

**CURRICULUM POLICIES COMMITTEE**  
**MINUTES OF THE MEETING OF MARCH 5, 2019**  
*Approved: April 2, 2019*

**CALL TO ORDER:**

The Chair called the meeting to order at 1:34 pm

**ROLL CALL:**

Roll was taken.

Voting Members: Kelly, Katherine, Chair (Nursing, HHS); Burke, Chloe (History, A&L); Graham, Sarah (Graduate & Professional Studies in Education, Edu); Lin, Eric (Finance, Entrepreneurship & Strategy, CBA) Absent; Liu, Amy (Sociology, SSIS); McDonald, Kelly (Biological Sciences, NSM) absent; 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); Zabihiyan, Farshid (Mechanical Engineering, ECS)

Non-Voting/Ex-Officio Members: [List alphabetically by last name. Note after member's name if absent with (absent).] Peigahi, Antonia (absent) (Faculty Senate Chair); Keck, Anna (University Staff Assembly); German, James (Office of Academic Affairs); Llamas-Green, Vivian (Office of the University Registrar); Newsome, Chevelle (Office Academic Affairs, Dean of Graduate Studies)

---

**GUESTS:** Amy Wallace AVP Academic Excellence and Jeff Brodd APROC

**APPROVAL OF THE AGENDA:** Approved

- 1. APPROVAL OF THE MINUTES OF FEBRUARY 19, WITH TWO CHANGES: change to Service Learning: Motion to amend the section addressing the CEC consultation prior to course proposal going to Curriculum Sub Committee. Motion by Theodorides/ Liu Motion carried unanimously. Add David Gibbs to attendance.**

**Agenda Items:**

**a. Liaison Reports**

- i) Academic Program Review Oversight Committee:** Amy Wallace: The Office Academic Excellence is working toward meaningful program review.
  1. The goal is to fundamentally change the process to make it more program centered and more reflective.



# SACRAMENTO STATE

Faculty Senate

2. Another goal is to establish clear timelines and pathways for getting processes completed as well as establish pathways for making change and identifying successes.
  3. The end product will be an action plan put together in conjunction with dean and faculty.
  4. Jeff Brodd – APROC in partnership with Amy Wallace has made revisions to processes. This revisions include the addition of MOU/ action plan as part of the program review report which is approved by APROC then sent to Senate for comment (not approval).
  5. Current process includes an external consultant report along with department report; the concern is that they may not agree. This is not a common practice across the CSU system.
  6. Revisions aim to place more significance in the hands of the 2 external consultants. Facilitating the external review and moving it forward to a standing committee (like CPC).
  7. The objective is to produce the MOU/ action plan at the end. The Dean and Office of Provost are to make sure that real change occurs as a result of the report and based on the MOU/Action plan.
  8. The policy is fundamentally different at this point as it changes the process, the committee and the product. It will be necessary to implement a new policy and to strike the old policy in its entirety.
  9. The Office of Academic Affairs will be stronger and have very specific oversight responsibilities.
  10. One aim is to remove the clerical work from the faculty. Works toward the professionalization of the Senate Subcommittees. Difficult to get people involved in program review.
  11. Envisioned as a subcommittee of CPC, but functioning more like a standing committee. Currently constituted by chairs of other program review committees. Need to be able to get a representative consistent body. Include in the preference poll.
  12. Amy Liu will continue to serve as liaison to APROC. Committee will review and discuss at the next CPC meeting.
- i) **Council on Preparation of School Personnel** – liaison position currently vacant
  - ii) **Curriculum Subcommittee** – Theodorides: the committee was in the middle of review and had a fire alarm, so no further review. Attachments in pdf format: Consultations were made regarding this, some documents cannot be converted to pdf from certain departments.
- b) **Informational Items**
- i) **Report from Senate Executive Committee** –
    - (1) **Policy on Policies and pdf formats for curriculum sub committee**
    - (2) Name change for Health Sciences – Informational item for Senate. Consultation described. Agendizes as a first reading item. March 7<sup>th</sup> item.
    - (3) CBA new organizational structure – previously came before the Senate. Needs to be scheduled in Faculty Senate. Motion to place as a first reading item – March 7<sup>th</sup>. Dean of CBA to speak to the item.



# SACRAMENTO STATE

Faculty Senate

- ii) **Report from Graduate Dean** – Graduate student appreciation week – April 2-5
  - iii) **Report from Undergraduate Dean** – Continuing registration for UG students, also project for early start for Category 4 students required to do a summer program in math or English. Plan in works for a series of 2 week courses in math, English and study skills. Faculty feedback regarding study skills is invited.
  - iv) **FPC/CPC Workgroup (Kelly)** has not met yet
  - c) **Service learning – revised policy (attachment)** - – Final version from Dana Kivel. Learning outcomes removed, review of statements that are consistent with the motions to the minutes. Discussion regarding the review of agencies and student evaluations of the agencies. Motion to advance Service learning to senate exec 3/26. Approved with 1 abstention
  - d) **eLearning Policy update – (attachment)** comparison with EO. No conflicts noted. Amie is part of a QM implementation process and would like to review e Learning policy to determine any conflicts. QM Mentors Workgroup as part of CTL. Quick turnaround for CTL and review on 4/2 meeting. Then advance to Senate Exec.
  - e) **Policy on Policies (attachment)** deferred
- 2) **Adjournment**

**ADJOURNMENT:** The meeting was adjourned at: 2:54