

**Committee on Academic Programs (CAP)
Minutes for Meeting on 2/12/2020**

Attending: Keli Fazio (Chair), Belinda Haikes, Tracy Kress, Maura Moore (R&R representative), Abby O'Connor, Jennifer Palmgren, Kay Potucek, Avani Rana, Aimee Stahl, Simona Wright, Kiana Stockwell, Steve Schreiner

Excused: Kelsey Cogan, Paul D'Angelo, Jacob Johnson, Deborah Knox

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

1. Approval of Minutes
12/11/2019 minutes were approved unanimously.
2. Revisited previous outstanding charges
 - a. Readmission policy Subcommittee (members: Steve Schreiner, Avani Rana, Deborah Knox)- Reviewed feedback received from the staff senate and student government. **Before the next meeting the subcommittee will reincorporate the relevant changes to the document and solicit feedback on the policy from the Assistant Deans.** At the next CAP meeting the entire group will review and finalize the draft to present at the March academic leaders meeting.
 - b. Undergraduate Internship Policy Subcommittee (members: Kay Potucek, Steve Schreiner, Maura Moore) – This subcommittee reviewed the received feedback and updated the policy accordingly. Feedback was also received from the general council and needs to be reviewed. This policy will be sent out for electronic feedback from academic leaders.
3. New charge received for CAP
 - a. Request for approval of a graduate certificate in environmental sustainability education
 - b. **CAP members – read the charge and document in folder number 10, with the main focus being to address that all relevant constituents were involved in this certificate, CAP will discuss this at the next meeting**
4. Subcommittees met
 - a. Academic Program and Curricular Change Subcommittee (members: Tracy Kress (facilitator), Paul D'Angelo, Aimee Stahl, Steve Schreiner, and Jennifer Palmgren).
 - b. Final exam and reading day Subcommittee (members: Abby O'Connor, Simona Wright, Keli Fazio, Kiana Stockwell, Kelsey Cougan)
 - c. Special topics course - (members: Belinda Haikes, Avani Rana, Paul D'Angelo)

By the next CAP meeting, the facilitators of the subcommittees should get the CAP chair a timeline for the charge and next steps

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

Respectfully submitted, Abby O'Connor