

**Committee on Academic Programs (CAP)
Minutes for Meeting on 3/11/2020**

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, Ian Waldman, Simona Wright

Excused: Kelsey Cogan

Vacant Seats: faculty, graduate student

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

1. Approval of Minutes
2/26/2020 minutes were approved.
2. Discussion and vote on Anthropology major, received February 2020. CAP voted to approve. Keli will send the approval to Steering.
3. Review and vote on Liberal Learning Course Designation Approval Process. CAP voted to approve. Keli will send the support of their recommendation to Steering.
4. Readmission Policy (lead: Steve Schreiner. Members: Avani Rana, Deborah Knox)
Received Feb. 2019. Regarding the action that readmits can apply to any major, including the major from which they were dismissed, we received feedback that readmits to Engineering and Nursing are not permitted. Will add language to the policy to account for this, such as "if allowed by the policies of the major and School". CAP determined that additional feedback was needed by Admissions, since they "own" the policy. Steve will send the policy to Admissions (Grecia Montero, Exec Dir, Admissions & Enroll Management) for comment. When that cycle has completed, then this policy will be sent out to CAP for approval via e-vote.
5. Final Exam/Reading Day Policy (lead: Abby O'Connor. Members: Simona Wright, Keli Fazio, Kelsey Cougan)
Received Oct. 2018. Reading days are not in this red-lined policy draft since they are not addressed in the current policy. Feedback from GSC has been integrated into the red-lined document. Added definitions for "final assessment"; members asked for a definition of "reading days". Added GSC language about final assessments. Maura pointed out that collecting such assessments 3 days later than scheduled assessment is too late for receipt by R&R of final grades. Committee suggests to pull out the graduate course handling from the undergraduate policy and put it into its own section. The course delivery time (semester, summer, winter) affects whether or not there are reading days (reading days only occur during traditional fall and spring semesters).

Section III B. Discussion on the 15—50% range for the final assessment. Members agreed to send out policy for feedback using a 15—40% model.

Section III D. Discussion on three final assessments in a day's time. Members agreed to send out policy for feedback with guidance directing stakeholders that if there are three final assessments including a final paper, the paper/project should be moved to another day.

Section III E. Needs new language. Needs separate section for non-traditional semester courses.

Section III F. Needs detail regarding what "given day" means. Exams start at 5 p.m., then the 24 hour period should be until 4:59 p.m. the next day.

6. Special Topics Courses Policy (lead: Belinda Haikes. Members: Avani Rana, Kay Potucek)
Special topics policy, received May 2019. Deb will join the subcommittee.
7. Program and Curricular Change Policy (lead: Tracy Kress. Members: Paul D'Angelo, Aimee Stahl, Steve Schreiner, and Jennifer Palmgren)
Received October 2019. Testimony collected at Faculty Senate on March 4 is being considered and the policy is being prepared for discussion at the next CAP meeting.
8. Due to the College's response to the pandemic, we will be working remotely. Our next meeting will run using Google Hangout Meet. Please watch for an announcement regarding details for joining the meeting at the regularly scheduled time of 1:30 p.m. on Wednesday, March 25.
9. Meeting adjourned at 2:55 p.m.

Respectfully submitted,
Deborah Knox