**Curriculum & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

Minutes November 28, 2018

3:00 – 4:00 PM in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Brooke Soles  School of Education | X | Deborah Kristan, Associate Dean  CEHHS ***(Non-voting)*** |
| X | Elizabeth Garza  School of Education | X | Shannon Cody, Assistant Dean  CEHHS Student Services ***(Non-voting)*** |
| X | Hyun Gu Kang,  School of Health Sciences & Human Services |  | Andi Shibata  CEHHS Student Services ***(Non-voting)*** |
| X | Jimmy Young (Chair)  School of Health Sciences & Human Services |  | Nam Nguyen  CEHHS Student Services ***(Non-voting)*** |
|  | Vacant  School of Nursing | X | Gwen Hansen  CEHHS Student Services ***(Non-voting)*** |
| X | Wendy Hansbrough  School of Nursing | X | Malachi Harper  CEHHS, Staff ***(Non-voting)*** |
| X | Paul Stuhr  At-Large |  |  |

Guest(s):

Invitation extended to Lori Heisler from SLP but she is unable to attend.

# CALL TO ORDER (Young)

* Establish quorum: YES.

# APPROVAL OF AGENDA (Young)

* Moved: Young
* Seconded: Hansen
* Approved Unanimously

# APPROVAL OF MINUTES (Young)

* Moved: Young
* Seconded: Soles
* Approved Unanimously

# ANNOUNCEMENTS

# Sent an email to Criselda at Academic Programs to ask a question about the Pre-fix changes to EDUC to EDRL and the whether individual C-2 forms needed to be submitted for just the pre-fix change, AND I received the following response:

# Hi Jimmy,

Regina and I discussed your questions and our responses are below:

1. Yes, okay to approve the C-2 with one course as a sample, or “cover” request, and the other courses listed in the proposal.

This was approved by Regina because it is a simple change (one thing only), and there are no other changes requested for any of the courses. There was already a precedent set from a previous year, with another department.

a) There will be a paper trail, as we will upload the email discussions into the proposal, and we will add a statement referencing the email in the Comments section.

b) We don’t really advertise this, but as long as proposers contact our office, and provide compelling justification, it will be considered.

2. The proposer was requested to follow the instructions for this type of request:

C-2 Instructions:

1. Fill out one C-2 for the first course on your list of courses to be changed.

2. In field #3 (Course Title), enter “Prefix Changes - EDUC to EDRL” in front of the Course Title

3. In field #9 (Reasons for changing this course), after the justification statement, list all the EDUC courses that required this change.

4. You must indicate that this is the only change for all the courses in the list.

P-2 Instructions:

1. Please submit a marked up catalog copy of the program listing. [ see [How to Submit Catalog Copy Changes (for a P-2)](https://csusm-my.sharepoint.com/:b:/g/personal/cyee_csusm_edu/EeifSQ-6YLFBjh7i4cTTNbkBq_zEznT7l6sj6FGt2jT8kQ?e=0x8qfW) ]

2. In the “Brief Summary of purpose of this proposal, please indicate that this is the only change for all the courses in the list.

--Criselda

* Also sent an email notifying CCC of the vacancy on CAPC for the School of Nursing. They will facilitate the process to help fill the role through the Dean’s office.

# STANDING REPORT FROM CCC (Young)

* Young noted nothing of import.

# STANDING REPORT FROM UCC (Stuhr)

* Paul noted nothing of import.

**PREVIOUS ITEMS TO DISCUSS**

# ITEMS UNDER REVIEW:

## EDUCATION

* **EDUC 606 – prefix changes (c-2 form)**
  + Reviewed email above from Criselda and committee will move forward accordingly.
  + Moved: Young
  + Seconded: Kang
  + Approved Unanimously

## PUBLIC HEALTH

## SPEECH LANGUAGE PATHOLOGY

* **BS Speech Language Pathology (P-2 Form)**
  + Moved: Kang
  + Seconded: Garza
  + Approved Unanimously
* **SLP 495 Capstone Course (C-2 Form)**
  + After general discussion and minor changes updated to the document during the meeting, the committee decided to approve.
  + Moved: Kang
    - Seconded: Young
    - Approved Unanimously

## NURSING

## KINESIOLOGY

* **Minor in Physical Education (New)**
  + Students in Kinesiology and in other departments may attain a minor in PE.
  + Item 8: Kang requested clarification regarding the ‘double counting’ of specific courses, i.e. KINE 311/304, and how at least 10 of the units had to be separate from the major.
  + Young asked about the interest level in a Minor in PE when the PE degree closed due to low student enrollment.
    - Stuhr explained that Kinesiology believes there is a need for several students each semester and aims to track the interest level to determine viability moving forward.
  + If minor is approved, Kinesiology is exploring making it a part of LS depth of study for a concentration.
  + Item 11: Spelling corrections for ‘this’ and ‘believe’.
  + Item 10: Spelling correction for ‘associate’.
  + Moved to Approve (w/corrections): Young
    - Second: Kang
    - Approved Unanimously with abstention by Stuhr
* **KINE 495A (C-2 form)**
  + Change purpose is to remove the requirement for specific course consent.
  + Minor change in punctuation made during meeting to form.
  + Item 11: Suggested removing last sentence as it is contradictory. Clarify the hours required. If 90 total, then 495B (2 units) should be 60 while 495A (1 unit) is 30. 495C (non-accelerated for 3 units) would be 90.
  + Sent back to Jeff Nessler to confirm intent and whether changes suggested by committee are acceptable/reflect accurately the change.
  + If resubmitted by Jeff Nessler with recommended changes, committee designated approval to Young to move form forward.
    - Moved: Young
    - Seconded: Garza
    - Approved Unanimously
* **KINE 495B (C-2 form)**
  + Change purpose is to remove the requirement for specific course consent.
  + Item 11: Suggested removing last sentence as it is contradictory. Clarify the hours required. If 90 total, then 495B (2 units) should be 60 while 495A (1 unit) is 30. 495C (non-accelerated for 3 units) would be 90.
  + Sent back to Jeff Nessler to confirm intent and whether changes suggested by committee are acceptable/reflect accurately the change.
  + If resubmitted by Jeff Nessler with recommended changes, committee designated approval to Young to move form forward.
    - Moved: Young
    - Seconded: Garza
    - Approved Unanimously
* **KINE 495C (C-2 form)**
  + Change purpose is to remove the requirement for specific course consent.
  + Item 11: Suggested removing last sentence as it is contradictory. Clarify the hours required. If 90 total, then 495B (2 units) should be 60 while 495A (1 unit) is 30. 495C (non-accelerated for 3 units) would be 90.
  + Sent back to Jeff Nessler to confirm intent and whether changes suggested by committee are acceptable/reflect accurately the change.
  + If resubmitted by Jeff Nessler with recommended changes, committee designated approval to Young to move form forward.
    - Moved: Young
    - Seconded: Garza
    - Approved Unanimously

# **ADJOURNMENT: 3:52** (Young)

# NEXT MEETINGS

* Fall Dates:
  + September 12, 2018
  + 3:30 – 4:30 p.m.
  + September 26, 2018
  + 3:30 – 4:30 p.m.
  + October 10, 2018
  + 3:30 – 4:30 p.m.
  + October 24, 2018
  + 3:30 – 4:30 p.m.
  + November 14, 2018 - Confirmed change
  + 3:30 – 4:30 p.m.
  + November 28, 2018 – Confirmed change date/time
  + 3 – 4 p.m.