**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, October 28, 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) |
|  | 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 3:30pm
2. Approve agenda**- Approved**
3. Approve Minutes – **Approved** 9/30/2015
4. Announcements
5. PENDING REVIEWS:

A. School of Education P-2, C-2 and D forms-  
**Update: Met with Sinem and discussed the curriculum she submitted. She said that she wouldn’t be able to have the syllabi revised by Spring. Once CAPC has had a chance to review all of the curriculum Nancy will send an email to Sinem with all feedback on her curriculum. Sinem agreed to submit 2 different P-2 forms, one for the C-2’s and one for the Course Deletions.**

Courses reviewed at last meeting: 630,633,635, 636,637, 639

9/30/15 **General feedback for reviewed C-2 forms** was provided to proposer:  
  
1. New syllabi in the SOE template need to be sent for each course  
2. #15 Needs to be checked yes in box for “syllabus”  
3. #16 All C-2 forms need to be checked yes, state which program, track or certificates course is located too.  
4. All C-2 forms need the signature from the originator and Director of SOE  
5. A catalog hand markup of changes is needed for all course description changes.  
6. Catalog mark-up needs to include attached word document with new course descriptions for EDSS 630, 633, 635, 636, 637, & 639.

**Courses to be reviewed:  
  
 643**- Nancy-  
 **Need a syllabi, #15 is ok, #16 needs to be checked yes, catalog marks up is needed, signature needed.** **644**- Nancy-   
 **Need to check syllabi on #15, #16 needs to be checked yes, and signature needed.**

**Education – D form** 1. EDSS 573-   
 **Susan will check with Academic Affairs to see about conflicts.   
 \* Bilingual placement- send back to SoE. Bilingual Certificate & credentialing issue. HOLD. Jodi and   
 Ana will take this topic to the SPE Coordinator Meeting.**

**B. School of Nursing – C form, C-2 form and P-2 form** 1. N582 (C-2) – 1 unit reduction-   
 **Do we have to look at courses where content shifted? Narrative to  
 describe the moving of course work is needed. Insert the readings into the course schedule. The pre-  
 reqs are different on the syllabus than on the C-2 form. Move grading up.**  
 2. N583 (C form)- **To review at the next meeting**

**C. Human Development-   
Susan gave Alice some information to work on and will join them at their meeting tomorrow on curriculum. CAPC will review the HD Curriculum at the next meeting. At this time, hopefully all changes and revisions will be submitted.** 1. Action Research in HD  
 2. Interdisciplinary Understanding of children, Youth and Families  
 3. Social Policy  
 4. HD 220 Statistics  
 5. HD 230 Research Methods for HD  
 6. Health Disparities  
 7. Ecological Perspectives  
 8. Adolescent Development  
 9. Adulthood  
 10. Child Development  
 11. HD Prep Skill

1. CURRICULUM RECONCILIATION-   
   **Thank you to all CAPC members for submitting your responses in earlier email vote! Approved and forwarded to Academic Programs.**   
    Kinesiology

Social Work

1. PHASING OUT A CTEL PROGRAM/ CERTIFICATE- ANA HERNANDEZ

* Report: Susan on APC information- **Deferred to next CAPC meeting.**

1. AGENDA ITEMS FOR NEXT REGULAR MEETING

* Work to create an online training for submitting curriculum. (future project)**This was discussed at the CCC meeting and will be talked about at the next meeting. A task for the CCC to work on.**

1. ACTION ITEMS –

**Next Meeting is November 18th, 2015**

**General Discussion: How closely do we need to scrutinize C-2 forms?**

**Nancy to bring information to next meeting.**

1. ADJOURNMENT – **4:35pm**