

**Committee on Academic Programs (CAP)
Minutes for Meeting on 3/24/2021**

Present: Jared Beatrice, Amy Cmielewski, Belinda Haikes, Henry Han, Deborah Knox, Tracy Kress (chair), Maura Moore, Vaish More, Abby O'Connor (vice chair), Jennifer Palmgren, Kay Potucek, Avani Rana, Brenda Seals, Alisha Srivastava, Jane Wong

Excused: David Gazarian, Craig Hollander

The Zoom meeting was called to order at 1:36 p.m.

Minutes from the 3/10/21 meeting were approved.

2. Ungraded option temporary interim policy was disseminated yesterday to the campus.

3. Open fora need to be scheduled for the camera and microphone policy and CEL program review.

- Action item: CEL subcommittee to collect Tier III testimony on April 7 at Faculty Senate.
- Camera and recording policy subcommittee will meet to finalize the language and separate policy and best practice. They will send CAP a final draft for electronic approval. Testimony will tentatively be collected on April 21 at the Faculty Senate meeting.

4. Updates from subcommittees

- The graduate admissions is waiting on feedback to finalize the policy revision.
- The International credit subcommittee finalized the policy review. Belinda sent Tracy a Google form survey for review. The subcommittee members will also review the survey. Once finalized the survey will be sent out to the Faculty and Staff to collect Tier II testimony.
- Action item - Review emails coming in soon for electronic votes on policy language. Please use CAP in the email titles to cue in the committee members.

5. Subcommittee break out groups for Honors program review, camera and microphone recording policy, and syllabus policy occurred.

6. Our next meeting will be on April 14th, 1:30 p.m. on Zoom. Link will be emailed with the new agenda.

Respectfully Submitted,
Abby O'Connor