MINUTES OF MEETING: November 11, 2002

PRESENT: D. Connors, A. Gonzalez, A. Huarng, V. Kehm, N. Koch, B. Krilowicz, R. Morales, S. Nickolaisen
R. Salinas, R. Shackelford, Q. Wu


1. **Announcements**
   1.1 A. Gonzalez announced that an on campus search has been initiated for the Director of the Academic Advisement Center.
   1.2 A. Gonzalez announced that there is a search for the Director of the University Writing Center.
   1.3 A. Gonzalez announced that a Request for Proposals for Service Learning has been sent to all faculty.

2. **Intent to Raise Questions**
   B. Krilowicz asked when are faculty going to be trained in Peoplesoft? Why is training for OASIS still continuing? Will OASIS be a backup for PeopleSoft for a limited amount of time?

3. **Liaison Reports**
   **General Education Subcommittee**
   R. Morales reported that GES is continuing the review of the GE Upper Division Themes.

   **Academic Advisement Subcommittee**
   V. Kehm reported that AAS is continuing the discussion on job descriptions for the principal academic advisors. D. Vernon and C. Flint will represent AAS on the ad hoc committee.

   **Undergraduate Studies Subcommittee**
   B. Krilowicz reported that USS reviewed the new certificate, Substance Abuse Treatment Specialist. A. Larson and C. Utterback will represent USS on the ad hoc committee.

   **Executive Committee**
   N. Koch reported that a time certain will be arranged with Provost Lujan to discuss Programs of Distinction (POD’s).

4. **Approval of the Agenda**
   M/s/p to approve as amended.

5. **Approval of the Minutes**
   M/s/p to approve as amended.

6. **Curricular Items**
   6.1 **Actions Reported by the Executive Secretary**
   M/s/p to reflect in the minutes.

   6.2 **Doctor of Education in Educational Administration, EPC 02-05**
   G. Anderson and A. Mori were present as time certain guests to discuss this new program. The following action was taken:
   M/s/p to approve.

   6.3 **New Certificate Program – Substance Abuse Treatment Specialist, EPC 02-06**
   J. Papenhausen, K. Johnson, and A. Hegmin were time certain guests to discuss this new certificate program. The following action was taken:
   M/s/p to approve the new certificate program on a pilot bases for a two-year term. Reconsideration of this certificate on a permanent basis will be based on an assessment and review of the pilot program. The certificate will not be listed in the University Catalog until permanent approval is given.
7. **Degree Program Procedural Handbook, EPC 02-04**
   No action was taken on this item, N. Koch has not received a response from Assistant VPAA, V. Ukpilo.

8. **Representative for the ad hoc Curriculum Development Committee for Service Learning**
   R. Morales will represent EPC.

**ACTIONS REPORTED BY THE EXECUTIVE SECRETARY**

**PROGRAM MODIFICATION**

**BA Afro-American Studies**
Delete options III & IV

**NEW COURSES**

**HS 102 Treatment Skills: Pre-Treatment, Engagement, Screening, Intake and Assessment (4)**
Prerequisite: Completion of first quarter courses in the Substance Abuse Treatment Specialist Certificate Program.
Corequisite: HS 398. Pre-treatment approaches with individuals with substance abuse problems; interviewing and screening skills; diagnostic evaluation.
**Limit: 25**
**Abbr.:** TreatmntSkillsPreTreatmnt  **Offered: x**

**HS 103 Treatment Skills: Problem Identification and Individual Treatment Planning (4)**
Prerequisite: Completion of first quarter courses in the Substance Abuse Treatment Specialists Certificate Program.
Corequisite: HS 398. Strategies and resources to reduce negative effects of substance abuse; interpretation of relevant assessment data; development of individual treatment and recovery plans.
**Limit: 25**
**Abbr.:** TreatmntSkillsPrblmIdent  **Offered: x**

**HS 202 Treatment Skills: Group Work, Referral and Discharge Planning (4)**
Prerequisites: HS 102, 103. Dynamics of therapeutic group process; group facilitation and management skills; utilization of assessment data for treatment and recovery plans; effective discharge and aftercare plans.
**Limit: 25**
**Abbr.:** TreatmntSkillsGrpWrk  **Offered: f**

**HS 203 Documentation and Case Management (4)**
Prerequisites: HS 102, 103. Documentation of observation and other data; effective written communication; conduct of case management activities.
**Limit: 25**
**Abbr.:** Documnttn&CaseManagmt  **Offered: f**

**HS 302 Professional Ethics and Boundaries (4)**
Prerequisites: HS 202, 203. Establishment and maintenance of therapeutic relationships and ethical boundaries; laws regarding professional conduct and codes of ethical behavior transference and counter-transference; professional growth and development.
**Limit: 25**
**Abbr.:** ProfessnlEthics&Boundrs  **Offered: w**

**HS 303 Special Populations in Substance Abuse Treatment Programs (4)**
Prerequisites: HS 202, 203. Examination of unique treatment needs of diverse and special populations, including those from diverse cultural and ethnic backgrounds.
**Limit: 25**
**Abbr.:** SpclPopulInSubstancAbus  **Offered: w**