

**Committee on Academic Programs (CAP)
Minutes for Meeting on 2/8/2023**

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

Excused: Sharon Byrne, Jennifer Prince

1. Review and approve minutes

- a. 1/25/2023: Approved

2. Announcements:

- a. Recent Steering approvals
 - i. CAP final recommendation for the graduate certificate in Health and Risk Communication
 - ii. CAP final recommendation for the Graduate Certificate Programs Policy
- b. Recently sent/approved to be sent to Steering for approval
 - i. Delivery Mode charge

3. New Charges/Business:

- a. Incomplete and In-Process Grade Changes Policy
 - i. Initial discussion of charge and subcommittee formed
 - ii. Need to acquire a standard/consolidated list of peer institutions
 - iii. Standardization across campus seems important (deadlines, criteria, etc.)
 - iv. Better clarification needed on I vs. IP; no deadline for IP
- b. Honors Philosophy Requirement
 - i. Request that HSC consult with/inform the affected units (e.g., Philosophy department, CGE)

4. Discussion of current charges/business:

- a. Active charges/business under discussion
 - i. DEIA Graduate Certificate
 - 1. Response from HSS committee received, forwarded to GSC for them to consider and to let CAP know if responses satisfied their remaining concerns (they are collecting feedback from their members)
 - ii. Undergraduates Enrolling in and Double Counting Graduate Courses Policy
 - 1. GSC will lead on the charge, will discuss with CAP
 - 2. Will be sent for stakeholder feedback
 - iii. Community Engaged Learning by contract (updated charge)
 - 1. Only issue remaining to be addressed is motivation for students to complete ACEL - will send to council to update policy
 - iv. Student Complaints Policy 5-year review
 - 1. Guidance needed on the scope of the policy
 - 2. Definitions in policy needed, add related policy links

3. Timeline sets maximum limits, which may be too long to resolve the issue in a timely manner (e.g., within a semester)
4. Strengthen language about student proposing a clear resolution
- v. Proposed changes to Honors Program
 1. Update on recent material shared with CAP - clearer updates expected after spring semester when there is more data
 - a. More time likely needed for changes to become more widely known on campus, faculty mentoring of students, etc.
 - b. More clarification needed on CAP's role

b. Recently sent for stakeholder feedback

- i. Class Recording
 1. Testimony feedback received, final recommendation will be reviewed next meeting
- ii. Undergraduate Certificate Programs
 1. Sent to Faculty and Staff lists for feedback on 2/6/2023, deadline for feedback 2/17/2023
- iii. Graduate Admissions/Readmissions Charges
 1. Email requesting feedback sent to Gem on 2/6/2023

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 22, 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