**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, November 25th, 2014**

**10:00AM – 11:00AM, UH 449**

 MEMBERS & GUESTS:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Susan Andera (SoN) |  | Sean Newcomer (SHSHS) |
|  | Denise Garcia (Dean Designee, non-voting) | X | Jodi Robledo (SoE) |
| X | Ingrid Flores (At-Large) |  X | Nancy Romig (SoN) |
|  | Ana Hernandez (SoE) | X | Fernando Soriano (SHSHS)  |
|  x | Guest(s): Jeff Nessler |  x | Carmen P. Fields (CEHHS) Admin Sppt.  |

1. **WELCOME**
2. **Approve agenda(s) – N/A**
3. **Approve 10/15, 10/29, 11/12 Minutes –** These CAPC meetings were cancelled.
4. **Chair’s Announcements**
5. **REVIEW AND DISCUSS ASSIGNED CURRICULUM**
	1. **SLP** documents were reviewed on – line in lieu of a face to face meeting. Comments were accepted and approved.
	2. **SoN –** Form C and NURS497 Externship documents to be reviewed.
	3. **MS KINE** new P-Form requirements and document review.
	4. **Human Development -** C Form HD381 and HD 370 Syllabus to be reviewed.
6. **ANNOUNCEMENTS:**
7. **AGENDA ITEMS FOR NEXT REGULAR MEETING**

 *Wednesday, December 10th, 3p-4p, UH 449*

1. **ACTION ITEMS –** Curriculum review was assigned as follows: Human Development – Nancy, Susan and Ingrid. Nursing – Sean, Ana, Jodi and Fernando.

Committee agreed to sign off on the MS KINE proposal. There were some small language and grammatical errors that can be fixed at a later time which were identified and shared with Jeff.

The Pending Review folder on BOX has files that need to be purged (Carmen). Only the current curriculum review materials should be placed in the pending folder(s). There are new items in the Human Development and Nursing (TBSN) folders.

Discussion on how to get the best use from the new program proposal templates and tips was discussed. The documents are available in the CAPC folder on Box.

1. **ADJOURNMENT – 3:55pm**