**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Minutes, November 18, 2015**

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

 MEMBERS & GUESTS:

|  |  |  |  |
| --- | --- | --- | --- |
| x | Susan Andera (SoN) | x | Hyun Gu Kang (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) |  | Fernando Soriano (SHSHS)  |
|  x | Shannon Hofmann (Student Services Rep.)  |  x | Heidi Jones (CEHHS) Admin. Support  |

1. WELCOME 3:30pm
2. Approve agenda**-** Agenda approved.
3. Approve Minutes – 10/28/2015- Minutes approved.
4. Announcements-Kinesiology will be submitting curriculum very soon; will possibly even see at the next meeting. P-2 form and several C-2 forms. They focus on changing the “workload” in the various units.
5. Standing Report for CCC- New system of tracking curriculum. One stop shopping on website. ‘CCC’s will accomplish this. Proposed to come out in the Fall.
6. Standing Report for Senate- Regina Eisenbach previewed and demonstrated the program at Senate.
7. PENDING REVIEWS:
 **a) Human Development-** CAPC reviewed the P- form (rational for HD curriculum revisions) & then divided the C-2 forms between members for review/ revisions. 1. Action Research in HD-Jodi & Ingrid
 2. Interdisciplinary Understanding of children, Youth and Families-Jodi & Ingrid
 3. Social Policy- Ana & Fernando
 4. HD 220 Statistics- Hyun Gu & Fernando
 5. HD 230 Research Methods for HD Hyun Gu & Fernando
 6. Health Disparities - Susan & Nancy
 7. Ecological Perspectives- Susan & Nancy
 8. Adolescent Development- Ana & Hyun Gu
 9. Adulthood- Susan & Nancy
 10. Child Development-Jodi & Ingrid
 11. HD Prep Skill- Ana & Fernando

 **b)** **Education – D form**1. EDSS 573 \* Curriculum was “sent back to SoE.” This proposer was going to be talked to by Jodi Robledo and Ana Hernandez at the SOE Coordinator Meeting. Bilingual Certificate & credentialing issue. HOLD

\*Unit did not know this was being deleted. They are going to rescind. However, this course is missing from the catalogue, how do we go about adding it?

 **c) Education – Educational Technology Certificate Program**

* 1. EDST 631 – D-Form
	2. EDST 632– D-Form
	3. EDST 638– D-Form
	4. EDST 640– D-Form
	5. EDST 641– D-Form
	6. EDST 646– D-Form
	7. EDST 647– D-Form
	8. EDST 648– D-Form
	9. EDST 649– D-Form
	10. 630-Ingrid & Hyun Gu (C-2 Forms) \*
	11. 633- Ingrid & Hyun Gu ( C-2 Forms)\*
	12. 635- Fernando & Jodi ( C-2 Forms)\*
	13. 636- Fernando & Jodi ( C-2 Forms)\*
	14. 637- Ana & Susan ( C-2 Forms)\*
	15. 639- Ana & Susan ( C-2 Forms)\*
	16. 643- Nancy ( C-2 Forms)\*
	17. 644- Nancy ( C-2 Forms)\*
* Jodi met with Sinem regarding the Syllabi issue. She asked why it was necessary to submit new syllabi if she is making minor changes in the course description. No syllabi are needed if only minor changes are made- according to Sue Moineau. What constitutes a minor change? When is it no longer a minor change?
* Sinem has been invited to the December meeting, Nancy will confirm At this meeting perhaps she can explain, show us an example of one course( give an updated version of an updated version), and maybe go through one course showing examples. What is a minor change?

\*This curriculum has been reviewed and is waiting on changes from proposer. After Sinem Siyahhan returns with appropriate changes CAPC can re-review.

1. CEHHS CAPC PROJECTS
A) OUTLINE PROCESS FOR CEHHS CURRICULUM CHANGES AND PROPOSALS ON CAPC WEBSITE

-This was discussed in great detail at the beginning of our meeting, at senate and at CCC.

1. PHASING OUT A CTEL PROGRAM/ CERTIFICATE- ANA HERNANDEZ
There are currently still students finishing the program, After they finish, will proceed appropriately.
2. AGENDA ITEMS FOR NEXT REGULAR MEETING
* Sinem to discuss her curriculum
* Review the HD curriculum that was assigned

1. ACTION ITEMS –

*Next Meeting is December 9th, 2015*

1. ADJOURNMENT – Meeting adjourned at 4: 30pm