

**Committee on Academic Programs (CAP)
Minutes for Meeting on 4/08/2020**

Attending: Keli Fazio (Chair), Belinda Haikes, Deborah Knox (Vice Chair), Tracy Kress, Maura Moore, Abby O'Connor, Jennifer Palmgren, Kay Potucek, Avani Rana, Steve Schreiner, Aimee Stahl, Simona Wright

Absent: Ian Waldman

Vacant Seats: faculty, graduate student

The meeting was called to order at 1:30 p.m.

1. Approval of Minutes

3/11/2020 minutes were approved.

2. New Business

- a. Discussion on Music Technology Minor. Charge received April 2020. Discussion on the IMM special topics courses listing courses that are taught by other programs, such as machine learning and artificial intelligence. If they are relying on those programs, then communication must occur with supporting programs to discuss/request capacity in the courses. If IMM is offering the special topics themselves, then it must be made clear how the new special topics courses are different from existing courses. Keli will contact IMM to discuss and gain clarity on their proposal. This item is tabled until our next meeting.
- b. Broadcast Journalism Minor. Charge received April 2020. CAP reviewed and discussed the proposal for a new minor, and voted to approve the minor. Keli will forward this recommendation to Steering.

3. Old Business

- a. Final Exam/Reading Day Policy (lead: Abby O'Connor. Members: Simona Wright, Keli Fazio, Kelsey Cougan) Received Oct. 2018. Subcommittee reviewed with CAP members the changes to the policy, including some organization of the content. They suggested that the policy be modified to support changing a student's exam schedule if three exams fall within a 25 hour "day". There was a suggestion that there be a centralized system to deal with mitigating conflicts. Maura noted that Wes Labar currently works about a full week trying to resolve conflicts. Suggestion was to insert language to post a deadline of two business weeks prior to the beginning of exams to have the student request exam date / time changes if three exams fall on same day. Suggested to insert deadline in the Academic Calendar. The formula for the final exam weight was removed from the current draft. There was conversation regarding the weight of the final assessment and wording this policy such that the final assessment shouldn't compromise the final grade. That did not receive the full support of CAP, and it was recognized that there likely will be plenty of testimony collected on this. It was determined that the subcommittee would make another pass at the policy

changes and share that with CAP again. We will then vote, and send it out for testimony. It was suggested that in the fall semester we invite Wes Labar to discuss tweaking the system for notification to students and faculty regarding the 3 exams in one day conflicts. We will plan to have the policy ready for final approval in the fall semester.

- b. Special Topics Policy (lead: Belinda Haikes. Members: Avani Rana, Kay Potucek, Deborah Knox) Charge received May 2019. The revised policy will be sent out for CAP review and electronic vote. Pending that action, testimony and feedback on the preliminary recommendation will be collected. Stay tuned for discussion at the next CAP meeting.
 - c. Readmission Policy (lead: Steve Schreiner. Members: Avani Rana, Deborah Knox) Received Feb. 2019. Steve reported on some verbal feedback he received from Admissions (Grecia Montero, Exec Dir, Admissions & Enroll Management). CAP agreed that we can forward our recommendation on this policy to Steering at this time.
 - d. Program and Curricular Change Policy (lead: Tracy Kress. Members: Aimee Stahl, Steve Schreiner, and Jennifer Palmgren) Received October 2019. The results of the collected testimony were discussed by CAP. The Faculty Senate feedback included concern about a program dropping a course offered by another school. We concurred that this type of change needs to go to the curriculum committee and deans of both schools. There was concern expressed by the Faculty Senate regarding the role of the dean in decision making on curriculum, which is the purview of the faculty. They asked if the dean is able to push through a course that the curriculum committee does not support. Steve shared that the deans need to have a say in curricular changes, especially regarding resources and quality. CAP discussion included advising curriculum committees that only items that are being approved by the committee should go forward to the dean. Keli will check on the process of moving this forward; it is suggested that the revisions (post today's discussion) can go directly to the Senate Executive Board for a quick review.
- 4. Our next meeting will be conducted remotely at the regularly scheduled time of 1:30 p.m. on Wednesday, April 22.
 - 5. Meeting adjourned at 2:55 p.m.

Respectfully submitted,
Deborah Knox