**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**DRAFT Minutes, April 22, 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. **REVIEW AND DISCUSS ASSIGNED CURRICULUM**
   1. **Review comments on the NURS Curriculum:**

* **Medical Management (NUR #602)**

**Nancy Romig & Ana Hernandez**

* **SLO’s missing an item.**
* **Do we need readings in the blank items? (How much detail needs to be included?)**
* **According to the guidelines, there must be a “tentative reading list” (must contain this)**
* **Few grammatical and contextual errors within the Course Description.**
* **Is this course required in a program?**
* **Track option? Elective? Checked NO- should be checked YES.**
* **#21 should be checked yes.**
  + - * + **Inter-Professional Education (NUR #518)**

**Ingrid Flores & Fernando Soriano**

* **Item #22 is checked YES and NO.**
* **Typo in the Case presentation on Page 4.**
* **On Page 7 (Points 2,3, & 4 “The Structure of Course Session” there needs to be a colon)**
* **Committee has the ability to ask the proposer to get signatures from all departments.- Denise**
* **(Soriano) “Are we able to suggest adding educational requirements to courses? Or suggestions?**
* **Should this upper division class be run by a lover division class?**
  + - * + **Integrative Medicine (NUR #604)**

**Sean Newcomer & Jodi Robledo**

* **The percentages do not add up to equal 100%**
* **Catalog description does meet the course description.**
* **#21 check YES box.**
* **Only allotted 50 characters in the description.**
* **Not allowed more than 80 words in the catalog course description.**

**\*Comments have also been posted on BOX.**

1. **ANNOUNCEMENTS:**

* **We received more curriculum from the school of education. It is Credential P-2 and 2 C-2 forms.**
* **They are on BOX for review. The entire committee is responsible for reviewing the curriculum.**
* **There may be an additional D- Form (Deletion Form) coming in the near future as well.**
* **All of the forms can be found on the academic website. Heidi will send link to the committee.**
* **P-Forms go to UCC to be added to a Consent Calendar.**

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

*Our next meeting will be May 6th from 3:30pm-4:30pm in University Hall 449. This will be our final meeting for the semester.*

1. **ACTION ITEMS – none.**
2. **ADJOURNMENT- meeting adjourned 4:15pm.**