**Committee on Academic Programs (CAP)**

**Meeting Minutes**

October 11, 2017 | SSB 131 | 1:30-2:50pm

**In attendance:** Ashley Borders, Ivonne Cruz, Keli Steuber Fazio, Matthew Hall, Jennifer Palmgren, Shrey Patel, Dovid Wasserman-Plaza, Steven Schreiner, Paul Wiita, Simona Wright, and Maura Moore (as representative of Records and Registration);

**Excused:** Harriet Hustis; Christopher Wagner

**Absent**: Manish Paliwal

1. **The minutes** of September 27, 2017 were approved.
2. **Steering Input:** Wiita reported on the discussion at Steering last week with respect to clarifications on three charges.
   * + 1. Independent Study: Steering suggested we obtain syllabi of all current Independent Research, Independent Study, Group Study and Group Research Classes as well as any other courses with different, but similar, names in updating and generalizing this policy.
       2. Interdisciplinary Minors: Steering suggested that we obtain Tier 3 testimony, but only from Faculty. CAP agreed that we will also obtain testimony from students, and that some staff (those who advise students) may also have feedback.
       3. Learning Assistants: Steering agreed with our assessment that this should be a Tier 3 charge and suggested that we address what LAs actually do in classes. We were advised not to explicitly address paid Faculty Assistants/Conversation Hour Leaders, but could suggest that a policy be formulated elsewhere for them.
3. **Independent Study:** As this subcommittee was waiting for guidance from Steering, Wiita reported that nothing further had been decided by it and there was general discussion of the next information gathering steps. CAP will obtain from R&R a report of courses offered under any of the codes INR, IND, GPS and RSC for the past two years. CAP will seek initial testimony from relevant Academic Leaders and ask them to provide the general syllabi/contracts for all such classes offered by their Departments/Schools. The subcommittee will come up with specific questions for departmental chairs by CAP’s next meeting.
4. **Learning Assistants:** We are ready to seek Tier 3 testimony for the preliminary policy approved last spring. We will explicitly request testimony about LA’s use of Canvas and grading practices, as well as what LA’s actually do in classes.
5. **Department Honors:** Patel reported that this subcommittee had consulted with some department chairs and then drafted a detailed preliminary recommendation. There was general agreement that each departmental honors policy needed to be clearly spelled out and made transparent. There was less agreement as to the level at which such policies should be approved (Departmental or School) and whether the suggested requirements for the level of evaluation of honors work were too prescriptive and might not be feasible for smaller departments. The subcommittee will come up with a set of questions for departmental chairs about current practice, for review at CAP’s next meeting.
6. **Undergraduates Taking Graduate Courses:** Hall reported that this subcommittee had revised the preliminary proposal created by GPC. It would exclude information on how undergraduates apply to take graduate courses (which is covered in a different policy) from the policy under consideration. Essentially, no more than two graduate courses could count toward both undergraduate and graduate degrees at TCNJ. Individual departments would establish which, if any, courses might be so double-counted. Moore suggested, and it was agreed, that the grade earned could only count toward the undergraduate GPA; it would be listed as T in the graduate transcript. The subcommittee will revise the preliminary policy in accordance with this discussion, for review at CAP’s next meeting.
7. **Advising Assessment:** Steuber Fazio reported for this subcommittee that the NSSE is currently administered by CIE but that only one year’s worth of data was posted and that it was not yet clear if more was available. It was agreed that CIE was the most appropriate office to administer and analyze additional questions related to assessing advising. There was general discussion regarding how detailed any proposed policy on this matter should be, given the length and specificity of the ASSPC report, but no conclusions were reached on this matter. Members of the subcommittee working on this policy will meet with Mosen Auryan before the next CAP meeting.
8. **Study Abroad:** The Global Education Council, which reports to CAP, sent an urgent request that we examine a proposed revised RFP for establishment of such courses, as those proposals for 2019 need to be solicited in the very near future. As discussed by Wright, the crux of the RPF modification is to require that course proposals address risk management and obtain input from the recently established Crisis and Risk Management Working Group. The proposed revised RFP has been agreed to by CGE, GEC, and AA already, so that it would be an interim policy until it went through the full governance process. CAP gave its unanimous imprimatur to this interim policy.
9. **Interdisciplinary Minors:** CAP did not have time to discuss this charge.
10. **Residence Requirements:** CAP did not have time to discuss this new charge to review this old (2005) policy.