

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 10/27/2021**

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

**Excused:** Brenda Seals (Chair), Aesheyah Willis

**1. Approve minutes from the 10/13/21 meeting**

The minutes from the 10/13/21 meeting were amended, voted upon and approved unanimously.

**2. Update on Honors Program Proposed Modifications:** CAP has coordinated with Harriet Hustis and the HSC requests that CAP put the review on hold until December or January.

**3. Review of Ungraded Option Policy Draft**

- Concerns were raised about how the policy should be modified to apply to graduate students. *Action item:* subcommittee will reach out to schools with grad programs to inquire about grad students having the option to take courses credit/no credit.
- Subcommittee will continue to revise the policy language based on full CAP feedback in preparation for Tier III testimony. Tentative timeline: anticipate Tier III request for feedback late this semester or early next semester.

**4. Updates from Subcommittees on Current Charges:**

- **Graduate Admissions Charge**
  - Subcommittee is reviewing the updated draft of the combined policies.
- **Civil Engineering Minor**
  - CAP is still waiting on a response from Engineering.
- **Syllabus Policy**
  - Subcommittee continues to add language and elements requested by Steering before reaching out to stakeholders.
- **Interim policy on Remote Classroom Camera/Microphone Use and Recording**
  - Subcommittee continues to update the recommendation with language based on stakeholder testimony. Plan to have final recommendation to Steering by Spring semester.
- **5- year review of Ungraded Option Policy**
  - See #3 above.
- **Delivery Mode**
  - CAP met with Judi Cook and shared revised definitions with the task force. Judi will meet with all of CAP during first half of our next meeting (11/10).
- **Liberal Learning**
  - Subcommittee is still awaiting additional feedback from the LLC.

**5. Subcommittees for Syllabus, Ungraded Options, and Graduate Admissions policies met**

Our next meeting will be on Wednesday, November 10, 1:30 p.m. via in person or Zoom.  
Link will be emailed with the new agenda.

Meeting adjourns at 2:53pm  
Respectfully Submitted,  
Jared Beatrice