

**Committee on Academic Programs (CAP)
Minutes for Meeting on 4/14/2021**

Present: Jared Beatrice, Amy Cmielewski, Henry Han, Craig Hollander, 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, Belinda Haikes

1. Review minutes from the 3/24 meeting.

The meeting minutes were amended before the meeting, voted upon, and approved.

2. New charge - Course Delivery Mode Definitions

A subcommittee was formed to look at this charge. The group will review the suggestions to the course delivery mode definitions.

3. Updates from subcommittees

- Graduate Admissions

Action item: Craig Hollander collected more testimony and will send the reviews onto CAP members early next week.

- International Credit Transfer and Exchange

Action item: The revised policy document is ready for campus review and a survey instrument is ready to go to collect Tier II testimony. Tracy Kress will send this to Gem to send out to the campus for testimony. We will leave 2 weeks for review.

- CEL (changes recommended by CELC), Received April 2020 (lead: Tracy Kress)

Action item: Testimony is being collected on the preliminary recommendation. Once the window for testimony closes, the subcommittee will review the feedback and will draft a final recommendation to send to Rob and Brittany. Steering will be cc'd on the correspondence.

- Syllabus Policy, 5-year review

Action item: The subcommittee will meet soon to finalize a draft for comment at a future CAP meeting.

- Camera and Recording policy

Action item: Craig Hollander will finish up the two separate documents and will send them out to CAP for review by the end of the week. A meeting will be conducted next week for CAP members to discuss the changes. A final policy recommendation will be made and then sent out for testimony before the end of the semester. We are aiming to collect oral testimony at faculty senate on May 10, SG on April 28 and early May for staff via a separate meeting.

- Honors Program

This program review will be put on pause until the Provost has a discussion with Kit Murphy, Stephanie Sen and Harriet Hustis.

- Upgraded option

Action item: The subcommittee is working on revising the current ungraded option policy document as part of a 5 year review process. They will be meeting with ARC, DEI office, etc by the end of the semester. They developed a list of questions to lead discussion with these groups.

4. Time for subcommittees to work

Action item: The course delivery mode and syllabus policy subcommittees met to work.

5. Our next meeting will be on Wednesday, April 28th, 1:30 p.m. on Zoom. Link will be emailed with the new agenda.

Meeting adjourned at 2:50 pm.

Respectfully submitted,

Abby