**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, April 25, 2015**

**3:30pm – 4:30pm, UH 449**

MEMBERS & GUESTS:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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) | X | Fernando Soriano (SHSHS) |
| X | Shannon Hofmann (Ex. Officio) | X | Heidi Jones (CEHHS) Admin Support |
|  | Guest(s): |  |  |

1. **WELCOME- Meeting opened at 3:30pm**
2. **Approve 04/22/15 Agenda** – **Approved as presented.**
3. **Approve 3/25/15 Minutes – Approved as presented.**
4. **Chair’s Announcements –**
5. **REVIEW AND DISCUSS ASSIGNED CURRICULUM**
   1. **Review comments on the KINE 390 C-2 Form**

* **Comments were made about the unit value change, prerequisites, and the lecture/ lab components of the course.**
* **Service Learning for KINE 390 C-2 Form**
* **Ingrid found course codes on website; they were helpful in deciphering the instructional mode. (even though the form is confusing, it is still helpful)**
* **Capstone # for the KINE course? –University designates this number.**
* **Curriculum committee moved to and then approved the KINE 390 C-2 form. (signed at this meeting)**

1. **ANNOUNCEMENTS:**

**~~New process in presenting curriculum to the Dean’s Office. Per the Dean’s request, all Department Chairs and Directors need to present all curriculum or lack of during their one on one meeting with the Deans. It is to be a standing Agenda item at 1:1 meetings. Curriculum is not to be dropped off by the proposer, but rather the chair/director. This needs to be done to help keep Denise in the loop.~~**

**Curriculum Committee could possibly come up with some sort of document to help the faculty with submitting/completing curriculum? “Curriculum for Dummies”**

**Create a tutorial that can be used for year to come?**

**Someone is currently piloting the online version of the C-2 form. (However, in the meantime, all other programs need to us the paper copy.)**

**Need to also start thinking about the upcoming CAPC elections. Who will be rotating off and who will be staying come June. The “chair position” will also be open. This is a learning curve, but you don’t do it yourself. You have a lot of support. Co-chair works really works.**

1. **AGENDA ITEMS FOR NEXT REGULAR MEETING**

* **Comments for the NUR curriculum need to be made by 4/20/2015 on the assigned curriculum.**
* **Medical Management (NUR #602)**

**Nancy Romig & Ana Hernandez**

* + - * + **Inter-Professional Education (NUR #518)**

**Ingrid Flores & Fernando Soriano**

* + - * + **Integrative Medicine (NUR #604)**

**Sean Newcomer & Jodi Robledo**

*Next week’s meeting April 8thhas been cancelled. Our next meeting will be April 22nd from 3:30pm-4:30pm in University Hall 449. Our final meeting will be May 6th.*

1. **ACTION ITEMS –** 
   * + - **NUR is submitting 3 didactic elective courses; Medical Management (NUR #602), Inter- Professional Education (NUR #518), and Integrative Medication (NUR #604).**
       - **As Inter- Professional Education may interfere with other courses, it has been sent on to Gigi Nordquist for approval.**
       - **These courses were created due to a HERSA Grant that NUR obtained.**
       - **NUR will also be submitting a P-2 for the Transitions to Care (CNS- Tract) it is in the process of being completed now.**
       - **Susan Andera is the Proposer for this entire set of Curriculum.**
       - **The NUR curriculum will be uploaded as soon as clarification is obtained from Denise regarding the protocol on how curriculum is to be presented.**
2. **ADJOURNMENT- meeting adjourned 4:20pm.**