

**Committee on Academic Programs (CAP)
Minutes for Meeting on 2/22/2023**

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

Excused: Sharon Byrne, Hiya Dogiparthi, Jennifer Prince

1. Review and approve minutes

- a. 2/8/2023: Approved

2. Votes:

- a. Honors Philosophy Requirement
 - i. Communicated with Harriet for clarification that certain departments would not be impacted, and that they are simply removing redundant requirements
 - 1. Approved
- b. DEIA Graduate Certificate
 - i. GSC was satisfied with the response from HSS committee, voted to approve the DEIA certificate program with one note
 - 1. Approved
- c. Class Recording by Students
 - i. Approved

3. Discussion of current charges/business:

- a. Active charges/business under discussion
 - i. Undergraduates Enrolling in and Double Counting Graduate Courses Policy
 - 1. GSC will lead on the charge, will discuss with CAP
 - 2. Stakeholder feedback being collected
 - ii. Community Engaged Learning by contract
 - 1. Recommendation sent to CELC, they will consider including information on motivation for students
 - iii. Student Complaints Policy 5-year review
 - 1. Updates from subcommittee (working on Preliminary Recommendation):
 - a. Modify definitions
 - b. Include links to other relevant policies
 - c. Revise timeline to accommodate instances in which immediate action is needed (e.g., moving to a different assigned group for coursework)
 - d. Remove redundancies in policy
 - iv. Incomplete and In-Process Grade Changes Policy
 - 1. List of targeted questions sent to specific stakeholders to inform preliminary recommendation
 - 2. Research underway about peer institutions

3. Question about adjuncts who have a student with an I/IP but are not teaching in the following semester
4. Winter and summer terms may need specific deadlines
- b. Recently sent for stakeholder feedback
 - i. Undergraduate Certificate Programs
 1. Testimony received and reviewed, revisions to policy underway
 - a. Add note in definition that these certificates are not professional certifications?
 - ii. Graduate Admissions/Readmissions Charges
 1. Email requesting feedback sent on 2/13/2023

4. Notes on Committees that report to CAP

- a. Graduate Studies Council:
 - b. Honor's Program: Waiting for further data from HSC on Honors Program changes
 - c. Liberal Learning Council: Kit Murphy and LaMont Rouse have been finalizing an updated assessment plan to reflect the revised Liberal Learning outcomes. Will potentially hear soon about CAP feedback on this plan.
 - d. Community Engaged Learning Council: CELC has been asked for feedback on the proposed revisions to the CEL-by-contract proposal.
 - 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 March 8, 2023 1:30 to 2:50 pm in Science Complex Chemistry Room C122A (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