

**Committee on Academic Programs (CAP)
Minutes for Meeting on 1/26/22**

Present: Brett BuSha, Peter Corso, Craig Hollander, Heba Jahama, Deborah Knox, Tracy Kress, John McCarty, Jennifer Palmgren, Avani Rana, Jane Wong, Brenda Seals (Chair).

Not present: Joe Baker, Alekhya Madiraju, Kay Potucek, Asheyah Willis.

Resigned: Jared Beatrice

1. Approved minutes from 12/08/21

The 12/8/21 meeting minutes were voted upon and approved unanimously.

2. Announcements: *Jared Beatrice steps down so we need another volunteer to take minutes/meet once a month with Steering.*

Brett BuSha has agreed to fulfill this responsibility for the remainder of the semester.

3. Brief reviews from Steering. Please finalize any comments or edits by this week so that these can go back to Steering: Academic Integrity, Grade Appeals, Minors-Approval Process, Repeating Courses, Retention of Students, Walking at Graduation.

These with minor edits were voted on 12/08/21 to be reviewed and then sent back to Steering but it was unclear if the committee had sufficient time to review.

4. New Charges:

- a. 15. Graduate Comprehensive Exams and Other Culminating Experiences Policy;
- b. 16. Graduate Non-Enrollment Policy

These two charges will be sent to the Graduate Council, and CAP will review their comments/recommendations. Tracy Kress volunteered to lead this endeavor.

5. Review committee membership AND Discussion of current charges (Chairs listed in bold):

- a. Graduate Admissions Charge (Craig, Brenda, Jane, Asheyah).
Reported by Craig, after working on this charge with Jane, progress on this Charge was on hold. Will be brought for a vote at CAP at next meeting. This policy already has TIER 1 review, but CAP believes that it is ready to be sent to Steering. Craig will prepare a draft.
- b. Syllabus policy (Tracy, Joe, John, Alekhya, Jared) in progress;
Reported by Tracy, stakeholder feedback received in early December. A draft policy is forthcoming to CAP. A permanent DEI statement may be included.
- c. Interim policy on Remote Classroom Camera/Microphone Use and Recording (Craig, Avani, Kay, Peter, Heba);
Reported by Craig, a draft policy should be ready by the next CAP meeting
- d. Honors Program (Review Specific recommendations from Harriet);
Reported by Brenda, notes from previous meeting need to be sent to subcommittee with the information from Harriet.

- e. Ungraded Option (review vote cf. Avanti—not in minutes);
Reported by Avani, subcommittee received feedback from stakeholders and are improving a draft policy. This needs to go to Faculty Senate and Student government, and also requires TIER 3 feedback. Both oral and written/email feedback (faculty, staff, and students) will be collected simultaneously. CAP Chair will reach out to Senate President to arrange, and Peter Corso will arrange a date and present the policy to the Student Government.
- f. Delivery Mode (Deb, Jane, Kay, Brenda, Jared) (review process);
Reported by Deborah, is arranging a new subcommittee meeting to complete the draft, and then will need TIER 2 feedback. Judy Cook provided new definitions. There are concerns regarding the MOA. Clarity is needed to develop the policy, such as if the policy is supposed to be based on current trends and technologies, or should it have a future-technology inclusive implementation policy.

Tracy K. suggested minimizing CAP requests for campus feedback like sending both survey feedback requests (Delivery Mode and Syllabus) simultaneously, by late February or early March.

- g. Undergraduate Transfer Credit (Joseph, Brett, Jennifer, Heba, Peter);
Reported by Jennifer, there is a document in the CAP shared drive for CAP members to review, and the subcommittee was waiting for clarification that the charge is for a special exemption for Nursing students, as opposed to a general policy across campus. CAP will first finish the exception for Nursing and submit to Steering, and then finish the general policy. Subcommittee is tasked with drafting a plan to address the general policy by the next CAP meeting.
 - h. Graduate Certificate Programs
 - i. Undergraduate Certificate Programs
 - j. Campus Recording Policy
6. On Hold: Civil Engineering Minor (**Tracy**) waiting for Dept. feedback; Liberal Learning (waiting for feedback);
Reported by Tracy, Martha Stella was contacted, and Civil Engineering Chair Andrew B. needs to decide if the request is going to be rescinded or put on an indefinite hold.
7. Seeking testimony: 5- year review of Ungraded Option Policy (**Avani**, Jane, Peter, Jennifer, Kay, Brett, Alekhya, Jared)
- a. https://docs.google.com/document/d/1-MMfYuL3es_1_0lAcCXUGb0NylnQrdEe/edit#heading=h.gjdgxs
 - b. **Subcommittee Meetings -- NA**

8. **Update:** Honor Program Proposed Modifications: Harriet Hustis met with CAP on 12/8/21. She sent their recommendations to CAP. These will be sent to subcommittee in February.
9. **Craig H. is stepping down from CAP at the end of the semester and Deb Knox, Joe Baker and Tracy Kress will be rotating off. CAP needs a replacement for Jared Beatrice**
10. **Next CAP meeting** is scheduled for Wednesday, February 9, 1:30 p.m. via Zoom. Link will be emailed with the new agenda.

Meeting adjourns at 2:45pm
Respectfully Submitted,
Brett BuSha