

**Committee on Academic Programs (CAP)
Minutes for Meeting on 12/11/2019**

Attending: Paul D'Angelo, Belinda Haikes, Keli Fazio (Chair), Deborah Knox, Tracy Kress, Abby O'Connor, Jennifer Palmgren, Kay Potucek, Steve Schreiner

Excused: Rajbir Toor, Kelsey Cogan, Jacob Johnson, Maura Moore (R&R representative), Avani Rana, Aimee Stahl, Simona Wright

Action items are boldfaced below.

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

1. Approval of Minutes
11/13/2019 minutes were approved unanimously.
2. Academic Program and Curricular Change Subcommittee Update
Discussion of progress by subcommittee (members: Tracy Kress (facilitator), Paul D'Angelo, Aimee Stahl, Steve Schreiner, and Jennifer Palmgren).

Noted that the charge from Steering asked for clarification of the roles of the deans and the curriculum committees; these were not part of the existing policy.

Committee seeks to define the term "program" and "curriculum". The subcommittee outlined the term "program" as a course of study with a clear objective, and "curriculum" as a set of courses to meet objectives of a program. There can be multiple "tracks" or "specializations".

Some of their discussion has focused on defining a "change of an existing program." Adding a new course could be a change of program. If changes impact the number of courses, then there needs to be a program review. (Note: A new program must be reviewed and approved by CAP.)

A likely question to Steering may be to request clarification or definition of the function of the school curriculum committee.

The subcommittee is continuing its work in revising the policy.

CAP members: Please review the extensive progress notes in the shared drive folder, specifically in the file "Program and Curricular Suggested Edits". Comments are welcomed by the subcommittee. We will be revisiting this.

3. Undergraduate Internship Policy Subcommittee (members: Kay Potucek, Steve Schreiner, Maura Moore)

Steering has asked for further clarification on wording within the policy, with the charge addressing only part C of the existing policy, which deals with the "internship contract". CAP members reviewed the proposed changes as outlined in "Internships (Undergraduate) Edited CAP Comments" on the shared drive. **A motion passed unanimously (quorum was met) to approve this version with the documented changes as a preliminary draft and to send this version out for comment.** It will be sent redlined with the changes. Process includes to send it to Steve for discussion by deans, send to Academic Leaders via Jennifer or Gem Perkins to give to Bill Keep.

4. Re-Admission Policy Subcommittee (members: Steve Schreiner, Avani Rana, Deborah Knox)

The proposed recommendation has been distributed for comment to collect feedback and testimony. We collected feedback from the Faculty Senate. We will ask for in-person testimony at the Academic Leaders meeting. We are waiting for feedback from the Deans Council and from Student Government. Feedback and next steps will be discussed at our next meeting.

5. Meeting adjourned at 2:55 p.m.

Respectfully submitted, Deborah Knox