**Curriculum & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

**DRAFT Minutes** – February 1, 2017

Committee Members:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Jodi Robledo  School of Education |  | VACANT  School of Nursing |
| X | Elizabeth Garza  School of Education |  | Ingrid Flores  At-Large |
| X | Hyun Gu Kang **(Co-Chair)**  School of Health Science & Human Services |  | Jodi Robledo  CEHHS Rep. to UCC ***(Non-voting)*** |
| X | Jimmy Young  School of Health Science & Human Services |  | Shannon Cody, Director  CEHHS Student Services ***(Non-voting)*** |
|  | Susan Andera **(Co-Chair)**  School of Nursing |  | Denise Garcia, Associate Dean  CEHHS ***(Non-voting)*** |

**CALL TO ORDER** (ANDERA/KANG)

**APPROVAL OF MINUTES** (ANDERA/KANG)

Approved Minutes of 11/30/16.

**STANDING REPORT FROM CCC/UCC** (Young, Robledo)

-Need to support College strategic plan

-AP and UCC does not have a Curriculog transition plan date yet

**STANDING REPORT FROM SENATE** ( TBA )

None

**DOCUMENTS UNDER REVIEW**

***Old:***

SON-Master of Public Health (10/28/16)

C-2 Form: PH 693 Andera -Susan is working with PH to finalize the syllabus

**NEW BUSINESS:**

1. Elevation of MA in Education options into a stand along MA program. A Modified P-form will be submitted for CAPC review from Carol Van Vooren.

-PSLO’s are unclear – need slight rewording

-Need PSLO by Course Matrix of I/D/M

2. Curriculog- need to prepare the college and support the curriculum originators while AP/UCC gets things going. We need to take more leadership

-Jodi to send to UCC: Hyun Gu’s email to Criselda on Curriculog interface issues

-Ask Denise to support Jodi and getting the timing support we need

-Hyun Gu to originate small Curriculum change through Curriculog

3. CCC representation

-Jimmy to attend CCC meetings and ask Donna to include him

**AGENDA ITEMS FOR NEXT MEETING**

**ANNOUNCEMENTS** (ALL)

**ADJOURNMENT** (Andera/Kang)

Email to Carol Van Vooren.

Hi Carol,

We at CAPC have reviewed the Program Elevation P-2 and would like to ask for the following changes:

The program student learning outcomes:

1. ~~Meet~~ Demonstrate the required standards for dispositions for the ~~profession~~ (??) (measured through EDAD 610, EDAD 618A, EDAD 620 surveys)
2. Demonstrate proficiency in the California Administrator Performance Expectations (measured through the EDAD 620 digital portfolio)
3. ~~Develop and~~ apply research skills to address practice within the candidate’s ~~teaching~~ educational setting (measured through EDAD 618A, EDAD 618B case study and action plan to improve school achievement).
4. Analyze and integrate research (EDUC 622, EDUC 698 thesis)

The wording in PSLO1 was vague. We suggest using “Demonstrate” and clarifying the term “profession”

PLO3 was not written as an outcome; as some students may not be actively teaching at the time, “teaching setting” appeared too restrictive.

The Elevation form is missing the SLO by Course matrix as required on page 7 of the form. Please add something like this:

| Course Titles  Content  Expectation | EDAD 610 | EDAD 612 | EDAD 624A | EDAD 614 | EDAD 616A | EDAD 624B | EDAD 618A | EDAD 618B | EDAD 626A | EDAD 616B | EDAD 626B | EDAD 620 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PSLO 1 | I | D | D | D | D | D | D | D | D | D | D | M |
| PSLO 2 | I | D | D | D | D | D | D | D | D | D | D | M |
| PSLO 3 | I | D | D | D |  | D | D | D | D | D | D | M |
| PSLO 4 | I | D | D | D | D | D | D | D | D |  | D | M |

Once changes are completed, please submit to Donna Matanane. Thank you!

Hyun Gu Kang

For CAPC

Email to Criselda:

First of all, thanks for showing us Curriculog!   I am looking forward to using it.

My interest in making these requests is to make it easier for proposers and reviewers to see it.  If we do it well, then Curriculog will really make the process much smoother, and I definitely want to help get things through.

I am sure that the Curriculog team probably did a lot of work to turn the forms into the web interface, and I am sure I will be asking for much more -

I am also wondering how I can see what the curriculum will look like when it comes to the committee for review.  Thanks!

Hyun Gu

**Curriculog User Interface change requests**

1.      Can the login button be bigger?

Can the login button also show on the landing page Blue Box when people go to the web site?  Or at least show an arrow showing where the login is?

2.      After login.  There are multiple processes listed.  Can it show more than 10 at a time?  Also, can we put all the GE forms on a different list?

Once we choose the process:  The little checkbox is not helpful.  Can it be replaced by a larger graphics – an icon plus and text saying what it is? For example, the text “Preview form” and “start process” should be readily visible and look like buttons to press

“Step 4.  **Only complete the sections corresponding to the changes you are making.” Is not an efficient workflow.   Can we do a checkbox system like we have on the paper form, so that only the boxes that should appear will appear?  Otherwise the proposer will include much information that will not need to change.**

Can we make the instructions on the form show up only if they click a box?

Can we make the instructions show on the side, not above or below the box?  Otherwise the person has to keep scrolling up and down.

Repeat for Credit:

The number box has “enter maximal units and total completions allowed”  - This should be two boxes, not one, yes?

Cross-listing:

It says “if yes, submit second course offering” –

Grading Basis:

Only one choice is given here – need to have other choices, like “Graded RP”  etc.

Supporting documentation:

There are 4 checkboxes.  This should be changed to radio buttons, where only one choice can be made.

Impact Report:  If there is an impact on other departments, can the system automatically contact chairs/directors of other departments/programs?  The system should obtain signatures, not the person – at the moment, it says “obtain signatures”  - there needs be a box for objections/approval from other departments.

P-form:

Can there be a separate process for COBA?   It doesn’t make sense to have boxes related to COBA listed in the P-form is their process is different somehow.

Only the relevant boxes should show – for example, if undergraduate is selected, then only the undergraduate questions and boxes should show up.

Dean’s report/memo, etc.

Need a place to attach these notes, or sign off electronically through curriculog.

**Curriculog process requests and Questions**

Student Learning Outcomes.

This is not part of our current C-2 form.  1.  Does the senate need to approve this portion of the C-2 form before it becomes part of the process?  2.  Many courses won’t have this in the system.  Do you want everyone to start entering these?  Or will academic programs do this (one by one?)

Special Fees:

Are fees part of the curricular review process?  Does this belong in a C-2 form?

Impact Report – what do you want people to do with an impact report?