**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, January 28, 2015**

**3:30pm – 4:30pm, UH 449**

 MEMBERS & GUESTS:

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

1. **WELCOME- Meeting opened at 3:35pm**
2. **Approve 01/28/15 Agenda** – Approved as presented.
3. **Approve 11/25/14 (what minutes were approved?) Minutes –** Approved as presented.
4. **Chair’s Announcements –**
5. **REVIEW AND DISCUSS ASSIGNED CURRICULUM**
6. **Update on Roles and Responsibilities of CAPC**
7. **Review of HD 381 Revisions**
* **Multiple places need correction, and comments we made in box.**
* **Proposer need to go back to the original comments.**
* **CAPC isn’t going to “write the curriculum for them.”**
* We have approved and signed the NURS 497 C-Form. However, it needs a catalog copy. This catalog copy needs to reflect special topics verbiage and show where you want it to be inserted in the catalog.
* When this has been done, CAPC will need to have one last check and then the PROPOSER will take it to Academic Programs.
1. **ANNOUNCEMENTS:**
* A resolution has been made about how to route items (P-forms and C-forms).
* A decision needs to be made regarding what to do with the Curriculum forms after signatures- (GIVE TO PROPOSER.
* The C-Form is currently being converted to completely electronic. (Fall 2015)
* There are new guidelines, which help CAPC review the curriculum paperwork and take some of the load off of UCC’s plate. This makes the process much more efficient. Things hopefully will not get backed up for great period of times.
* There is currently a pilot underway. Recommendations will be made after this process.
* Signatures will become electronic as well, right now an email is sufficient.
* C-2 forms are forwarded to Academic Programs then put onto a consent calendar. Once approved they are signed by the UCC Chair.
* P-2 Forms (introduction to a new course) –If adding a new elective/course UCC does not need to review, but if it impacts 3-4 courses they do.
* If there is a conflict with other courses/ departments there is now clarification about how to go about settling the opposition.
* Should always include a catalog copy (an old one with mark ups & showing placement)
* A match between the course description and catalog should be apparent.
* SLO’s should be measureable and are required in the syllabus or in the course outline.
* Syllabus differs from the course outline in that it lists topics and assignments.
* Melissa Simnitt (x8880) is the Assessment Specialist and our resource on this topic.
* It is very important to double check box #18.
* The review process is very important for each P-Form.
* As of January the old P-Forms are no longer being accepted.
* #20 “Mode of Instruction” needs to be double checked. This drives the work load. (The Dean’s Office can clarify)
* Topics Courses (Can be offered 3x) are signed by the Dean’s Office and do not go to UCC.
* Mediation Flowchart- document everything, vote on discrepancies and then decide. It can be tabled for the following year.
* This will help with the workload from UCC.
1. **AGENDA ITEMS FOR NEXT REGULAR MEETING**

*HOLD: Wednesday, February 11th, 3:30pm – 4:30pm, UH 449 \*This meeting may be cancelled due to no new curriculum.*

1. **ACTION ITEMS –**
2. **ADJOURNMENT- meeting adjourned 4:21pm.**