**Committee on Academic Programs (CAP)**

**Meeting Minutes**

February 14, 2018 | SSB 131 | 1:30-2:50pm

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

1. **The minutes** of January 24, 2017 were approved.
2. **Residency Requirements:** Slight editorial modifications to the proposed recommended policy were **approved unanimously**.
3. **Minors:** Wagner and Wright presented the recommendations of this subcommittee. Policies of peer and aspirant institutions were examined and the majority of those also included a requirement for upper-level courses in their minors. There was substantial discussion about the proposed text that would allow a waiver of one of two 300/400 level classes for specific minor programs that requested one and whether this would apply to future minors as well as currently non-complaint ones. It was agreed that Interdisciplinary Minors should not have a separate section within the policy, but that they would be referred to within the general definition of Minors. The subcommittee will revise their proposal in light of these comments before CAP sends it out for testimony.
4. **Learning Assistants:** The subcommittee and Borders suggested several additions to the draft policy in light of discussions concerning grading and privacy at the previous full committee meeting. After editorial suggestions from the floor, they were accepted. The Graduate Program Council was notified of the proposed policy and may consider recommending a similar policy be applied to graduate learning assistants, but CAP decided not to wait for their action. **A unanimous vote was made to put the current draft Learning Assistant policy out for Tier 3 testimony**.
5. **Study Abroad:** It was agreed that most of the materials sent by the GEC concerning the study abroad process and timelines were completely under the ambit of the GEC and that they need not go out for testimony and approval. However, the actual RFP will need to go out for Tier 3 testimony. Before doing so, there needs to be consultation with the GEC concerning the origin of the “Travel Companion Policy” section of the RFP. While there was general, but not complete, agreement that this policy made sense, there was a great deal of concern was as to whether this was a matter that was appropriate for CAP (and governance in general) to deal with. Many felt that this might be more appropriately a HR/General Council/AFT issue and before proceeding we need to know if GEC already obtained input from those offices.
6. **Advising Assessment:** Debate continued about whether School-wide or Department-wide aggregation of results was most appropriate. The former would allow for uniform questions and reduce the amount of effort involved but might provide no useful guidance for individual departments and faculty. The latter would allow for tailored questions and probably provide more useful guidance for improving assessment but might lead to invidious comparisons, particularly considering the widely varying advising loads in different departments. There was also discussion on whether it was desirable to allow individual faculty members (but not chairs or deans) to see the assessments of their individual advising, as this option would be likely to provide the most useful feedback. The subcommittee will produce its final recommendation by the next meeting.
7. **Independent/Group Study/Research:** A draft of a proposed policy has been produced by the subcommittee and is available on the Team Drive; however, the meeting had to be adjourned before it could be considered.