**California State University San Marcos**

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

**Curriculum and Academic Policy Committee**

**Draft Minutes, April 20th, 2016**

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

 MEMBERS & GUESTS:

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| x | Susan Andera (SoN) –Co-Chair | x | Hyun Gu Kang (SHSHS) |
|  | Denise Garcia (Dean Designee, non-voting) | x | Jodi Robledo (SoE) |
| x | Ingrid Flores (At-Large) | x | Nancy Romig (SoN) Co-Chair |
| x | Ana Hernandez (SoE) | x | Fernando Soriano (SHSHS)  |
|   | Shannon Cody (Student Services Rep.)  | x | Heidi Jones (CEHHS) Admin. Support  |

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| Meeting started: 3:35pmWELCOME 1. Approve Agenda **– Approved**2. Approve Minutes – 4/13/2016- **Approved (contingent on adding SW was approved to minutes)**3. Announcements- Denise would like to take the CAPC committee to Lunch, May 17th, 2016 at 11:30am.4. Standing Report for CCC- N/A5. Standing Report for Senate- N/A   **I. HD Topics Forms (3/8/2016)** "Committee will hold on review of Topic Courses submitted until UCC reviews and/or approves submitted HD curriculum" 1. T- Form: HD 302: Human Development in Childhood\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. T- Form: HD 102: Preparatory Skills for Human Development Majors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. T- Form: HD 220: Statistics in Human Development\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. T-Form: HD 230: Research Methods in Human Development\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 **II. Bachelor of Science in Speech Language Pathology** **(3/11/2016) Approved (contingent on changes)**  **P-2 Form: ALL** 1. C- Form: SLP 350: Introduction to Healthcare and its Professions – Ana & Ingrid U.S., #9 spell out SLP & SW, (this is not necessary, just a recommendation) Signatures needed from SoN and MPH (change was made) 2. C-2 Form: SLP 463: Low Incidence Disorders- Hyun Gu & Susan Please submit the previous syllabi that show unit reduction and content removed per UCC guidance. Please provide an explanation for the change in name/title and the rational.  Also please provide a syllabi/topical outline. (still need a new syllabi) 3. C- Form: SLP 481: Seminar in Audiology- Jodi & Fernando 4. C-2 Form: SLP 461: - Ana & Jodi New syllabi 5. C-2 Form: SLP 492: Deglutition- Ingrid & Susan New syllabi (show how the course has changed) 6. C- Form: SLP 495: Capstone Course in Speech- Language Pathology- Fernando & Nancy Reviewed syllabi which has topic outline - approved **III. SoE Bilingual Authorization Program (3/14/2016) Approved (contingent on changes)** \*just wants to amend the catalog **P-2 Form: ALL** 1. C-2 Form: EDUC 653: Biliteracy I- Delete items in #3,#4, #5 2. C-2 Form: EDUC 654: Biliteracy II Delete items in #3,#4, #5 3. C-2 Form: EDUC 655: Bilingual Practicum Delete items in #3,#4, #5\*Topic was mentioned on Senate minutes but not on the agenda.  **VI. AGENDA ITEMS FOR NEXT REGULAR MEETING** **V. ACTION ITEMS –**\*Year- end report to be completed by Nancy & Susan and sent to committee members for all College Meeting **\***Piloting of the C-Form will be occurring in late summer.Recommendations by committee for CAPC – 2016-2017:\*Creation of a Cougar Course in Community for CEHHS with information. Short webinar tutorials can be developed for faculty that can assist with curricular submission. * Examples of the curriculum forms (P, P-2, C, C-2 etc) from each School and Dept in the college can be provided as reference.
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\* Forward recommendation from committee for faculty release time for creating the community course for CAPC over the summer.\*Send recommendation to Faculty Development Committee to host a brown bag workshop once a year for faculty in the college on College and University requirements in submitting curriculum revisions. Have Chair or Directors also attend to provide oversight and guidance to faculty. \*Have the Chair of UCC or college representative provide an orientation at the beginning of each academic year regarding the responsibilities of CAPC in reviewing curriculum submissions for UCC review.  **VI. ADJOURNMENT –** 4:32pm *Next meeting- Last meeting of semester* |
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