

**Committee on Academic Programs (CAP)
Minutes for Meeting on 1/25/23**

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

Excused: Peter Corso, Jennifer Prince

1. Review and approve minutes

- a. 12/14/2022: Approved with two abstentions

2. New Charges/Business:

- a. Student Complaints Policy 5-year review
 - i. Subcommittee formed
- b. Undergraduates Enrolling in and Double Counting Graduate Courses Policy
 - i. GSC will lead on the charge, will discuss with CAP
- c. Formation of CAP subcommittee to interface with GSC
 - i. Subcommittee formed

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

- a. DEIA Graduate Certificate
 - i. Additional work needed according to GSC recommendation. New update likely forthcoming in February.
- b. Community Engaged Learning by contract (updated charge)
 - i. Program seems sound, but motivation for students and faculty to participate is unclear and needs to be articulated more. Subcommittee will draft recommendation to CEL to update documents.
- c. Honors Council:
 - i. Brett will reach out again to see if they can provide any updated information
- d. Recently approved for submission to Steering
 - i. Graduate Certificate in Health and Risk Communication
 - 1. Sent to Steering on 1/24/2023
 - ii. Graduate Certificate Programs
 - 1. Sent to Steering 1/24/2023
 - iii. Delivery Mode charge
 - 1. Will be sent to Steering soon
- e. Recently approved for stakeholder feedback
 - i. Graduate Admissions/Readmissions Charges
 - 1. Will send stakeholder feedback form in early February 2023
 - ii. Class Recording
 - 1. Sent on 1/24/2023 for feedback to FS, SS, SG, and will go out to AL and Deans soon via Gem (feedback requested by end of day 2/7)
 - iii. Undergraduate Certificate Programs

1. Will send stakeholder feedback form next week

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 February 8, 2023 1:30 to 2:50 pm in Room TBD (or via the Zoom option).

CAP 2022-23 Roster

1. Empty position, 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