**Curriculum & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

MINUTES – November 15, 2017

3:30 - 4:30 PM in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Brook SolesSchool of Education | X | Amy Carney, Co-chairSchool of Nursing |
| x | Elizabeth GarzaSchool of Education | X | Paul StuhrAt-Large |
| X | Hyun Gu Kang, Co-chairSchool of Health Sciences & Human Services | X | Paul StuhrCEHHS Rep. to UCC ***(Non-voting)*** |
|  | Jimmy YoungSchool of Health Sciences & Human Services |  | Shannon Cody, Assistant DeanCEHHS Student Services ***(Non-voting)*** |
| X | Lorna KendrickSchool of Nursing |  | Denise Garcia, Associate DeanCEHHS ***(Non-voting)*** |
|  |  | X | Melinda JonesCEHHS, Staff ***(Non-voting)*** |

Guest(s):

# CALL TO ORDER 3:33 pm (Carney/Kang)

 Establish quorum,

# APPROVAL OF MINUTES (Carney/Kang)

Lorna motion to approve. Amy second. Approved.

# STANDING REPORT FROM CCC (Kang)

* None

# STANDING REPORT FROM UCC (Stuhr)

* Notes using SharePoint or Box, you can make comments as such in curriculog.
* LOTER: interim solution in moving new program forward. Terms of suspending rules were voted down. Any new program that gets approved from UCC cannot be sent to the Chancellor’s Office. Cannot be voted on until next senate meeting. Will not impact Grad programs, only undergrad. Doesn’t affect certificates or options.

# ITEMS UNDER REVIEW

## SCHOOL OF EDUCATION: EDAD PACKAGE

* + **Box:** [**https://csusm.box.com/s/q4iek0sdq735ssxy0vnxz6turayt571n**](https://csusm.box.com/s/q4iek0sdq735ssxy0vnxz6turayt571n)
	+ C-Form EDAD 622A / Syllabus EDAD 622A - **Kang/Carney**
* Catalog desc. - Director approval to enroll. State is catalog description for all.
* Box 21: Check – yes. Fulfills requirement for MA and EdAdmin (case for all EDAD courses)
* *Requested updates made. Approved.*

*SYLLABUS*

* *Course objectives, change: “Students will” to “By the end of the course students will be able to:”*
* *Suggestion to meet with Kyle Landin for CLO’s*
	+ C-Form EDAD 622B / Syllabus EDAD 622B - **Young/Kendrick**
		- *No recommendations*

*SYLLABUS*

* *Committee: Course objectives, change: “Students will” to “By the end of the course students will be able to:”*
* *Suggestion to meet with Kyle Landin for CLO’s*
	+ C-Form EDAD 622C / Syllabus EDAD 622C - **Garza/Soles**
	+ *Box 14: remove the “2”; provide more clarification*
	+ *Check with Shannon on enrollment, if restriction is not noted. Course description needs to say restriction, consent to enrollment.*

*SYLLABUS*

* *Committee: Course objectives, change: “Students will” to “By the end of the course students will be able to:”*
* *Suggestion to meet with Kyle Landin for CLO’s*
	+ **Box:** [**https://csusm.box.com/s/fy23g9kt6o02vufyvzd2fbpgadcre8oa**](https://csusm.box.com/s/fy23g9kt6o02vufyvzd2fbpgadcre8oa)
	+ C-Form EDAD 698A / Syllabus EDAD 698A - **Stuhr/Kang**
* *Grading method and catalog description have been corrected.*
* *Faculty consent needs to be added to course description.*

*SYLLABUS*

* *Course Objective and PSLO’s / only have PSLO’s listed once in syllabus and similar placement.*
* *Course objectives, should be stated as: “Upon completion students should be able to:”*
	+ C-Form EDAD 698B / Syllabus EDAD 698B - Carney/Young
		- *Faculty consent needs to be added to course description.*

*SYLLABUS*

* + - *Gantt Chart, needs to say weeks*
	+ C-Form EDAD 698C / Syllabus EDAD 698C – Kendrick/Garza
		- *Faculty consent needs to be added to course description.*
		- *Box 10: Course is indicated as “Lecture”. Is this correct? Subtle distinction between a course and a seminar. / Brooke Soles will speak with Carol Van Vooren to address program coordinators.*

11/8/17 EDAD:  still needed to fix SLO’s.   Decided that meeting with Carol was most effective.   HG met with Carol today, and fixed the SLO’s.

***11/15/17 EDAD Course Objectives do not align with PSLOs. Ask Carol: Where do they fit within the 6 PSLOs? What do you want to accomplish through this design/research study?***

***1, 2, and 6 - PSLOs: use to create Course Objectives.***

***Carol needs to send electronic syllabi. We will make edit to course objectives:*** *Shape a collaborative culture of teaching and learning informed by professional standards, through a review of the research and literature in the field.*

*Update: Students with Disabilities statement / Office name has changes to: “Disability Support Services”*

*Committee approves with syllabi edits*

## SCHOOL OF EDUCATION: MINOR IN EDUCATION PACKAGE

* **Box:** [**https://csusm.box.com/s/7oyxbxxmfgkaqi9akzlpyg17e4pgjxgg**](https://csusm.box.com/s/7oyxbxxmfgkaqi9akzlpyg17e4pgjxgg)
* P-Form: Minor in Education
	+ - **Assigned to: Kang/Stuhr**

11/8/17 Ed minor package:  Email sent to Erika Daniels.

***11/15/17 SLOs per Academic Programs are required in the catalog copy.***

 ***Ask Erika to add SLOs***

 ***Proposed catalog description***

## SCHOOL OF EDUCATION: TOPIC PROPOSAL EDUC 696 PACKAGE

* + **Box:** [**https://csusm.box.com/s/3s8rgzo3773h74rpvr8lwil2sntbi9kd**](https://csusm.box.com/s/3s8rgzo3773h74rpvr8lwil2sntbi9kd)
	+ T-Form: EDUC 696-4 / Syllabus EDUC 696-4
		- Assigned to: Garza / Young
	+ T-Form: EDUC 696-5 / Syllabus 696-5
		- **Assigned to: Garza / Young**

***696T forms: Email sent to Ana Hernandez***

## SCHOOL OF NURSING: NURSING 598 ABC PACKAGE

* **Box:** [**https://csusm.box.com/s/hyz062ct8nesfdixn8kxtrkov6jhcdq4**](https://csusm.box.com/s/hyz062ct8nesfdixn8kxtrkov6jhcdq4)
* P-2 Form NURS 598
	+ **Assigned to: Soles/Kendrick**
* C-2 Form NURS 598
	+ **Assigned to: Soles/Kendrick**

# AGENDA ITEMS FOR NEXT MEETING

# ACTION ITEMS

# ANNOUNCEMENTS

# **ADJOURNMENT** (Carney/Kang)

# NEXT MEETINGS

* **December 6 –** Need to determine if we need to reschedule. This is during the CEHHS Holiday celebration. November 29 3:30 pm – 4:30 pm – Melinda needs to find a room.
* Spring Dates TBD

*Note: Melinda scan and upload EDAD documents to CAPC Box Review folders.*