

**COE Curriculum Committee**  
**Wednesday, September 23, 2015: Minutes**

**Minutes recorded by:** Karen Cadiero-Kaplan, Co-Chair

**Present:** Andre Branch (TE), Laura, Diana Camilo, Cynthia Uline, Karen Cadiero-Kaplan, Sascha Longstreth (Co-Chairs) (Trish Hatch called in from CSP for item overview)

**Introductions and Welcome**

**1. Review & Approval of Previous Meeting Minutes**

Laura 1<sup>st</sup> Cynthia 2<sup>nd</sup> - all approve the minutes, all in agreement

**2. Review & Approval of Agenda**

Andre moves to approve Cynthia second and all in favor agreed.

**Karen moved and** proposal to revise agenda to move program proposals with course proposals. Laura 2<sup>nd</sup> to revise agenda to move programs above the courses, all in agreement.

**3. CSP Proposals Reviewed:**

**Introductory Certificate in College and Career Readiness for Underrepresented Populations P-16 (NEW)**

- CSP 0201 Introduction to Postsecondary Options for Underrepresented Students (NEW)
- CSP 0202 Introduction to the College Application Process (NEW)
- CSP 0304 Career Development and Postsecondary Options (NEW)

The committee reviewed the two CSP Certificate programs, Trish Hatch called in to provide an overview of the two programs. In her presentation she noted that she reached out to Compact for Success and others who have a need for training of students who are undergraduates that are advising high school youth. The certificate can create a pipeline into school counseling. She also met with Social Justice minor program to be sure that the minor program can utilize units from this certificate.

Input from Committee:

- For each course include the justification for each course related to the certificate program.
- For each course syllabus, have the purpose and scope match the course rather than the “justification”.
- Assessment Plan was not included; need to add the assessment plan to the document.
- Missing #25 need to specify “Unit” column (a-i)

**Advanced Certificate in College and Career Readiness P-16 for Underrepresented Populations P-16 (NEW)**

- CSP 0901 Advanced Studies in Postsecondary Options for Underrepresented (NEW)
- CSP 0902 Advanced Studies in the College Application Process (NEW)
- CSP 0903 Advanced Studies in Postsecondary Funding Options (NEW)
- CSP 0904 Advanced Studies in Career Development (NEW)

Input from Committee:

- Make change to course to make 500 or 600 level for graduate level credit since 900 is not graduate level credit.
- In advanced proposal there was no information for “new program” need to mirror the language from the Undergrad program “employ xx undergraduate) to put similar language into the need for “data for need how many graduate students are in the field” level certificate.
- Very beginning of the form “program description” etc. are blank need to be sure they are included on the final document.

**Action:** Cynthia moved to approve CSP proposals reviewed today with 2<sup>nd</sup> by suggested revisions as reflected in the notes. Final revisions will be reviewed by Karen & Sascha before approval; Marj 2<sup>nd</sup> All voted in favor.

#### 4. CFD Proposals Reviewed

- CFD 0670A Seminar in Human Development Theories-Attachment and Affect Regulation in Young Children (MODIFIED)
- CFD 0670B Seminar in Human Development Theories-Intervention and Prevention Lifespan Approach (MODIFIED)
- CFD 0671B Supporting Early Childhood Mental Health- Counseling and Psychotherapeutic Theories and Techniques for Children and Families (NEW)

Sascha gave overview of the certificate, the Chair worked with Greg in the summer to get the certificate moved, the certificate is already approved and moved forward these are the last three classes.

Input: Add A & B to syllabi, add SLOs to the CurriNET  
 670A title on syllabus did not match in CurriNET  
 both 670B & 671B need staffing formula for 3-unit course  
 add sentence to 670A “increasing to 6 units” this is the first in a sequence.  
 Add some mention of the license on the syllabi since it is in the justification.  
 Upload syllabus for 671B.

**Action:** Cynthia moved to approve CFD proposals reviewed today with suggested revisions as reflected in the notes. Final revisions will be reviewed by Karen & Sascha before approval on CurricuNet; Laura 2<sup>nd</sup> All voted in favor.

#### 5. **English Language Development for Academic Literacy**

**Karen noted that this proposal was approved previously** (as noted on CurriNET documents, but was not approved “electronically”. Since this item was approved in Spring 2015 was no need to put before committee

for another approval, was technical for upload only.

6. **Next Meeting – Monday, October 5, 2015 12:00-1:30**

Proposal Due for Approval by Department Chair: Monday, September 28, 2015

Discussed possibility of changing meeting in October, let's determine that if we do not have proposals we will not meet. Sascha and Karen will send an update if the committee will not meet in October, will be dependent on departments submitting by the deadline above.

7. **Meeting Adjourned:** Motion to adjourn, Karen; 2<sup>nd</sup> Andre Branch all in favor.