

**2012-13 FACULTY SENATE
CURRICULUM POLICIES COMMITTEE
MINUTES**

Approved: *October 02, 2012*

September 18, 2012

Members Present: B. Amata (Vice Chair), S. Biagetti (Chair), B. Fell, B. Holland, J. Judge, V. Llamas Green, D. Melzer, S. Meyer, B. Michael, C. Newsome.

Members Absent: D. Baker (excused), D. Lang, V. Margoniner (excused), B. Russell (excused).

Called to Order at 1:34 p.m.

I. Information Items:

- a. Chair Biagetti discussed briefly the pre-written liaison reports on specific subcommittees that report to CPC.
 - Kath reported that the Curriculum Subcommittee met and has a dilemma regarding a new proposed course, EDTE5. The conflict is between Teacher Ed. and Communication Studies.
- b. Chair Biagetti updated CPC members on Senate and Exec. Committee discussions and actions. She mentioned that the Program Impaction's timeline will need to be clarified and that there is a Program Impaction moratorium currently being proposed.
- c. Dean Chevelle Newsome had nothing new to report from Graduate Studies.
- d. Associate Dean Sheree Meyer updated CPC members on:
 - SP 1440 (the transfer agreements between the community colleges and Sac State). Apparently Journalism and Geography were recently approved.
 - Pre-majors problems still need to be addressed.
 - A recommendation came from the Chancellor's Office to eliminate nine units of Upper Division GE units and adjust Title 5 language accordingly. However, the Trustees have since revised this as an informational item to take a more global look at those degrees and concentrations that require 121-129 and 131 and above units. Major units and requirements will also need to be evaluated and program changes and exceptions must be sent to the Chancellor's Office no later than January 2013. The deadline to submit changes to 121-129 unit major requirements to the Chancellor's Office is March 2013, in order that these changes can appear in the 2013-14 catalog.

II. Action Items

- a. The September 18th agenda was approved as written. MSC
- b. The Committee approved minutes from the September 4, 2012 meeting. MSC
- c. Motions:

CPC moves to approve the "Amendment of the policy for new course proposals and the guiding principles for the course and program approval process" as amended.
MSC.

CPC moves to approve the "Amendment of the policy for degree programs" as amended.
MSC.

III. Discussion Items:

- a. A discussion of the "Amendment of the policy for new course proposals and of the guiding principles for the course and program approval process" took place. Members agreed that a course could remain in inactivity for up to five years, but would be removed from the catalog after three years. Additionally, departments could request a suspension of a course, by completing a form, currently being developed for such cases. Other minor

changes were suggested and Chair Biagetti agreed to edit the document and circulate it to committee members for final approval.

- b. A discussion and review of the “Amendment of the policy for degree programs” transmittal document took place. Minor revisions were suggested. Chair Biagetti agreed to make the changes and to send the final version to committee members.

IV. Old Business: Credit hour definition and next steps:

- a. Chair Biagetti began working on a table.
- b. Vivian agreed to schedule a meeting with Dennis Geyer, Chair Biagetti and Vivian to review the first table of descriptions, student time in and out of class, from the perspective of the students.
- c. The committee decided that monitoring the system can be written in the policy. Discussing the possibility of adding a couple of questions to faculty evaluations was discussed at length. Hopefully by adding questions to the currently administered course evaluations, one could determine the length of time students spend both inside and outside of class. It was pointed out that apparently each department determines their own evaluation questions on faculty evaluations. Dean Newsome agreed to speak with JP Bayard about possibly setting up a pilot survey through SacCT asking specific questions regarding the time spent both inside and outside of class that students spend on specific courses, at the time the faculty evaluation is administered. Chair Biagetti will speak with David Lang to request input regarding possible questions.

V. Future Business Items:

- a. Timely Declaration of Major
- b. Technology White paper
- c. Course Classifications

CPC will meet again Tuesday, October 2 at 1:30 p.m. in Sacramento Hall 275.

Meeting adjourned at 2:48 p.m.

Bonnie Smith, Senate Office Staff