

Committee on Academic Programs
Draft Minutes for Meeting October 10, 2018

In attendance: Dana Babers, Ivonne Cruz, Belida Haikes, Matthew Hall, Harriet Hustis, Maura Moore, Abby O’Conner, Jennifer Palmgren, Shrey Patel, Jennie Sekanics, Niki Taneja, Christopher Wagner, Paul Wiita, Simona Wright

Excused: Keli Steuber-Fazio, Steven Schreiner

Absent:

1. Review and Vote on meeting minutes of Sept 26, 2018
 - Motion to approve: Harriet
 - Second to approve: Simona
 - Unanimously approved minutes

2. Review action items – All prior action items are completed and closed. Specifically:
 - Course Types
 - Paul finalized the recommendation for course types
 - Chris has sent recommendation to steering
 - Course Approvals
 - Finalize edits to proposed policy
 - Draft policy has moved onto Tier 3 testimony
 - Minor Waiver for IMM
 - Sent our final recommendation approving minor waiver to steering, R&R, and IMM
 - Special Education Secondary Ed Major
 - Sent final recommendation to Steering

3. Old Business:

Update on Course Approval Policy (Wagner)

Qualtrics survey on motion to move to testimony captured 14 approvals, 1 non-vote. The policy will move to testimony

 - **Action Item: Subcommittee will spearhead testimony on this draft policy (Wagner)**

4. New Business (Review Charge & Subcommittee assignments)

Mid-Semester Evaluations Policy

- **Action Item: Subcommittee should begin by soliciting input from identified stakeholders while beginning review and revision of policy**
- Comments from CAP full-committee, initial review of charge
 - Advising policies are related document
 - Perhaps consider guidelines for how to use the scale (red, yellow, green) to make things more consistence across campus

- Particularly – signal a way to show incomplete reports
- Subcommittee: Harriet Hustis, Simona Wright, Niki Taneja, Abby O'Connor

Readmission – Conditional Policy

- **Action Item: Subcommittee should begin by soliciting input from identified stakeholders while beginning review and revision of policy**
- Comments from CAP full-committee, initial review of charge
 - Current practice is not aligned with the policy
 - Adjust the balance so it is more about policy than process
- Subcommittee: Steve Schreiner, Ivonne Cruz, Jennie Sekanics, Belinda Haikes

Final Exam - Reading Day Policy

- **Action Item: Begin preliminary review of policy specific to undergraduates while waiting for GSC to finish their recommendations about graduate programs**
- **Action Item: Chris will reach out to GSC chair to ask them to consider the academic calendar policy as part of their review of the Final Exam – Reading Day Policy**
- Comments from CAP full-committee, initial review
 - Bring policy into alignment with new course delivery options (simultaneous section, online/blended etc...) and current policies
 - The academic calendar for graduate and undergraduate exams do not align, and the academic calendar for summer/winter is also different. Ensure policy and calendar language align.
- Subcommittee: Paul Wiita, Shrey Patel, Dana Baber

5. Other Business: None

6. Subcommittee Work – Subcommittees met to select leader and plan meetings and work actions

- **Action Item: Subcommittees should each send Chris the subcom leader name**

7. Adjourn – 2:50