**Curriculum & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

AGENDA – October 25, 2017

3:30 - 4:30 PM in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Brook Soles  School of Education | X | Amy Carney, Co-chair  School of Nursing |
| X | Elizabeth Garza  School of Education | X | Paul Stuhr  At-Large |
| X | Hyun Gu Kang, Co-chair  School of Health Sciences & Human Services | X | Paul Stuhr  CEHHS Rep. to UCC ***(Non-voting)*** |
| X | Jimmy Young  School of Health Sciences & Human Services |  | Shannon Cody, Assistant Dean  CEHHS Student Services ***(Non-voting)*** |
| X | Lorna Kendrick  School of Nursing |  | Denise Garcia, Associate Dean  CEHHS ***(Non-voting)*** |
|  |  | X | Melinda Jones  CEHHS, Staff ***(Non-voting)*** |

Guest(s):

# CALL TO ORDER 3:30 pm (Carney/Kang)

Establish quorum, yes

# APPROVAL OF MINUTES (Carney/Kang)

* Move to approve, Young; 2nd motion, Carney; Yes - 7| No – 0; Motion carried, Yes

# STANDING REPORT FROM CCC (Kang)

* None (Meeting was canceled.)

# STANDING REPORT FROM UCC (Stuhr)

* None

# OLD ITEMS UNDER REVIEW

## SOCIAL WORK: ELECTIVES PACKAGE

* + **Box:** [**https://csusm.app.box.com/folder/40534233158**](https://csusm.app.box.com/folder/40534233158)
  + P-2 Form /Catalog Changes **- Soles / Stuhr; add catalog copy indicating where these courses will be within the sequence**

Paul: Comments on P2 and Catalog (Posted in Box)

Brook: Comments (Posted in Box)

* By adding the catalog in the sequence of the program
* Only change is addition of 3 elective courses.
* Course catalog, pg. 184. If a course is changed from Fall to Spring a request must be made, if it is to show in the catalog copy.
* The courses are electives.
* Communicate to MSW
  + C-Form MSW 656 / Syllabus MSW 656 **– Kang / Carney** 
    - (check Box 21; specify degree requirement met; Box 10 instructional mode)
    - Box 21: Check – yes
    - Box 6: Replace MI with Motivational Interviewing
    - Box 10: C5? Seminar? (C5 – Seminar Method of Instruction / or C2 / or other) - advisory issue
    - ***Requested updates made. Approved.***

*SYLLABUS*

* + - 10 course outcomes, too much? Suggest condensing list
    - ***Requested updates made. Approved.***
  + C-Form MSW 658 **– Young / Kendrick** 
    - (check Box 21; specify degree requirement met; Box 10 instructional mode)
    - Course classification may need to be updated.
    - ***Requested updates made. Approved.***

*SYLLABUS*

* + - 12 course outcomes. Perhaps collapse/condensed
    - Recommend, talking to Kyle Landin
    - ***Syllabus needs to be review.***
  + C-Form MSW 660 **– Soles / Garza** 
    - (check Box 21; specify degree requirement met; Box 10 instructional mode)
    - Box 21: Check – yes
    - ***Requested updates made. Approved.***

*SYLLABUS*

* + - Course objectives listed in unusual format.
    - Refer to Kyle Landin
    - SLO – outcomes, difficult to measure, mindfulness. Can the student identify where they will be by the end of course?
    - ***Requested updates made. Approved.***

***Committee: Course 660 and 656 – APPROVED* / *Course 658 – syllabus missing. APPROVED PENDING RECEIPT. Hyun-Gu to review syllabus and confirm approval thereafter.***

## 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.***

***Committee: EDAD package requires edits and additional review pending receipt of edits.***

# NEW ITEMS FOR REVIEW

***All new items for review were assigned.***

## 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**

## 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**

## 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**

## NO NEW ITEMS TO BE SUBMITTED IN DECEMBER (UNLESS EMERGENCY)

* *Do we stop accepting forms/re quests December 1st, unless it is an emergency?*
* *CAPC still receives until May*
* *If no access to Curriculog there will be a gap*
* *Academic Programming won’t accept hardcopies after January 1st*
* *Training day and user guide posted*
* *Originator submitting January 1st on will need to submit via Curriculog*
* *Accept until end of the semester*
* *CAPC can review paper documents, through Spring 2018 for hardcopies submitted prior to end of Fall 2017 semester.*

# AGENDA ITEMS FOR NEXT MEETING

TBD

# ACTION ITEMS

* Carney: Communication to Carol regrading EDAD package.
* See above for additional assignments.

# ANNOUNCEMENTS

* Criselda Yee, working on Curriculog. Kang went to observe and test system. Criselda will participate in Leadership Council on November 7th.
* Criselda Yee will also present to CAPC. Bring screening devices, November 8th.
* [www.csusm.curriculog.com](http://www.csusm.curriculog.com)

# **ADJOURNMENT** (Carney/Kang)

4:32 pm

# NEXT MEETINGS

* November 8
* November 15
* December 6
* Spring Dates TBD