**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, September 16, 2015**

**3:30pm- 4:30pm, UH 449**

 MEMBERS & GUESTS:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Susan Andera (SoN) | X | Hyun Gu Kang (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)  |
|   | Shannon Hofmann (Student Services Rep.)  |  X | Heidi Jones (CEHHS) Admin. Support  |

1. **WELCOME**
2. **Approve agenda- Agenda Approved**
3. **Approve Minutes – 5/6/2015- Minutes Approved (1 abstention)**
4. **ELECT CAPC CHAIRS (or Co-Chairs) A motion was made to have those who have elected themselves as Chairs/ Co-Chairs, elected. All approved. (Nancy Romig and Susan Andera)**
5. **REVIEW AND DISCUSS ASSIGNED CURRICULUM**
* **School of Education D-forms, P-2 Form, C-2 Form and Proposal**
* **Everyone is to review the P-Form and the C-2 forms have been divided as follows.**

**630-Ingrid & Hyun Gu**

**633- Ingrid & Hyun Gu**

**635- Fernando & Jodi**

**636- Fernando & Jodi**

**637- Ana & Susan**

**639- Ana & Susan**

**643- Nancy**

**644- Nancy**

* **All of these forms and syllabi can be found on BOX.**
* **May need to ask proposer regarding the D- form (has multiple checks).**
* **CAPC will review D-Forms at future meeting.**
* **Possibility of inviting Proposer to meeting to discuss curriculum and give rational?**
1. **REVIEW AND DISCUSS THE SLP C-2 FORM**
* **The SLP C-2 Form needs the Course abbreviation and #. Approved contingent on being completed with minor correction.**
1. **PHASING OUT A CTEL PROGRAM/ CERTIFICATE- ANA HERNANDEZ**
* **Call Regina Mann regarding the policy for deleting a Certificate. Deb Christian for Status of Policy. (CTEL)**
* **Invite Sinem Siyahhan to next CAPC meeting regarding deleting certificate – Nancy R.**
1. **ANNOUNCEMENTS: None.**
2. **AGENDA ITEMS FOR NEXT REGULAR MEETING**
* **Work to create an online training for submitting curriculum. (future project)**

1. **ACTION ITEMS – SoE Curriculum to be reviewed by next meeting.**
2. **ADJOURNMENT – 4:35pm**