

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 4/28/2021**

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

**Excused:** David Gazarian, Alisha Srivastava, Brenda Seals

**1. Review minutes from the 4/14 meeting.**

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

**2. New charges for CAP**

- Review of a new certificate program [Supervisor Certificate Program Charge](#); new program in School of Education (identify volunteers for this subcommittee)

**Action item:** Abby, Tracy, Avani, Jared, and Maura will review this charge and make sure it aligns with the certificate program policy and various stakeholders have been met.

- Liberal learning council was charged by Steering ([Charge from Steering](#)) to make progress on five recommendations from the [Final Report](#) from the Liberal Learning Task Force
- Liberal learning council will visit the CAP meeting on May 12 to obtain *initial feedback* on their proposed ideas.

**Action item:** CAP members should read the recommendations in the charge and final report before the May 12 meeting.

**3. Interim camera and recording policy**

- CAP discussed several modifications to the interim policy on camera and recording. There was a motion to approve the policy with amendments to obtain testimony in May. The vote resulted in 13 yes; so the motion carries.
- CAP discussed and revised the best practices document. There was a motion to approve the best practices document with minor edits to collect testimony. The vote resulted in 13 yes; so the motion carries

**Action item:** The subcommittee will review the documents and make necessary edits. Avani and Kay will make the initial edits and share the changes with Craig and Tracy for the final document.

**4. Subcommittee updates**

- Craig Hollander reported that he is collecting testimony on the Graduate Admissions policy.
- Belinda Haikes reported out on the International Credit and Exchange policy review. We received 6 responses to the policy review. The subcommittee will reflect on the testimony and provide a final policy recommendation to send back to Steering by the end of the semester.

- Tracy Kress reported that the CEL subcommittee will provide a final recommendation by the semester.
- Tracy Kress reported out on the syllabus policy five-year review. The subcommittee has a goal to have an initial draft of the revised policy for the May 12 meeting.
- Deb Knox reported out on the changes to the definitions for course delivery mode. After initial changes were made by the subcommittee to the definitions on course delivery modes, it appears this will now require a full policy review, as several proposed changes will involve a major change to the policy.

**5. Next meeting will be on May 12.**

Meeting adjourned at 2:50 pm.

Respectfully submitted,

Abby