

Committee on Academic Programs (CAP)

Meeting Minutes

September 27, 2017 | Trenton Hall 120 | 1:30-2:50pm

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

1. **Committee members** introduced themselves to each other as several members were in attendance for the first time.
2. **Borders announced** that future meetings would be in **SSB 131** unless we were otherwise notified.
3. **The minutes** of April 26, 2017 were approved after correction (remove “Information”)
4. **The minutes** of September 13, 2017 were approved after correction (add “co-”)
5. **Borders presented** our lengthy list of current charges, of which the first 4 are new and the last 2 are continuing. Subcommittees were formed to consider each one. We agreed to use the Google Team Drive to add information and progress reports.
 - (1) **Review of Policy on Independent Study.** Subcommittee: Steuber Fazio, Moore, Paliwal, Schreiner, Wasserman-Plaza, Wiita
 - (2) **Review of Policy on Departmental Honors.** Subcommittee: Hustis, Patel, Wagner
 - (3) **New Policy on Undergraduates Taking Graduate Courses.** Subcommittee: Hall, Palmgren, Schreiner
 - (4) **New Policy on Assessment of Advising:** Subcommittee: Borders, Cruz, Steuber Fazio, Wasserman-Plaza
 - (5) **Revision of Types of Majors and Minors Defined Policy to include a definition of Interdisciplinary Minors:** Subcommittee: Cruz, Wagner, Wright
 - (6) **Policy on Learning Assistants:** Subcommittee: Borders, Hall, Patel, Wiita
6. **General discussion ensued** on the Policy on LAs, which has an approved CAP preliminary recommendation from last year. The differences between LA, TA (not appropriate for TCNJ), Intern and “Faculty Assistant” were clarified, and possible issues about Canvas access and input to grades by LAs and others were recognized. The consensus was that the draft policy was fine to put forward, with advice to be asked from Steering as to the Tier of testimony to be obtained and if a policy on paid FAs was needed and if so, was CAP was the appropriate body for that issue.
7. **The Interdisciplinary Minor** charge was discussed by the committee as a whole. Steering will be asked which Tier of testimony will be required.
8. **All subcommittees met** during the remainder of the meeting time and will give reports on their progress at the next meeting.