To: Executive Committee
From: Ben Fell, Chair, Curriculum Policies Committee
Date: May 11, 2015
Re: Annual Report from Curriculum Policies Committee for Academic Year 2014-2015

Below please find the Annual Report from the Curriculum Policies Committee for the academic year 2014-2015.

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, who assisted in getting proposals ready for "prime time". Reza Peigahi has been of tremendous assistance to me in preparing for proposal presentations to the Faculty Senate. I have enjoyed serving as CPC chair this year and look forward to continuing my work as chair next year. If you have any questions or concerns regarding the report below, please do not hesitate to contact me at fellb@csus.edu

Curriculum Policies Committee
Annual Report 2014-2015
Prepared by Ben Fell, Chair
May 11, 2015

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
2014-2015 academic year are in Appendix A.

Voting Members:

Ben Amata, Library (LIB) [Spring 2015]
Brian Baldus, Marketing and Supply Chain Management (CBA)
Stephanie Biagetti, Teacher Education (EDUC)
Chloe Burke, History (A&L) [on leave during 2014-2015]
Ben Fell, Civil Engineering, CHAIR (ECS)
Brett Holland, Biological Sciences (NSM)
John Ingram, Mathematics and Statistics (NSM)
Dan Melzer, English (A&L)
Caio Miguel, Psychology (SSIS)
Liam Murphy, Anthropology (SSIS) [sabbatical Spring 2015]
Katherine Pinch, Recreation Parks and Tourism (HHS)

Non-Voting Members:

Adriana Bolds (Associated Students, Inc.)
Adrienne Currington (University Staff Assembly)
Vivian Llamas Green (Associate Registrar)
Sheree Meyer (Dean for Undergraduate Studies)
Chevelle Newsome (Dean of Graduate Studies)

Table 1: CPC Meeting Dates for Academic Year 2014-2015

Fall	Spring
October 10	February 3
October 21	February 17
November 4	March 3
November 18	March 17
December 2	April 21
	May 5

  **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 2014-2015. 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 Senate Office, Academic Policies Committee (APC), 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

Source	*Title*	*Action*
R&W Subcommittee	Writing Intensive Guidelines, Revision Of	Referred to GE/GRPC
R&W Subcommittee	Graduation Writing Assessment Requirement (Undergraduates), Revision Of	Referred to GE/GRPC
Senate Office	Curriculum Policies Committee Charge and Membership, Revision of **FS 11-12/100/SEL**	Senate Approved 11/20/14 President Approval NA
Senate Office	Curriculum Subcommittee Standing Rules, Amendment of **AS 96-87**	Senate Approved 2/5/15 President Approval NA
Senate Office	Council on Preparation of School Personnel Subcommittee Standing Rules, Revision of **FSC00050**	Senate Approved 3/12/15 President Approval NA
Senate Office	Program Review Oversight Committee Standing Rules Revision of **FS 03-57**	Senate Approved 3/19/15 President Approval NA
Academic Policies Committee	Modification In and Deletion of Existing Programs, Amendment Of **FS 14/15-132/CPC/EX**	Senate Approved 5/7/15 President Approved X/X/XX
Academic Policies Committee	Undergraduate and Graduate Degree Programs Policy, Amendment Of **FS 14/15-133/CPC/EX**	Senate Approved 5/7/15 President Approved X/X/XX
Academic Affairs (Dean of UG studies)	Program for Special Minor Policy, Amendment of **FSP00030.htm**	Currently on First Reading
Curriculum Subcommittee	Modification In and Deletion of Existing Programs, Amendment Of **FS 14/15-XXX/CPC/EX**	Currently being prepared for Executive Committee

III.   Carry-Over Items for AY 2015-2016

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 2015-2016 academic year.

Comprehensive Writing Proposal: In the Fall 2014, CPC referred the two policies listed in Table 2 to GE/GRPC. Due to concerns of resource issues to deliver the university writing program, CPC asked Reading & Writing to prepare a report for CPC to review. Chair Melzer informed CPC this report will be given to CPC in Fall 2015.

Revisions to Course/Program Proposal Forms A and B: Deans Meyer and Newsome continue to work on proposed changes to Forms A and B.

Supplemental instruction proposal: CPC reported consistencies with supplemental instruction courses to APC through a memorandum. In turn, APC asked CPC to create a policy defining a supplemental instruction course. This policy is currently drafted, but has not been discussed in CPC.

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 2014-2015 (x = did not attend)

	Fall 2014					Spring 2015					
	10/10	10/21	11/4	11/18	12/2	2/3	2/17	3/3	3/17	4/21	5/5
Voting Members											
Ben Amata	x										
Brian Baldus*											
Stephanie Biagetti				x			x		x	x	
Chloe Burke**											
Ben Fell											
Brett Holland				x				x	x	x	x
John Ingram								x			
Dan Melzer									x		
Caio Miguel		x			x		x		x	x	x
Liam Murphy#					x						
Katherine Pinch											
Non-Voting Members											
Tucker Caruso					x						
Adriana Bolds											
Adrienne Currington		x	x					x	x	x	x
Vivian Llamas Green		x	x	x	x	x	x	x	x	x	x
Sheree Meyer					x						
Chevelle Newsome		x		x	x	x	x		x		

* Voting member Spring (joined in Spring)
** On leave 2014-2015
# Voting member Fall; on sabbatical in Spring