

**Curriculum Policies Committee 2016-2017**  
**1:30 – 2:50 PM**  
**Sacramento Hall 161**

**Minutes for Tuesday, September 6, 2016**

**Approved: September 20, 2016**

**Attending:** Baldus, Biagetti, Burke, Chalmers, Croisdale, Fell, Keck, Lin, Murphy (Chair), Newsome.

**Absent:** Amata, Ingram, Liu, Julian, Llamas Green, Meyer.

**Guests:** None.

1. Information Items

- a. Welcome members and new members; 2 vacant ASI seats. Murphy to follow up with Kathy Garcia to request student representatives.
- b. Faculty Senate and Senate Executive Committee Update  
Faculty Senate will be discussing a change to become an Academic Senate.  
Failed Provost search over the summer. A search for a new Vice-Provost will commence this year.  
Senate Chair Julian has requested that all Senate Standing Committees use a informational form so the Executive is aware of actions and topics discussed in committee meetings.
- c. Report from Graduate/Undergraduate Dean Newsome.  
Curriculum workflow project continuing this year; the workgroup will be seeking input from committees and representatives of committees to serve on a subcommittee. The new catalogue working team is planning to launch the new catalogue in late January with a full out launch in April prior to Fall enrollment.  
The workflow team will start work at the beginning of Spring semester with workflow demos and a goal of launching in Fall 2017.  
Due to workgroup activities and expected demos and launches, the deadline for forms to be submitted in order to improve the 2017 catalogue is November 8, 2016.

2. Vice-Chair and Liaison appointments.

- a. Vice Chair: Vote in favor of motion by Fell and second by Biagetti, for Croisdale to serve as Vice-Chair for 2016-17 AY.
- b. Curriculum Subcommittee. Fell is liaison.
- c. Council of Preparation of School Personnel Subcommittee (CPSP). Biagetti is liaison.
- d. Academic Program Review Oversight Committee (APROC). Amata is liaison.

3. Discussion Items

- a. Old business:
  - i. E-learning policy is complete but still needs first reading in Senate.
  - ii. Supplemental course policy still not at Senate for consideration.

iii. Timely declaration of major: was in front of Senate; Chair Murphy to follow-up with Senate Chair for further information.

b. New business:

i. Executive Order 1071:

Chancellor's Office has invited campus to comment. Sac State is not in compliance with federal code regarding the use of CIP codes; a single CIP code no longer covers all possibilities programs offer and 50% or more of offerings must be in the core. Feedback is due to the Executive Committee by September 12. Fell suggests that perhaps the CPC make a recommendation that programs incorporate the changes to be in compliance in their upcoming reviews. Fell also suggested aligning policy with Integrated Post-Secondary Education Data System (IPEDS) standards/requirements. Fell further suggests that when programs submit Form B to come into compliance (only 1071 compliance changes), those forms are reviewed by CPC rather than the Curriculum Subcommittee. Dean Newsome reported that reviews are now through programs beginning with "C" and her office has only found 2 programs affected who would need to submit Form B.

ii. Campus Assessment Policy:

Need draft of update 1994 policy by end of Fall semester. Chair Murphy convened an ad-hoc assessment committee to: 1) review minutes of stakeholder's identified areas of improvement to create a comprehensive list of areas; 2) look at other CSU campus policies on assessment; 3) draft new policy. Ad-hoc committee will be comprised of Amata, Croisdale, and Murphy. The committee will determine if the policy needs a tweak or an overhaul and should focus on undergraduate education. Dean Newsome recommended a university-wide approach to assessment that includes both undergraduate and graduate assessment. Fell questioned whether Faculty Senate subcommittees or Academic Affairs should lead assessment. CPC may propose faculty ownership rather than Academic Affairs ownership of assessment. Chair Murphy reported that program reviews trickle in; he will follow-up to see what happens with them.

iii. Curriculum program:

Amata, Biagetti, and Fell to serve and give input to Dean Newsome's workgroups. They will review policy questions as they arise. Will review guidelines for curriculum review forms. Will also examine current policy to make sure the new workflow and curriculum projects are consistent with those policies.

iv. Agenda items:

Chair Murphy requested items that should be considered by CPC this AY.

4. 2016-2017 meeting dates

Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6  
Feb 7, Feb 21, Mar 7, Apr 4, Apr 18, May 2