

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 5/13/2020**

*Attending:* Keli Fazio (Chair), Belinda Haikes, Deborah Knox (Vice Chair), Tracy Kress, Maura Moore, Jennifer Palmgren, Kay Potucek, Avani Rana, Steve Schreiner, Aimee Stahl

*Excused:* Kelsey Cogan, Abby O'Connor, Ian Waldman, Simona Wright

*Vacant Seats:* faculty, graduate student

The meeting was called to order at 1:32 p.m.

1. Approval of Minutes  
4/22/2020 minutes were approved.
2. Updates on feedback collected on Final Exam Policy changes (electronic). Keli reported that to date, 90 submissions, including student feedback. Some respondents indicate they want a minimum requirement set for the final assessment (min up to 35%) so that the final assessment carries a known weight.
3. Special Topics Policy (lead: Belinda Haikes. Members: Avani Rana, Kay Potucek, Deborah Knox) Charge received May 2019. Belinda reported that IMM expressed concern about impact to curriculum if courses need to meet the policy as proposed since the topics offered are need- or interest-driven. The committee discussed considerations for modifying the proposed policy, including changing the timeline from 3 to 5 years. That length of time (5 years) was unanimously voted down, and it was determined to leave the timeline as 3 years. *Belinda offered to meet with IMM to guide them on the course proposal paperwork that would be needed to formalize their special topic courses.* It was suggested that the dean should work with IMM about former students teaching mini-courses. **Action: CAP unanimously approved the Special Topics Policy as written.** Keli will be forwarding our recommendation to Steering.
4. MSN: Nurse Educator Track. Charge received April 2020. This proposal is being considered in parallel with the Graduate Studies Council. Keli reported that the proposal consists of changes to an existing program. Based on our earlier discussion, Keli has confirmed that signatures for the Curriculum Committee and the dean have been obtained. **Action: CAP unanimously approved the update to the MSN program.** Keli will be forwarding our recommendation to Steering.
5. Post-Baccalaureate Program for a Dual Certification in Early Childhood Education and Elementary Education. Charge received April 2020. From our review of the documentation, it doesn't have approval from the School curriculum committee. A question was raised regarding if this proposal went through the Teacher Education Council (TEC). There are no approvals from Special Education, although at least one of their courses is included (concern about capacity). Keli will discuss these three concerns with the School of Education to gain insight regarding the needed approvals. *If timely, Keli will send new information to us, and perhaps will post it for an electronic vote. Otherwise, this will need to be addressed in the Fall 2020 semester.*

6. Liberal Learning Council. Harriet Hustis has asked CAP to do a review of the liberal learning designation process again because they realized they needed to add a process for interdisciplinary courses. Keli has reviewed their proposed process for approval of the interdisciplinary courses and recommended that this be approved. **Action: CAP provided their approval for the Process for interdisciplinary course approval.** Keli will forward this to Harriet.
7. Program and Curricular Change Policy (lead: Tracy Kress. Members: Aimee Stahl, Steve Schreiner, and Jennifer Palmgren) Received October 2019. Tracy reported that SEB feedback was obtained, as well as a recommendation from the Deans Council for a routing process. Such a process has now been added to the proposed policy. The subcommittee also added information about the responsibilities of the involved parties. CAP reviewed the newly organized draft, with these additions, and approved the process. **Action: CAP provided their recommendation for the process as outlined in the Program and Curricular Change Policy.** Keli will forward our recommendation to Steering.
8. Discussion on Recommendations to Steering. Concern was raised regarding the lack of a mechanism for the Liberal Learning Council to obtain testimony from campus. There are changes that occur without oversight. Steering should consider what kind of oversight is given to mini-courses, especially with respect to conflict resolution. It was suggested that the governance document be revised to include oversight of curricular changes. Since Liberal Learning is supposed to report to CAP, this needs to be clarified in the document. (We noted that the Liberal Learning Council is different from the Liberal Learning Task Force.) CAP agrees that conversations are needed regarding governance review of the Task Force's work, proposals, and recommendations. CAP recommends oversight of the Honors Program's arrangement for having students registering early. It is noted that there are communication problems from the Liberal Learning Council. Keli indicated that she would raise some or all of these concerns with Shaun Wiley (Steering).
9. Announcements
  - a. Keli reviewed the status of the charges as listed in the shared drive, and indicated that she would be updating the spreadsheet on the shared drive soon.
  - b. There may be some electronic discussion and votes in May/June.
  - c. Matt Bender, Faculty Senate President, has proposed to Steering that the leadership of the Standing Committees be on call this summer.
  - d. CAP members thanked Keli Fazio for her leadership this academic year.
10. Our next meeting will be in the Fall 2020 semester with new leadership.
11. Meeting adjourned at 2:55 p.m.

Respectfully submitted,  
Deborah Knox