

**CURRICULUM POLICIES COMMITTEE**  
**MINUTES OF THE MEETING OF NOVEMBER 7, 2017**

*Approved: November 21, 2017*

**CALL TO ORDER:** The Chair called the meeting to order at 1:31.

**ROLL CALL:**

Voting Members: Stephanie Biagetti (Teacher Education, EDU); Chloe Burke (History, A&L); Tim Croisdale (Criminal Justice, HHS); Sarah Graham (Grad/Professional Studies, EDU); Katherine Kelly (Nursing, HHS); Eric Lin (Finance, CBA); Kelly McDonald (Biological Sciences); Melissa McTernan (Psychology, SSIS); Emily Merrifield (Library); Liam Murphy, Chair (Anthropology, SSIS); Farshid Zabihian (Mechanical Engineering, ECS);

Non-Voting/Ex-Officio Members: Anna Keck (University Staff Assembly); Chevelle Newsome (Undergraduate & Grad Studies).

**GUESTS:** None

**APPROVAL OF THE AGENDA:** Approved; no changes.

**APPROVAL OF THE MINUTES OF OCTOBER 17, 2017:** Approved by vote on motion by Murphy, 2<sup>nd</sup> by K. Kelly.

**Agenda Items**

**Information Items:**

- Report from Senate Executive Committee Report (Murphy): Senate Executive Committee requesting 2 volunteers from CPC for a workgroup looking at differences between lower and upper-division definition for courses.
- Report from Graduate/Undergraduate Dean (Newsome): vendor acknowledges that they will not meet the January launch date for the curriculum workflow. Now planned to launch for Fall semester. Colleges will continue to use paper forms in the meantime.
- Report from Curriculum Subcommittee (Burke): lots of reviews as normal; no policy issues.
- Report from CPSP (Biagetti): meeting tomorrow, Nov 8.
- Report from APROC (Kelly): Not yet contacted; no meeting yet.

**New Business:**

- lower vs. upper-division course definition workgroup: Volunteer needed as discussed under Chair's Information Items. Kitty Kelly, Kelly McDonald, and Anna Keck volunteered for consideration of appointment to working group.



# SACRAMENTO STATE

Faculty Senate

- substantive/non-substantive program changes referral: For considering when a modification to an existing program is substantial or non-substantial, a definition should be developed and recommended for inclusion in instructions to faculty submitting a Form B. Discussion concluded with referral to Curriculum Sub-Committee for input.

## **Old Business:**

- Status of Honors Curriculum policy: Workgroup has reviewed and developed a draft Honor's Policy and related issues regarding representation of under-represented students. Items that were considered include:
  - General Student Population: 30% is under-represented students.
  - Honors Courses/program student population: 20% is under-represented students.
  - Consultation with and feedback from: Biology, Philosophy, GE Honors, Business, Chemistry.
  - Suggestion from Business that Honors curricula should be consistent with university's mission and goals.
  - Outcomes and data gathering should be routinely reported.
  - Appropriate designation (ex: HR/Hon) can be determined by Academic Affairs.

Policy drafted by working group considered for submission to Executive Committee: Motion by K. Kelly, 2<sup>nd</sup> by Zabihian. Passed. (Abstention: Burke).

**ADJOURNMENT:** The meeting was adjourned at: 2:50 pm.

## **Remaining 2017-2018 meeting dates:**

November 21

December 5

February 6 & 20;

March 6

April 3 & 17

May 1.