**Committee on Academic Programs (CAP)**

**Meeting Minutes**

January 24, 2018 | SSB 131 | 1:30 - 2:50pm

**In Attendance**: Ashley Borders, Maura Moore, Keli Steuber Fazio, Simona Wright, Matthew Hall, Harriet Hustis, Manish Paliwal, Christopher Wagner, Shrey Patel, Dovid Wasserman-Plaza, Ben Cutler, Paul Witta, and Steven Schreiner

**Excused**: Ivonne Cruz, Jennifer Palmgren

1. The minutes of December 13, 2017 were approved.
2. **Residence Requirements Final Policy**: This policy was returned to CAP to incorporate minor edits. Ashley summarized the proposed edits, which were related to consistency of language throughout the document. **All edits were discussed and CAP voted unanimously to approve the revised policy**.
3. **Learning Assistants Policy**: Ashley shared revisions made to the policy based upon feedback drawn from Tier 3 testimony. CAP reviewed the changes and discussed several issues in depth. The first issue related to the inclusion of graduate students in the policy. CAP decided to send this policy to the Graduate Programs Council for further feedback. The second issue related to clarification about the role of Learning Assistants and how this role is different from students paid to enhance the learning of their peers. CAP agreed that because learning assistants have educational outcomes and are assigned grades for their work this warranted a policy defining this new role. Language was added to the policy to further clarify this rationale. The third issue was related to the role of Learning Assistants and feedback provided on student work. There was discussion about how to best protect students in courses where Learning Assistants are present. CAP agreed to revise the policy to include a clear statement that students can request to receive feedback directly from the instructor. CAP also reviewed language related to the roles and responsibilities of the departments when setting up Learning Assistantships. **Revisions will be made to the policy and presented at the next meeting.**
4. **Bachelor Degree Learning Outcomes:** Ashley summarized the proposed new Bachelor Degree Learning Outcomes work done by the Liberal Learning Council (LLC). This work was done in response to a self-study that identified a disconnect for students between the liberal learning program and their major. CAP agreed to recommend to Steering that a task force be created to solicit broader input and perspective on ways to more closely integrate the outcomes of the liberal learning program and a student’s major. This task force should begin with a review of the work the LLC has conducted on Bachelor Degree Learning Outcomes.
5. The following subcommittees will prepare recommendations for CAP to consider at the February 14th meeting (subcommittee heads in bold):
   1. **Assessment of Advising** (**Keli**, Ashley, Ivonne, Dovid): present current version of policy to CAP, discuss any changes, decide next steps for testimony

* **Study Abroad Program Approval** (**Simona**, Harriet): Present any suggested revisions to CAP for discussion; provide recommendation about whether testimony needed and from whom
* **Definition of Minors** (**Chris**, Ivonne, Simona): Present policy change that integrates feedback from Staff Senate and Student Government, and addresses new charge from Steering
* **Policy on Independent Study** (**Paul**, Steve, Manish, Maura, Dovid): Present initial policy draft to CAP for discussion