Minutesfor Curriculum Affairs Policy Committee (CAPC)

Friday, December 4th, 2-3:15

Location: A&S 116

**Present**: Angel Abney, Ben Davis, Kim Cossey, Josie Doss, Cara Meade Smith, Joanne Previts, Patrick Simmons, Shaundra Walker, James Winchester,

**Guests**: Sam Mutiti, Dean Joseph Peters,

**Regret**s: Kay Anderson, Nicole Declouette, Juan Ling

**Absent**: Amy Sumpter

1. Approval of Agenda: **approved**
2. Approval of Minutes: **approved**
3. Informational Items (Circulated Via Email, Review in Committee): **NO ACTION NEEDED**
	1. GC2Y Courses approved by SOCC
		1. The Culture and Civilization of France: From Antiquity to the Revolution of 1789
		2. Crimes Against Humanity
	2. Policy Manual Update from Graduate Council
	3. MED in Educational Leadership—This proposal is a modification of an existing program so it is an informational item from Graduate Council.
4. Action Items (Committee Discussion and Vote/Decision of)
	1. **Sam Mutiti**: On behalf of APC, Sam shared current operating procedures for how CAPC operates with the Graduate Council and asked for suggestions regarding any needed modifications. CAPC members agreed that current procedures in the New Program Proposals Document are effective, and do not see the need for any changes. The procedures read:
		1. **Graduate Program Proposals**
		2. The procedures described for undergraduate programs shall be followed. Full Formal Proposals shall then be sent to the dean, and if approved, the dean will submit it to the Graduate Council. Following review, the proposal will be submitted to the Curriculum, Assessment, and Policy Committee, with a copy to the Chief Academic Officer (including the Academic Affairs Office Staff) and to the chair of the Executive Committee of the University Senate.
	2. **Dean Peters:** Trying to get rid low enrollment programs; taking existing programs and include them into this one program (M.Ed. in C&I). Both programs would be entirely on-line.
		1. MED in C&I—New Program
		2. EDS in Teacher Leadership—New Program
	3. Voting:
5. MED in C&I: **approved**
6. EDS in Teacher Leadership: **approved**
	1. Discussion pertaining to Nurse Educator Certificate. Critical shortage of Nurse Educators and Nurse Educators must have 18 graduate credit hours in order to teach.
		1. Voting: **approved**
	2. Discussion about post MSN Psychiatric Mental Health Nurse Practitioner Certificate. There also exists a critical shortage of Mental Health nurses. Two options to earn the certificate, based on their previous nursing programs.
		1. Voting: **approved**
	3. Discussion of Operating Procedures and develop language for new procedures for circulating information items.
		1. Add language to “5. Communication” section of CAPC Operating Procedures: “deliberation on information items is deferred to e-mail conversations unless a committee member recommends face-to-face meetings.”
		2. Voting to approve the addition to CAPC Operating Procedures: **approved**
7. SOCC Report: none
8. Members Reports: none
9. New business: none
10. Adjourned at 3:04 pm