**Curriculum & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

MINUTES – November 29, 2017

3:30 - 4:30 PM in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| x | Brook Soles  School of Education |  | Denise Garcia, Associate Dean  CEHHS ***(Non-voting)*** |
| x | Elizabeth Garza  School of Education |  | Shannon Cody, Assistant Dean  CEHHS Student Services ***(Non-voting)*** |
| x | Hyun Gu Kang, Co-chair  School of Health Sciences & Human Services |  | Andi Shibata  CEHHS Student Services ***(Non-voting)*** |
| x | Jimmy Young  School of Health Sciences & Human Services |  | Nam Nguyen  CEHHS Student Services ***(Non-voting)*** |
| x | Lorna Kendrick  School of Nursing |  | Gwen Hansen  CEHHS Student Services ***(Non-voting)*** |
|  | Amy Carney, Co-chair  School of Nursing | X | Melinda Jones  CEHHS, Staff ***(Non-voting)*** |
| x | Paul Stuhr  At-Large  CEHHS Rep. to UCC ***(Non-voting)*** |  |  |

Guest(s):

# CALL TO ORDER (Carney/Kang)

* Establish quorum, yes. Start time 3:30 pm.

# APPROVAL OF MINUTES (Carney/Kang)

* Lorna motion to approve, Paul second – approved.

# STANDING REPORT FROM CCC (Kang)

* None

# STANDING REPORT FROM UCC (Stuhr)

* None

# ITEMS UNDER REVIEW

## [SCHOOL OF EDUCATION: MINOR IN EDUCATION PACKAGE](https://csusm.sharepoint.com/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_CAPC/drop_box_reviews/soe/minor_education?csf=1&e=8b2befa8b15f445e82870254d7eeac78) (OneDrive)

* P-Form: Minor in Education
  + - **Assigned to: Kang/Stuhr**

11/08/17 Ed minor package:  Email sent to Erika Daniels.

11/15/17 SLOs per Academic Programs are required in the catalog copy.

Ask Erika to add SLOs

Proposed catalog description

*11/29/17*

*Catalog page:*

* *School of Education courses typically include course units. Just need course numbers and units (okay to omit course titles).*
* *Include learning outcomes for catalog. PSLOs to be included in the catalog copy and/or the P-form.*

*P-Form:*

* *Jeff Nessler’s approval should be added/mentioned. E-mail is to be included with form.*

*Proposal:*

* *Missing C-Form for EDUC 3XX: Differences, Not Disabilities. SOE responsible for course number. Need extended course outline or syllabus.*

*E-mail Erika to request above items.*

*When items are received, Melinda is to upload to OneDrive and e-mail committee. Committee is to provide feedback 1-week from notification.*

## [SCHOOL OF EDUCATION: TOPIC PROPOSAL EDUC 696 PACKAGE](https://csusm.sharepoint.com/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_CAPC/drop_box_reviews/soe/approved/educ696_topics?csf=1&e=5346ca0954a844ba8a4277dee71cd57b) (OneDrive)

* + T-Form: EDUC 696-4 / Syllabus EDUC 696-4
    - Assigned to: Garza / Young
  + T-Form: EDUC 696-5 / Syllabus 696-5
    - **Assigned to: Garza / Young**

*11/08/17 696T forms: Email sent to Ana Hernandez*

*11/29/17 Approved by committee. Hyun Gu signed documents. Melinda to forward to Denise, then to AP.*

## [SCHOOL OF NURSING: NURSING 598 ABC PACKAGE](https://csusm.sharepoint.com/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_CAPC/drop_box_reviews/son/approved/son_nurs598_packet?csf=1&e=2063fc1fec0c449289aae77d6ce021dc) (OneDrive)

* P-2 Form NURS 598
  + **Assigned to: Soles/Kendrick**
* C-2 Form NURS 598
  + **Assigned to: Soles/Kendrick**

11/29/17

*Catalog Page:*

* *Replace new course description and cross out old description.*

*C-2 Form:*

* *Check boxes: Course title change; add prerequisites*
* *Course can be taken more than once? Needs to be checked, “Yes".*
* *Line 13: Prerequisites needs to include NURS 512 with 510*
* *Title change*
* *Abbreviated title change*
* ***Note: Lorna made handwritten corrections to form.***

*Approved by committee. Hyun Gu signed documents. Melinda to forward to Denise, then to AP.*

# ANNOUNCEMENTS

* Access to CAPC documents in OneDrive:

[https://csusm.sharepoint.com/sites/college\_of\_education\_health\_and%20\_human\_services/deans\_office/administration/Shared%20Documents/CEHHS%20Governance/CEHHS\_Standing%20Committees/Committee\_Curriculum%20and%20Academic%20Policy?csf=1&e=8d158fb8f2434b109ac893fe935e4465](https://csusm.sharepoint.com/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_CAPC?csf=1&e=8d158fb8f2434b109ac893fe935e4465)

* *Sign up for Curriculog training. Melinda forwarded e-mail from Criselda Yee to committee members.*

# **ADJOURNMENT** (Carney/Kang)

4:25 pm - Hyun Gu tooted his horn!

# NEXT MEETINGS

* November 29 3:30 pm – 4:30 pm, UNIV 449
* Spring Dates TBD
  + Change time to 3:00 – 4:00 pm
  + Which Wednesday to start? Members to e-mail Melinda with preferred dates.
  + Plan meetings through May (for room reservations)
  + Library showcase room (can it be reserved) / technology resource center (Barbara Taylor)