

College of Education Curriculum Committee

Monday, EB, September 12, 2016

12:00-1:30 p.m A 342

Meeting Minutes

Present: Gerald Monk (CSP), Marj Olney (ARP), Karen Cadiero-Kaplan (chair) (DLE), Cynthia Uline (EDL), Sascha Longstreth (CFD), Andre Branch (TE)

Absent: TBD (SPED)

Meeting Called to order: 12:14 PM

Curriculum matters before the Committee

Introductions and Welcome

Review of Agenda & Minutes: Andre Branch requested to add discussion of Cultural Proficiency Certificate Program proposal submitted by Tanis Stark in May, to today's meeting. Marj moved to approve agenda as posted with this additional item, Cynthia seconded. Karen noted that this proposal was reviewed in May with suggested changes/edits however the minutes from May meeting were not posted, so these minutes will be posted for review and approval at October meeting.

- I. **Review of Curricunet Process for Committee Review:** Karen previewed with committee members a link for tutorial on Curricunet at: <http://arweb.sdsu.edu/es/training/curricunet/>. Encouraged members to share this link with faculty in departments and curriculum committees. The website (link above) provides tutorial for originator and reviewer roles. Review of Curricunet and discussion of what each of us needs to do to prepare for meetings. All committee members should review proposals that will be approved by Department Chairs and on the Agenda for the upcoming meeting, comments will be noted outside of Curricunet and brought to meeting, at meetings each proposal will be discussed and committee members will share comments and suggestions, as a committee all input will be agreed upon and then Chair will input comments into the system. This year we will also request that Proposal Originators be present at meetings to share with committee the proposal and address any questions. This will also make it easier (as we found last year) to give feedback to Proposal Originators for edits, changes, etc.

- II. **Review of Meeting dates for 2016-17:** Reviewed meeting dates posted in the email to committee dated August 19th. Changed the April 3 meeting to April 10 to accommodate Spring Break. Sascha moved to approve, Cynthia seconded. After Sascha left the committee further discussed the need for a possible 2nd meeting in December due to deadlines with University catalog, so all present agreed to revise

December meeting for Dec. 5th to be 12:00-2:00 and add an additional meeting on December 12th 1:00-3:00 p.m.

- For 2016-17 AY Curriculum Committee Meetings will be held 12:00-1:30 in EBA 342 with the exception of December. The following are confirmed dates are as follows:
- **Fall 2016:** October 3, November 7, December 5 and December 12, 2016
- **Spring 2017:** February 6, March 6, April 10, and May 8, 2017

III. **Important Deadlines for SDSU Curriculum Review:** Discussion of the important dates for SDSU Curriculum Review were presented and discussed. The committee developed a timeline for submissions on Curricunet system in order to be able to develop monthly COE Curriculum Meeting Agendas and to ensure timely review of proposals, and approval to meet University deadlines.

- The following proposal submission deadlines will be sent in a memo to COE Department Chairs and Department Curriculum Committee Chairs along with Faculty. The COE Curriculum Committee is requesting that colleagues in our departments to **submit proposals and receive approval by their Department Chairs** as follows:
- Fall 2016 Deadlines for changes to appear in the 2018-2019 Grad Bulletin:
Proposals Submitted and Approved by Departments by:
September 16th for October 3rd meeting;
October 24th for November 7th meeting; and
November 21st for December 5th meeting; NOTE: Dec 12th meeting is to ensure committee has needed time for review if all items cannot be reviewed at December 5th meeting. MOST IMPORTANT: Department Chairs must approve **proposals in Curricunet not later than November 21, 2016 to be in the 2018-19 catalog.**
- Spring 2017 Deadlines for changes to appear in 2019-2020 Grad Bulletin:
Proposals Submitted and Approved by Departments by:
January 23rd for February 6th meeting;
February 20th for March 6th meeting;
March 27th for April 10th; and
April 24th for May 8th meeting.

IV. **Protocol for feedback to Departments from College and University Curriculum Committees:** 1. Review of Curricunet process for Committee Review Discussion on the approval process and what happens when the university committee returns materials to the originator. Chair of the University Committee does notify College Curriculum Committee chairs when proposals need revision but chairs are not notified through Curricunet.

V. **Cultural Proficiency Certificate Program Question:** A committee member was concerned that a course that was approved as part of this program did get proper review or documentation from all departments with similar course content. Karen

shared that the proposal was reviewed and that many changes and additions were requested including letters of support from departments, since May minutes were not available Karen indicated she would follow up on the cultural proficiency course to see if all required approvals were obtained. She will also share draft minutes prior to next meeting and look into status of proposal.

- VI. Action Item: Karen wanted to confirm that new members, Gerald Monk and Yasemin Turan-Qian had access to Curricunet, Gerald sent email to request access and Karen will contact Yasemin to be sure she can review on Curricunet prior to our deadline for September.

Meeting Adjourned @ 1:30 p.m. Gerald moved to adjourn at 1:20. Karen seconded.

Next Meeting – Monday, October 3, 2016 12:00-1:30 PM