

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 10/12/22**

**Present:** Joe Baker, Brett BuSha, Sharon Byrne, Peter Corso, Hiya Dogiparthi, Ellen Farr, Heba Jahama, David Mazeika, John McCarty, Jennifer Palmgren, Monisha Pulimood, Avani Rana, Brenda Seals, Aimee Stahl, Jane Wong

**Excused:** Jennifer Prince

**1. Review and approve minutes**

- a. [9/28/22](#): Approved unanimously

**2. Votes:**

- a. ["Spanish for the Professions" Undergraduate Certificates](#)

i. Discussion:

1. Steering clarified that an "affected unit" is a school/department that is contributing resources (e.g., instructors, seats in classrooms, financial support), and therefore units whose disciplines are simply covered in the certificate (e.g., School of Business for the Spanish for Business Certificate) do not need to approve these courses. Steering also reinforced that these courses are not meant to teach content in those topics, but rather the vocabulary in order to communicate about those topics in Spanish
2. Jane clarified that 103 level proficiency is required to start the certificate and confirmed that there is consistency with the minor process in terms of double counting courses
3. General questions arose about the role of CAP in evaluating content (as opposed to just policy etc.), determination of Tier level  
- Joe will reach out to Steering for clarification

ii. Vote: Approved unanimously

- b. [Graduate Comprehensive Exams and other Culminating Experiences](#)

i. Discussion:

1. Minor change to policy (added the word "practicum")

ii. Vote: Approved unanimously

- c. [Graduate Non-Enrollment Policy](#)

i. Discussion:

1. Revision removed hyperlinks (to avoid broken links when links change); clarified language; confirmed that the 6-year clock and readmittance statements should be left as is

ii. Vote: Approved unanimously

**3. Discussion of current charges:**

- a. Graduate related charges

- i. [Graduate Certificate Programs](#)

1. Being reviewed in subcommittee
2. Will provide CAP with status next meeting before sending out for testimony

3. Tier II indicates that “students” should be consulted, but perhaps it should specify graduate students instead/in addition to undergraduates
- ii. [Graduate Admissions/Readmissions Charges](#)
  1. Being reviewed in subcommittee
  2. Will provide CAP with status next meeting before sending out for testimony
- iii. [Graduate Certificate in Health and Risk Communication](#)
  1. Being reviewed in subcommittee
  2. GSC met with John Pollock who satisfactorily addressed concerns:
    - a. Changed the certificate to be 12 credits as suggested
    - b. Confirmed that there is demand/market for this certificate
    - c. Confirmed that there is not substantial competition for this particular certificate, but students could enroll in multiple certificates
    - d. Accepted suggestion to strengthen language around skills acquired from certificate
  3. Full committee should review certificate in advance of vote next meeting
- b. [Undergraduate Certificate Programs](#)
  - i. Update next week
- c. [Class Recording](#)
  - i. Subcommittee met on 10/5 and discussed potential changes to the policy, including making the instructor the default recorder (instead of the student). This led to a series of discussions and questions that subcommittee will discuss and review with relevant parties:
    1. Liability - what if the instructor forgets to record, what if sensitive information is recorded
      - a. AFT considerations
    2. Accommodations for class recordings not always possible
      - a. Instructor preference to not record class due to sensitive information, impacts on classroom dynamics and participation, etc.
      - b. If instructor does not wish to/cannot grant this particular accommodation, the policy could perhaps state that they should try to make alternate arrangements when appropriate to meet the student’s needs (e.g., providing slides, note taker, etc.)
        - i. The phrase “must comply” should be removed from the policy since instructors are not obligated to grant accommodations exactly as written
    3. This charge is Tier I, but the committee agreed that this should be Tier II, and perhaps even Tier III. Joe will consult with Steering
    4. Subcommittee reached out to Meghan Sellet but has yet to hear back - will reach out again and ask additional questions based on the discussion
- d. [Undergraduate Transfer Credit](#)
  - i. Additional feedback from stakeholder groups received, is ready to review

ii. Recommendation should ready for review by Nov 9th meeting

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

- a. Graduate Studies Council:
- b. Honor's Program:
- c. Liberal Learning Council:
- 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

**5. Our next meeting** will be October 26, 2022 1:30 to 2:50 pm in Science Complex Chemistry 122A (or via the Zoom option).

**CAP 2022-23 Roster**

1. Brenda Seals, Faculty, term expires 2023
2. Brett BuSha, Faculty, term expires 2024
3. Aimee Stahl, Vice-Chair, Faculty, term expires 2023
4. Sharon Byrne, Faculty, term expire 2023
5. John McCarty, Faculty, term expires 2024
6. Joe Baker, Chair, Faculty, term expires 2025
7. Monisha Pulimood, term expires 2025
8. David Mazeika, Faculty, term expires 2025
9. Avani Rana, Staff, term expires 2024
10. Jennifer Palmgren, Provost Designee
11. Jane Wong, Academic Dean
12. Heba Jahama, Staff, R&R rep, non-voting
13. Ellen Farr, Staff, term expires 2025
14. Hiya Dogiparthi, Undergraduate Student
15. Peter Corso, Undergraduate Student
16. Jennifer Prince, Graduate Student