

**Committee on Academic Programs (CAP)
Minutes for Meeting 10/28/2020**

Attending: Amy Cmielewski, David Gazarian, Belinda Haikes, Craig Hollander, Deborah Knox, Tracy Kress (Chair), Maura Moore, Vaish More, Abby O'Connor (Vice Chair), Jennifer Palmgren, Kay Potucek, Avani Rana, Brenda Seals, Aimme Stahl, Jane Wong.

The meeting was called to order at 1:30 pm.

1. Reviewed minutes from the 10/28/20 meeting

The meeting minutes were reviewed and approved with minor corrections.

2. Absence and Attendance 5 year policy review

Received a lot of testimony taking into account title IX and accessibility
Added a definition for advanced notice of a planned absence (as requested by students)
Class attendance required for in class examinations
Class absences have different categories - defined by time windows
Maintain right to students' privacy
Edit 5b based on feedback from athletics council
3-2 attendance, can we use it for grading? We would have to cap it. What is the justification for not allowing attendance for grading? Is there a rationale?
- Looped back around to decide not to change it
Subcommittee will update the policy with changes and additions
Adjusted policy will be sent out for campus testimony
Discussion on unplanned absence and missing an exam - faculty make it clear 3a

3. Dean's List Eligibility- discussion of revised policy

Student sees the grade and R & R would manually input grade for qualification on the Dean's List
This would happen automatically for all XGC

This will be sent back to steering with minor edits.

4. Final exam policy review

Steering sent back a few minor concerns and the draft of the policy was changed to reflect the questions.

Action item: Review quickly after the meeting

5. New Charges

New Charges- need to assign subcommittees
Review and revision of Interim policy on Remote Classroom Camera/Microphone Use and Recording- due March 2021
This one is higher priority and we are requesting a subcommittee.
Did not go through governance

Tracy, Aimee Craig, Belinda - volunteered to part of the subcommittee, pick a time that works

Group to draft a survey to get feedback on the policy

Review of Syllabus Policy (5-year review)- due late spring 2021

This is a five year review.

Meeting ends at 255 pm.