

Committee on Academic Programs (CAP)
Minutes for Meeting on 09/28/22

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

Excused: David Mazeika, Jennifer Prince

Guests: Tracy Kress and John Leonard

1. Review and approve minutes

- a. [5/11/22](#): Approved with three abstentions
- b. [9/14/22](#): Approved unanimously

2. Announcements: The graduate student and faculty vacancies were filled by Jennifer Prince and David Mazeika, respectively.

3. New Charges/Business:

- a. [MUSE RFP](#) - Discussion of MUSE 2023 RFP, deadline for feedback to MRIC 10/3 so that the RFP can be distributed to the campus by 10/7
 - i. Tracy Kress and John Leonard, co-directors of Faculty-Student Scholarly and Creative Activity, gave an overview of proposed changes to this year's RFP. Items have been added to address barriers to student participation, such as a networking event to match prospective students with prospective faculty mentors and additional stipends for financial need (pending provost review). The revisions also include clarifications regarding MUSE participation by externally funded students. CAP offered some minor suggestions and supported these changes.
- b. ["Spanish for the Professions" Undergraduate Certificates](#), deadline for CAP action 10/27/22
 - i. Subcommittee formed
 - ii. Members raised questions about whether the courses that are covering a particular discipline should be approved or vetted by departments within those disciplines (e.g., should the School of Business be involved in the Spanish for Business course?). What is considered an "affected unit" as per the policy that would require that unit's approval?

4. Discussion of current charges:

Subcommittee formed for all policies relating to Graduate Studies (items a-e):

- a. [Graduate Certificate Programs](#)
 - i. 5 year review
 - ii. Have received feedback from GSC, ready to review and move forward soon
- b. [Graduate Comprehensive Exams and other Culminating Experiences](#)
 - i. 5 year review

- ii. Have received feedback from GSC
- c. [Graduate Non-Enrollment Policy](#)
 - i. 5 year review
 - ii. Have received feedback from GSC
- d. [Graduate Admissions/Readmissions Charges](#)
 - i. 5 year review
- e. [Graduate Certificate in Health and Risk Communication](#)
 - i. 5 year review
- f. [Undergraduate Certificate Programs](#)
 - i. 5 year review
 - ii. Subcommittee formed
- g. [Class Recording](#)
 - i. 5 year review
 - ii. Subcommittee formed
- h. [Undergraduate Transfer Credit](#)
 - i. Have requested additional feedback from stakeholder groups by end of day October 7, 2022

5. Notes on Committees that report to CAP

- a. **Graduate Studies Council:**
 - i. Coordinating for specific charges.
 - ii. [Graduate Certificate in Health and Risk Communication](#)
- b. **Honor's Program:**
 - i. Brett reached out to Honor's Program for data, but it is too soon for them to provide data and they do not have any updates. Brett will reach out again at the end of the semester.
- 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
 - i. MUSE RFP review for 2023 (see above)
- h. Self-Designed Major Council
- i. Teacher Education Council
- j. Teaching and Learning Council

6. Our **next meeting** will be October 12, 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 expires 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