**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, September 30, 2015**

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

 MEMBERS & GUESTS:

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

1. WELCOME 3:35pm
2. Approve agenda**-** Agenda Approved
3. Approve Minutes – 9/16/2015- Minutes Approved
4. REVIEW AND DISCUSS ASSIGNED CURRICULUM
* School of Education D-forms, P-2 Form, C-2 Form and Proposal
* Everyone reviewed the P-Form and the C-2 forms were divided as follows.

630-Ingrid & Hyun Gu
\*Need a new syllabus. Need a catalog with hand mark up. More description is needed in #18. “technology tools, software/ hardware?” # 16 needs to be checked- YES.

633- Ingrid & Hyun Gu
\*Needs a catalog hand markup. #16 needs to be checked- YES.

635- Fernando & Jodi
\*#15 (both are checked). Old syllabus, new syllabus (to incorporate changes) and course outline needed. # 16 should be checked- YES. And what courses?

636- Fernando & Jodi
\*Old syllabus, new syllabus (to incorporate changes) and course outline needed. # 16 should be checked- YES. More detailed catalog description.

637- Ana & Susan
\*Need more description. #16 should be checked- YES. What does she mean by “technology infused unit”? Catalog markup is also needed.

639- Ana & Susan
\*#16 needed to be checked. In the description the (&) needs to be removed. Need to see a NEW syllabi.

643- Nancy
\*Did not review in CAPC at this meeting. To review at next meeting 10/28/2015

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General Questions regarding the curriculum:
- Are these curriculum aligned with the CTC?

- Who are these classes open to and for?

- Are these classes considered open enrollment? Are there any restrictions on these classes?

* 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/ assign D-Forms at future meeting.
* Possibility of inviting Proposer to meeting to discuss curriculum and give rational?

Nancy will be asking Sinem for all new syllabi according to the new university requirements for the curriculum we have reviewed thus far.

1. PHASING OUT A CTEL PROGRAM/ CERTIFICATE- ANA HERNANDEZ
* Postpone until Susan finds out more information from AP.
* Nancy/ Susan will contact the Chair of AP and find out the process of deleting a course/ program and certificate and the process involved with the programs affiliated. (If the courses stay, but the certificate is no longer offered).
1. ANNOUNCEMENTS: Jodi spoke to Sinem about the deletion of courses. No official decision has been made. “We feel strongly, or we highly recommend that you wait….” Discuss with other faculty. We strongly suggest reconsidering.
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.

Next Meeting is October 28th, 2015

1. ADJOURNMENT – 4:32pm