

**Committee on Academic Programs (CAP)**  
**Meeting Minutes from 04/13/22**  
**146 Bliss Hall, in the annex or by zoom (see instructions at the bottom)**

**Present:** Joe Baker, Brett BuSha, Peter Corso, Alyssa Desantis, Craig Hollander, Heba Jahama, Tracy Kress, John McCarty, Jennifer Palmgren, Kay Potucek, Avani Rana, Jane Wong, Brenda Seals (Chair).

**Not present:** Alekhya Madiraju, Sharon Byrne, Deborah Knox

**1. Review and approve agenda and minutes from 3/23/22; Approved.**

**2. Announcements:**

**3. New Charges:**

- a. **Educational Leadership Graduate Certificate** ([proposal](#), [files](#), [charge](#)). J. McCarty volunteered to lead.
- b. **Wealth Management and Financial Planning Minor** ([proposal](#)). J. Palmgren volunteered to lead.
- c. [Business Studies Minor \(proposal\)](#). *Needs a lead*

**4. Votes:**

- a. Undergraduate Transfer Credit There was a lot of conversation and concern about a 25% resident credit requirement. CAP voted and approved for posting for feedback.
- b. Honors Program Curriculum Proposal A lot of conversation and concern regarding to the number of students in the Honors Program and the allocation of resources (MUSE...). CAP voted and approved to send a request for additional information from the Honors Program. CAP voted and did not approve the 2-year test of the proposed Honors curriculum admission that was already initiated. There were concerns regarding the description of the program. Resource allocation regarding the use of the term 'signature experience' is concerning, such as, are there sufficient resources to offer all Honors students a 'signature experience, and could the Honors students take opportunities away from non-Honors students? There was insufficient description of leadership training or opportunities. How many students are expected to be in the program? Faculty that have taught Honors classes have had a large portion of non-honors students in their classes. Certain programs can not have Honors classes; the proposed honors by contract would be too restrictive to allow students to participate. A suggestion that the current implementation be continued for 2 years, as is, was discussed.
- c. Ungraded option CAP voted and approved to make a final recommendation to Steering.
- d. Professional and UX/UI Writing Graduate Certificate There was a lot of conversation about the resources that are necessary to support this effort, and faculty release time. CAP voted to 'table the vote; and to send the proposal back for further clarification, such as the completion of the signature page and a

statement from AIIM that supports the resource request. If a sufficient response is returned this semester, a vote may be possible before the summer.

**5. Discussion of current charges:**

- a. Graduate Admissions/Readmissions. Working on a draft. Will coordinate with Grad Studies Council.
- b. Syllabus policy. There is an ongoing issue with finalizing a DEI statement. More time is needed to finalize this effort.
- c. Ungraded Option. (see above. Voted on and passed)
- d. Delivery Mode. (Findings from college feedback were shared, awaiting any revisions from that task force)
- e. Graduate Certificate Programs. In process
- f. Undergraduate Certificate Programs. Still seeking additional feedback.
- g. Graduate Comprehensive Exams and other Culminating Experiences. Attempting to coordinate with Graduate Council
- h. Graduate Non-Enrollment Policy Attempting to coordinate with Graduate Council
- i. Professional and UX/UI Writing Graduate Certificate. Sent to Grad Council. (see above, will request further information)

Meeting Adjourned

**6. Notes on Committees that report to CAP**

- a. **Graduate Studies Council:**
    - i. Tracy is coordinating for specific charges, see above.
  - b. **Honor's Program:**
    - i. Honors Program Proposal
  - c. **Liberal Learning Council:**
    - i. Liberal Learning (Proposal for new competencies went out for review via email to the campus. Please review proposal:  
<https://docs.google.com/document/d/14fQ6782vpHxZgtJZm8R0f26JKcu3AZFC/edit>)
    - ii. Kit sent out to campus for second level of review.
  - d. Community Engaged Learning Council
  - e. Cultural and Intellectual Community Council
  - f. Global Engagement Council
  - g. Mentored Research and Internships Council
  - h. Self-Designed Major Council
  - i. Teacher Education Council
  - j. Teaching and Learning Council
- 1. Our next meeting** will be on Wednesday, April 27th, 1:30 p.m. via Zoom. Link will be emailed with the new agenda.

1. Brenda Seals, Chair, Faculty, term expires 2023
2. Brett BuSha, Co-Chair, Faculty, term expires 2024
3. Craig Hollander, Faculty, term expires 2023
4. Sharon Byrne, Faculty, term expire 2023
5. John McCarty, Faculty, term expires 2024
6. Deborah Knox, Faculty, term expires 2022
7. Joe Baker, Faculty, term expires 2022
8. Tracy Kress, Faculty, term expires 2022
9. Avani Rana, Staff
10. Jennifer Palmgren, Provost Designee
11. Jane Wong, Academic Dean
12. Kay Potucek, Staff
13. Heba Jahama, Staff
14. Alekhya Madiraju, Undergraduate Student
15. Peter Corso, Undergraduate Student
16. Alyssa DeSantis, Graduate Student