

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 9/8/2021**

**Present:** Joe Baker, Jared Beatrice, Brett BuSha, Peter Corso, Deborah Knox, Tracy Kress (outgoing chair), Alekhya Madiraju, John McCarty, Jennifer Palmgren, Kay Potucek, Avani Rana, Brenda Seals, Aesheyah Willis, Jane Wong

**Excused:** Craig Hollander

**1. Introduction of all committee members and welcome of new members**

**2. Review minutes from the 5/15/21 meeting**

The meeting minutes were voted upon and approved.

**3. Election of a Chair and Vice Chair**

Brenda Seals volunteered to serve as the new Chair and Jared Beatrice volunteered to serve as the new Vice Chair.

**4. Discussion of virtual versus hybrid meetings**

- The Group decided to have hybrid meetings. In person sessions will be held in Bliss 146 and a zoom link will be sent by the chair for those who will join remotely.
- One issue that was raised was how to manage subgroup work that might take place during the cap meeting in the hybrid mode. One suggestion was to have one in person member bring a laptop and create a zoom link for subgroup work. The chair will need to remind members if there is planned subgroup work.

**5. Review/Discussion of Current Charges**

- Graduate Admissions Charge (Craig): Draft of preliminary recommendations planned during the fall.
- International Credit Transfer and Exchange (Jennifer): This charge is wrapping up. Tier 2 testimony has been collected. No further edits to the policy are needed.
- Civil Engineering Minor (Tracy): This charge is currently stalled as we wait for additional requested information.
- Syllabus policy (Tracy): Target date was late spring. Tracy and Jennifer are working on drafting a preliminary revised policy to share with CAP.
- Interim policy on Remote Classroom Camera/Microphone Use and Recording (Craig): Feedback has been received by CAP and Craig is working on revisions. We are also coordinating with IT on some concerns. Plan to solicit testimony this fall.
- Honor Program Proposed Modifications (on hold): Waiting on more information from Provost Osborn and the new Honors Coordinator.
- 5- year review of Ungraded Option Policy (Tracy): The subgroup will resume work on this in the fall. The group is in the early stages of drafting questions for relevant stakeholders to prepare preliminary policy.

- Delivery Mode (Deb): CAP has generated a draft and cleaned up the language. Chair will consult with steering and await feedback on how to best plan coordination with the delivery mode task force to avoid duplicating efforts.
- Liberal Learning: CAP has provided feedback to the Liberal Learning Council on changes they suggested to the Liberal Learning program. We are waiting for their response.

## **6. Subcommittee Formation**

New members were assigned to subcommittees for the following ongoing charges:

- Ungraded Option: Brett, Alekhya
- Syllabus Policy: Joe, John, Alekhya, (Jared joined this subcommittee as well)
- Graduate Admissions Charge: Aesheyah, Brenda
- Interim policy on Remote Classroom Camera/Microphone Use and Recording: Peter

## **7. Subcommittees for the following charges met:**

- Graduate Admissions
- Syllabus
- Ungraded Option

Meeting adjourned at 2:54 pm.

Respectfully submitted,

Jared Beatrice