

**Committee on Academic Programs (CAP)
Minutes for Meeting on 12/14/22**

Present: Joe Baker, Brett BuSha, Hiya Dogiparthi, Ellen Farr, David Mazeika, Jennifer Palmgren, Jennifer Prince, Monisha Pulimood, Aimee Stahl

Excused: Sharon Byrne, Peter Corso, Heba Jahama, John McCarty, Avani Rana, Brenda Seals, Jane Wong

1. Review and approve minutes

- a. [11/9/2022](#): Approved

2. New Charges/Business:

- a. [Student Complaints Policy 5-year review](#)
- b. Undergraduates Enrolling in and Double Counting Graduate Courses Policy

3. Votes:

- a. [Graduate Certificate in Health and Risk Communication](#)
 - i. Vote to send to Steering: Approved
- b. [Graduate Certificate Programs](#)
 - i. Vote to send to Steering: Approved
- c. [Delivery Mode charge](#)
 - i. Vote to send to Steering: Approved
- d. [Graduate Admissions/Readmissions Charges](#)
 - i. Vote to send to stakeholders: Approved
 - 1. Will send stakeholder feedback form in early 2023
- e. [Class Recording](#)
 - i. Vote to send to stakeholders: Approved
 - 1. Will send stakeholder feedback form in early 2023
- f. [Undergraduate Certificate Programs](#)
 - i. Vote to send to stakeholders: Approved
 - 1. Will send stakeholder feedback form in early 2023

4. Discussion of current charges (Chairs listed in bold):

- a. [DEIA Graduate Certificate](#)
 - i. Additional work needed according to GSC recommendation:
 - 1. Student population needs to be better defined
 - 2. Should there be at least one graduate-only course (instead of all dual-level courses)
 - a. Inquire with Steering about whether Graduate Certificate Policy should be specific about this issue
 - 3. Adjust claims on faculty weighted hours, funding, etc. - GSC/CAP have no authority to allocate/approve resources
 - 4. Clarify elective options
- b. [Community Engaged Learning by contract \(updated charge\)](#): No updates

5. 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

- 6.** Our **next meeting** will be February 8, 2023 1:30 to 2:50 pm in Room TBD (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