

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 11/13/2019**

*Attending:* Paul D'Angelo, Kelsey Cogan, Belinda Haikes, Keli Fazio (Chair), Deborah Knox, Tracy Kress, Maura Moore (R&R representative), Abby O'Connor, Jennifer Palmgren, Kay Potucek, Avani Rana, Steve Schreiner, Aimee Stahl, Simona Wright

*Excused:* Rajbir Toor

*Absent:* Jacob Johnson

**Action items are boldfaced below.**

The meeting was called to order at 1:35 p.m.

1. Approval of Minutes  
10/23/2019 minutes were amended to reflect an attendance correction for an excused member, and to reflect that Student Affairs was consulted with respect to proposed policy changes for undergraduate readmission applicants. With these updates, the minutes were approved unanimously.
2. Announcements
  - a. Double Counting Policy
    - i. Received support from GSC after our last meeting (they voted electronically). GSC requested that the wording reflect "undergraduate course" rather than just "course".
    - ii. Recommendation sent to Steering on 11/3/19; it is now at the Provost's level.
  - b. Course of Study Policy: Recommendation sent to Steering on 10/30/19
  - c. Received three recommendations from GSC
    - i. Readmission Policy: Responded with clarification for next steps. Their policy is a different charge from ours that came to them directly from Steering.
    - ii. Final Exam / Reading Day Policy: Next steps require us to use this recommendation to inform our own policy. A subcommittee is needed (see below for membership).
    - iii. Alternative Course Types: Keli has responded to GSC with request for guidance, including information on the policy with track changes and rationale.
3. Old Business
  - a. Undergraduate Internship Policy: Subcommittee will meet at the close of the full membership meeting.
  - b. Special Topics Courses: Subcommittee will meet at the close of this meeting. The subcommittee members are: Belinda Haikes (facilitator), Avani Rana, Paul D'Angelo, and Kay Potucek.
  - c. Readmission Policy: **CAP will collect oral testimony** from GSC, Student Affairs, Faculty Senate, and Staff Senate; in addition, a **Qualtrics survey will be used to collect written testimony**. Keli plans to review governance document for steps in collecting testimony to insure necessary coverage.
4. New Business
  - a. **Final Exam Reading Day**
    - i. Established a new subcommittee: Abby O'Connor (facilitator), Keli Fazio, Kelsey Cogan, Simona Wright
    - ii. Work with the Final Exam Policy from 2013

**b. Program and Curricular Change**

- i. Policy needs updating due to varied types of courses, including blended, online, undergraduate, graduate; with varied semesters such as fall, spring, winter, and summer sessions.
  - ii. Subcommittee membership: Tracy Kress (facilitator), Paul D'Angelo, Aimee Stahl, Steve Schreiner, and Jennifer Palmgren
5. Meeting of the full membership adjourned at 2:16 p.m.
- a. Subcommittee work commenced until 2:55 p.m.

Respectfully submitted, Deborah Knox