

**Faculty Senate Meeting  
May 15, 2014**

**Attachment: FS 13/14-134**

To: Executive Committee  
From: Stephanie Biagetti, Chair, Curriculum Policies Committee  
Date: May 9, 2014  
Re: Annual Report from Curriculum Policies Committee for Academic Year 2013-2014

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Below please find the Annual Report from the Curriculum Policies Committee for the academic year 2013-2014.

First, I would like to thank all the members of the Curriculum Policies Committee for their tireless work this year. The committee had many working items to address, and it worked diligently to bring five proposals to the Executive Committee and Faculty Senate over the course of the academic year. I would also like to extend personal thanks to the Faculty Senate office, especially to Kathy Garcia and Berni Foster, who assist in getting proposals ready for “prime time” and post all of our agendas and minutes on the Faculty Senate web page. Janet Hecsh has been of tremendous assistance to me in preparing for proposal presentations to the Faculty Senate. I have enjoyed serving as CPC chair for the past two years and look forward to having Ben Fell serve beginning next year. If you have any questions or concerns regarding the report below, please do not hesitate to contact me at [sbiagetti@csus.edu](mailto:sbiagetti@csus.edu)

**Curriculum Policies Committee**  
Annual Report 2013-2014  
Prepared by Stephanie Biagetti, Chair  
May 6, 2013

**I. Background**

The Curriculum Policy Committee's (CPC) charge is available on the Faculty Senate website:  
<http://www.csus.edu/acse/standing-committee/CPC.html>

The committee's membership is given below. Attendance records for meetings during the 2013-2014 academic year are in Appendix A.

**Voting Members:**

Ben Amata, Library (LIB)  
Dian Baker, Nursing (HHS)  
Stephanie Biagetti (Chair), Teacher Education (EDUC)  
Chloe Burke, History (A&L)  
Ben Fell, Civil Engineering - Spring (ECS)  
Brett Holland, Biological Sciences (NSM)  
John Ingram, Mathematics and Statistics - Fall (NSM)  
Vera Margoniner, Physics and Astronomy (NSM)  
Dan Melzer, English (A&L)  
Boniface Michael, Management (CBA)  
Liam Murphy, Anthropology (SSIS)  
Katherine Pinch, Recreation Parks and Tourism (HHS)

**Non-Voting Members:**

Adrienne Currington (University Staff Assembly)  
Hewayda Ahmed (ASI)  
Sheree Meyer (Associate Dean of Undergraduate Studies)  
Chevelle Newsome (Associate Dean of Graduate Studies)

Table 1: CPC Meeting Dates, Fall 2013 – Spring 2014

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September 3  
September 17  
October 1  
October 15  
November 5  
December 3  
February 4  
March 4  
March 18  
April 1  
April 15

May 6

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The CPC meets on the first and third Tuesday of each month from 1:30 – 2:50 pm.

II. Summary of CPC Business

Below is a table summarizing items that were considered by the CPC during the academic year 2013-2014. The complete policy language is available in the Faculty Senate agenda (on the action date or first/second reading dates) and on the Faculty Senate website.

As indicated by the items in the following two tables, the committee's business derived from multiple sources including the CSU Chancellor's Office, PROC, the Reading and Writing subcommittee, the Faculty Senate, the Curriculum Subcommittee, and Academic Affairs.

Table 2: CPC Recommendations and Faculty Senate Action Items

| <b>Source</b>                      | <b>Title</b>   | <b>Action</b>   |
|------------------------------------|--|---|
| Required by original policy        | e-Learning Policy, Amendment Of <b>FS 13/14-16/CPC/EX</b>                                  | Senate Approved 10/3/13<br>President Approved 10/8/13   |
| Program Review Oversight Committee | Academic Program Review, Amendment of <b>FS 13/14-26/CPC/EX</b>                            | Senate Approved 10/31/13<br>President Approved 11/14/13 |
| Program Review Oversight Committee | Academic Program Review Manual, Adoption Of <b>FS 13/14-32/EX</b>                          | Senate Approved 11/14/13<br>President Approved 11/20/13 |
| Working Group on Majors            | Program for Bachelor Of Arts/Bachelor Of Science: Special Major <b>FS 13/14-41/CPC/EX</b>  | Senate Approved 2/6/14<br>President Approved 2/21/14    |
| Executive Committee                | Modification In and Deletion of Existing Programs, Amendment Of <b>FS 13/14-117/CPC/EX</b> | First Reading item on Faculty Senate agenda for 5/1/14  |

### III. Carry-Over Items for AY 2014-2015

In order to keep all interested parties informed about CPC business, the current practice is to include a list of items pending on the CPC agenda for each committee meeting. There are several items that carry over from this academic year to be considered by the CPC in the 2014-2015 academic year.

**Comprehensive Writing Proposal:** At CPC's final meeting in Spring 2014, the Reading and Writing Subcommittee presented the Comprehensive Writing Proposal to CPC after extensive feedback and revision. CPC endorsed the report. Action language and policy amendments will be proposed in Fall 2014 to the Faculty Senate.

**Revisions to Course/Program Proposal Forms A and B:** Deans Meyer and Newsome continue to work on proposed changes to Forms A and B to CPC in AY 2014-2015.

**Supplemental instruction proposal:** CPC investigated the various types of supplemental instruction that are offered on campus. The CPC chair contacted faculty and department chairs responsible for courses that appeared to match the supplemental instruction definition used in the field. CPC found some consistencies within three types of courses. During Fall 2014, we will report our findings back to APC.

**Defining Minor, Concentration, Track, etc.:** In Fall/Spring 2014, an ad hoc committee was formed to investigate minors and concentrations. The data was reported to CPC but further analysis is needed. CPC plans to focus on Minors and Concentrations because they appear on students' transcripts. The plan is not to set unit criteria for minors and concentration but rather to provide descriptions and purposes. APC officially requested that CPC create a definition of a minor since a minor is described in the catalogue but it is not defined by policy. This work will continue in AY 2014-2015.

**Pre-Major Policy:** The Executive Committee in Spring 2014 tasked CPC with creating a Pre-Major Policy.

**Administrative Inquiry:** Upon reading the program change proposal and justification for the Art BA that is 48 units, the Executive Committee asked CPC to look into the practice/allegation that the administration informed the department that no new tenure-track faculty hires will be allowed if the Art BA stays at 60 units. As a consequence, the Art department created a BA in Art that is 48 units which clearly in their Form B, they did not want to create. However, given that BA degrees are limited to 48 units (as per policy FS 12/13-36/CPC/EX), the issue is confusing. CPC will investigate beginning Fall 2014

**E-Learning Policy:** After passing revisions to the e-Learning policy in Fall 2013, departments have inquired about interpretations of the policy. Consequently, the Provost has requested that CPC look at the e-learning policy – particularly: “3.4 An existing course that is re-designed so that it falls into the hybrid range specified in 3.3 needs to be approved through the curricular process of the department or division offering the course. As part of this process the faculty member will submit a syllabus that includes the items described in 3.4.1 - 3.4.2.” The departments were wondering if this policy refers to sections of courses as well as courses themselves and what happens if courses move from hybrid to face-to-face.

Appendix A: Curriculum Policies Committee Attendance AY 2013-2014 (x = did not attend)

|                           | 9/3 | 9/17 | 10/1 | 10/15 | 11/5 | 12/3 | 2/4 | 3/4 | 3/18 | 4/1 | 4/15 | 5/6 |
|---------------------------|-----|------|------|-------|------|------|-----|-----|------|-----|------|-----|
| <b>Voting Members</b>     |     |      |      |       |      |      |     |     |      |     |      |     |
| Ben Amata                 |     |      | X    |       |      |      | X   |     |      |     |      |     |
| Dian Baker                |     | X    | X    |       |      |      |     | X   | X    | X   | X    | X   |
| Stephanie Biagetti        |     |      |      |       |      |      |     |     |      |     |      |     |
| Chloe Burke               |     |      |      |       |      |      |     |     |      |     | X    |     |
| Ben Fell*                 |     |      |      |       |      |      | X   |     |      |     |      |     |
| Brett Holland             | X   | X    | X    | X     | X    | X    | X   |     |      |     |      |     |
| John Ingram**             |     |      |      |       |      |      |     |     |      |     | X    |     |
| Vera Margoniner           |     | X    |      | X     |      |      | X   | X   |      | X   |      |     |
| Dan Melzer                | X   |      |      |       |      |      |     |     |      |     |      |     |
| Boniface Michael          |     | X    |      |       |      |      |     |     |      |     |      |     |
| Liam Murphy               |     | X    |      |       |      |      |     |     |      |     | X    |     |
| Kath Pinch                |     |      |      |       |      |      |     |     |      |     |      |     |
| <b>Non-Voting Members</b> |     |      |      |       |      |      |     |     |      |     |      |     |
| Hewayda Ahmed             | X   |      |      | X     |      |      |     | X   |      |     | X    |     |
| Adrienne Currington       | X   |      |      |       |      |      | X   |     |      |     | X    |     |
| Sheree Meyer              |     |      |      |       |      |      |     |     |      |     |      |     |
| Chevelle Newsome          |     |      | X    |       |      |      |     |     |      | X   |      | X   |

\* Voting member Spring 2014

\*\* Voting member Fall 2013