

**CURRICULUM POLICIES COMMITTEE**  
**MINUTES OF THE MEETING OF FEBRUARY 19, 2019**  
*Approved 3/5/2019*

**CALL TO ORDER:**

The Chair called the meeting to order at 1:40 pm.

**ROLL CALL:**

Roll was taken. Kelly, Katherine, Chair (Nursing, HHS); Burke, Chloe (History, A&L); Graham, Sarah (Graduate & Professional Studies in Education, Edu); McDonald, Kelly (Biological Sciences, NSM); Eric Lin (College of Business Administration); Amy Liu (Sociology, SSIS); Melissa McTernan, (Psychology, SSIS); Merrifield, Emily (Library, LIB); Miller, Rachel (Art, A&L); Pan, Ravin (Undergraduate Studies in Education, Edu); Theodorides, Harry (Kinesiology & Health Science, HHS); Zabihian, Farshid (Mechanical Engineering, ECS)

**Absent:**

Non-Voting/Ex-Officio Members: Newsome, Chevelle (Office Academic Affairs, Dean of Graduate Studies), Jim German (Office of Academic Affairs, Dean of Undergraduate Studies); **Absent:** Anna Keck (University Staff Assembly);

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**GUESTS:** David Gibbs Collection Management, Library

**APPROVAL OF THE AGENDA:** Approved unanimously

**APPROVAL OF THE MINUTES OF FEBRUARY 5:** (Graham/Theodorides) Approved

**Open Forum:** nothing offered

**Agenda Items:**

**a. Liaison Reports**

- i) **Academic Program Review Oversight Committee – Amy Liu** – request to place Amy Wallace and Jeff Brodd on the March 4 agenda for CPC
- ii) **Council on Preparation of School Personnel - vacant**
- iii) **Curriculum Subcommittee** – deferred

**b) Informational Items**

- i) **Report from Senate Executive Committee** – deferred
- ii) **Graduate Dean (Newsome)**- deferred
- iii) **Report from the Undergraduate Dean (German)**-deferred

- c) **Library Consultation for new program: Report from** -David Gibbs, Collection Management Services for the Library: The Library needs to sign off on new programs in order to assure the appropriate resources for the program. Intent is that this is an opportunity to ensure adequate resources. David is seeking information on the best way for new programs to be reviewed by the Library. Amy Wallace (AVP for Academic



# SACRAMENTO STATE

Faculty Senate

Excellence) supports this issue and asks that the Library have input into new programs. Chevelle Newsome relayed that historically, when new programs are considered by the Curriculum SubCommittee, the Department Chairs are made aware of the program and offered a chance to weigh in at the meeting. There are 2 questions in workflow (Course Leaf) related to resources needed from the Library to support the program. Discussion ensued relative to adding a prompt to consult with the Library before the submission to the Curriculum SubCommittee. InterLibrary Loan resources seem to be most prevalent in the STEM fields. The most recent Audiology Program that was approved did consult with the library. Discussion ensued regarding whether this procedure is adequate. Before a program goes to the Chancellor's Office, a Library Consult is required. Consider a presentation to the Faculty Senate regarding the Library and its services. Kitty Kelly will approach the Faculty Senate Chair and Analyst regarding this scheduling.

- d) **Service Learning Policy** – Dana Kivel- Dana presented answers to the questions the CPC posed related to the Service Learning Policy, the term CRC changed to Curriculum SubCommittee. The memo of understanding from the Provost states that all Service Learning courses will be developed in consultation with the consultation of the Community Engagement Center (CEC) prior to being reviewed by the Curriculum SubCommittee. Using the Workflow, can there be a way to designate a course as Service Learning such that it goes to the CEC prior to going to Curriculum Sub Committee. The CEC review should be requested at the department level and then review to the department so that the Course Proposal goes to Curriculum Sub Committee with the CEC consult. Learning outcomes were removed as they need to be updated frequently and the policy may hinder and delay this process.
- e) **Supplemental Instruction:** deferred for time

**ADJOURNMENT:** The meeting was adjourned at: 2:55