

**Committee on Academic Programs (CAP)
Minutes for Meeting on 9/22/2021**

Present: Joe Baker, Jared Beatrice, Brett BuSha, Peter Corso, Craig Hollander, Heba Jahama, Deborah Knox, Tracy Kress, Alekhya Madiraju, John McCarty, Jennifer Palmgren, Avani Rana, Brenda Seals (Chair), Aesheyah Willis, Jane Wong

Excused: Kay Potucek

1. Introductions: Records and Registration representative, Heba Jahama.

2. Review minutes from the 09/08 meeting

The minutes from the 09/08/21 meeting were voted upon and approved.

3. Changes to the MUSE RFP were reviewed.

- The changes are not substantive and mainly include edits to clarify language and steps in the MUSE process for 2022.
- Concerns were raised about language relating to how students identify as underrepresented in a discipline and at the College. MRIC (Mentored Research and Internship Council) will continue to work on clarifying the language in this area.
- The changes to the document as written were voted upon and approved with one abstention.

4. Updates from Subcommittees on Current Charges:

- **Graduate Admissions**
 - An update will be provided at the next meeting. Brenda and Aesheyah joined the subcommittee.
- **International Credit Transfer and Exchange; Undergraduate Transfer Credit**
 - Minor changes to the language of the policy documents were made following Tier II testimony.
 - The changes were voted upon and approved with one abstention.
- **Civil Engineering Minor**
 - Some questions were sent to the department and they have yet to respond so we are waiting.
- **Syllabus Policy**
 - The subcommittee needs additional time to develop questions before reaching out to stakeholders.
- **Interim policy on Remote Classroom Camera/Microphone Use and Recording**
 - The revised document is close to being finalized and will be revisited at the next meeting. The subcommittee plans to recommend to Steering a separate policy that would apply to meetings in non-classroom settings.
- **Honor Program Proposed Modifications (on hold)**
- **5- year review of Ungraded Option Policy**
 - Subcommittee working on generating a list of questions for stakeholder feedback. Avani becomes subcommittee lead and Jared and Heba join.
- **Delivery Mode**
 - Subcommittee is in a holding pattern pending feedback from Steering.
- **Liberal Learning**

- Subcommittee is awaiting additional feedback from the LLC.

Our next meeting will be on Wednesday, October 13, 1:30 p.m. via Zoom. The hybrid format was not conducive to subcommittee meetings. Link will be emailed with the new agenda.

Meeting adjourns at 2:46pm

Respectfully Submitted,

Jared Beatrice