Curriculum Policies Committee 2015-2016
1:30 – 2:50 PM
Sacramento Hall 161

Minutes for Tuesday, October 6, 2015

Approved: October 20, 2015

Present: Ben Amata (Vice Chair) (LIB); Brian Baldus (CBA); Adriana Bolds (Student Engagement & Success), Chloe Burke (AHL); Katherine Chalmers (SSIS); Tim E. Croisdale (HHS); Carolyn Gibbs (A&L); John Ingram (NSM); Mia Kagianas (ASI Director of Undeclared), Liam Murphy (SSIS); Anna Keck (University Staff Assembly); Chris Saenz (ASI)

Absent: Fell, Benjamin (Chair) (CE), Stephani Biagetti (EDUC); Vivian Llamas Green (Associate Register); Sheree Meyer (Dean for Undergraduate Studies); Chevelle Newsome (Dean of Graduate Studies);

Visitor: Julian Heather (Chair of GCSP)

1. Minutes (September 15, 2015 were unavailable for approval; will be available at the October 21, 2015 meeting.

2. Information Items
   a. Faculty Senate and Senate Executive Committee Update (Chair Fell distributed by email).
      - Policy passed for the "Assigned Time for Exceptional Levels of Service to Students".
      - Policy passed for the "Exceptional Assigned Time Subcommittee Standing Rules".
      - Policy passed for the "Student Grade Appeal Process".

   b. Report from Graduate Dean – Chevelle Newsome
      None
   c. Report from Dean for Undergraduate Studies – Sheree Meyer
      None
   d. Liaison Reports from Writing & Reading, CPSP, APROC and Curriculum Subcommittees.
      None.

3. Discussion Items
    a. Old business
        • **e-Learning policy revisions & e-learning endorsement form**
          GCSP reviewed the policy and *e-learning endorsement form* and wasn't clear
          if the form was certifying the course or the instructor. CPC understood it is
          certifying the course and therefore language needs to be clearer. The quality
          assurance for online courses isn't clear enough and President Nelsen wants it
          in place.

          There was discussion that all the information required on page 2 will require a
          considerable amount of compiling. It was stated that this was required by the
          Chancellor's Office. There was a discussion about if there was a better place
          to collect.

          There was concern expressed about question 8 pertaining to academic
          dishonesty. It should be required for all courses not just online.
          Recommendation to fold it into question 9. It was recommended CPC take up
          the issue of overall academic dishonesty and curriculum at a later date –
          perhaps in a joint discussion with APC.

          There was a discussion concerning the overall approval process and the form.
          It was suggested that a flow chart for the approval process might better clarify
          this form and the overall process. There were different interpretations of
          when the form would be submitted in Policy section 1.9: **Each semester
          Academic Affairs will verify that a department endorsement form has
          been completed for each hybrid or online course. The endorsement form
          should be submitted since the most recent e-Learning policy update**. CPC
          recommended that the language concerning the form and submission needs
          clarification.

          **Action: CPC found that the policy and form are not ready and need
          further work concerning the issues raised in the discussion.**

        • **Supplemental Instruction Policy**
           Postponed until the next meeting.