

Committee on Academic Programs (CAP)
Minutes for Meeting on 12/9/2020

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

Excused: Vaish More, Avani Rana

Meeting started at 1:30 pm.

1. Reviewed meeting minutes from 11/11/20 meeting.
 - Meeting minutes approved

2. Tabled the meeting minutes from the emergency meeting on 12/3/20
 - Discussion on including a roll call out
 - A vote was cast on including a roll call vote on the outcome for the decision to not support the extension of the ungraded option to the fall 2020 semester. A majority was not reached in the vote.

3. Update on the Ungraded option for fall 2020
 - Announcement to be sent out to the campus community from the College on Thursday or Friday

4. Steering approved the following final recommendations
 - The final exam (assessment) and reading day policy
 - The final exam and reading day policy will be passed along to the board of trustees for final approval.
 - Dean's List Eligibility
 - Graduate Transfer Policy

5. Review of the Absence and Attendance Policy
 - A discussion followed on the changes made to the policy following testimony. The subcommittee will address several minor issues.
 - A vote in favor of approving the policy pending the slight modification to the language was cast and supported unanimously.

6. Review of the Classroom Camera/Microphone Use and Recording Policy
 - Initial testimony was received from the key stakeholders and discussed.
 - Action item: Tracy Kress will check in with Steering to see if we can provide a guidance document for camera use for the spring semester

7. Review of Syllabus policy
 - This was tabled until the Spring 2021 semester.

8. Review of CEL changes

- The subcommittee created surveys to distribute to the campus for testimony. However due the work on the ungraded option, the group decided to hold off until the spring semester to collect testimony

9. Review of the for International credit transfer and exchange policy

- Action item: This subcommittee will provide policy edits for the first meeting in the spring 2021.

10. Review of the graduate admission policy

- The subcommittee collected initial information regarding the multiple policies related to the graduate admission policy. Initial feedback suggests the policies can be combined.
- Action item: Craig Hollander will reach out again to the stakeholders to clarify a few areas.

New request received from the Honors and Scholars Council: a program review.

Meeting ended at 2:56 pm.

Respectfully submitted,
Abby O'Connor