Ex. Officio) |  |  |

1. **WELCOME**
2. **Approve 11/25/14 Agenda** – Approved as presented.
3. **Approve 11/25/14 Minutes –** Approved as presented.
4. **Chair’s Announcements –** The Spring 2015 dates and new proposed start time of 3:30pm – 4:30pm were presented.
5. **REVIEW AND DISCUSS ASSIGNED CURRICULUM**
	1. **SoN –** Form C and NURS497 Externship documents to be reviewed.
	2. **Human Development -** C Form HD381 and HD 370 Syllabus to be reviewed.
	3. **P Form template and Tips sheet review**
6. **ANNOUNCEMENTS:**
7. **AGENDA ITEMS FOR NEXT REGULAR MEETING**

 *Wednesday, January 28th, 3:30pm – 4:30pm, UH 449*

1. **ACTION ITEMS –**

 *Committee agreed to the new meeting time: 3:30pm – 4:30pm, in UH 449*

Curriculum review for SoN Form C and NURS 497 Externship was completed. Susan Andera provided some clarification on the Student Learning Outcome and the credit/no credit requirement for this course. Susan provided an example for the program/process activity that would meet this course’s requirement (Vista Community Clinic Project). CAPC has voted and approved the Forms with edits.

HD381 C-2 Form review was completed. There are some edits needed on both the Form and the Syllabus. Once the edits are made and the documents re-submitted the committee will review on-line and provide any feedback before voting/approving the new Form and Syllabus.

There was a quick review of the P Form Template and Tips documents. CAPC members should familiarize themselves with these documents in preparation for curriculum review in 2015. There will also be a new electronic version of the “C” Form coming soon.

General discussion on the proposed changes to the college By Laws and the request to have a “staff” person from Student Services fill the vacancy.

New folder (Program Proposal Template Forms) has been created in Box to house the Program Proposal Template and Tips documents.

1. **ADJOURNMENT-** meeting adjourned 3:55pm.