

**Committee on Academic Programs (CAP)  
Minutes for Meeting on 3/8/2023**

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

**Excused:** Jennifer Prince

**1. Review and approve minutes**

- a. 2/22/2023: Approved

**2. New Charges/Business:**

- a. Post-Master certificate in global ed leadership
  - i. GSC has already reviewed this and approves of the certificate with no changes
    - 1. This is just to be in compliance with state rules for international students
    - 2. CAP GSC subcommittee will review
- b. Program entrance, retention, and exit standards policy (5-year review)
  - i. Remove word “gateway”
  - ii. Subcommittee will form after spring break
- c. Program closure policy
  - i. Questions about whether CSPP is a more appropriate committee to review this policy (but maintain CAP’s role in the process of program closure)
    - 1. CAP is not appropriate to review closure of non-academic programs

**3. Votes:**

- a. Community Engaged Learning by contract (updated charge)
  - i. Followed up with CELC and provided recommendation on additional language. CELC indicated that additional language on motivation exists in the promotional materials, and memo to Steering will emphasize the importance of this point
    - 1. Approved
- b. Undergraduate Certificate Programs
  - i. Subcommittee made changes based on committee recommendations, produced final recommendation
    - 1. Approved

**4. Discussion of current charges/business:**

- a. Active charges/business under discussion
  - i. Undergraduates Enrolling in and Double Counting Graduate Courses Policy
    - 1. Feedback from GSC survey
    - 2. Collected info on peer institution policies and changed the number of units to 20 after testimony feedback/discussion

3. GSC has provided a final recommendation
  - a. Suggested changes regarding the language around the eligibility/approval process
  - b. Discussed GPA minimum
  - c. Should be able to vote after spring break
- ii. Student Complaints Policy 5-year review
  1. Review redlined draft policy update:
    - a. Added option of expedited review for issues that need more immediate resolution
      - i. Who approves expedited request?
      - ii. Student needs to provide written justification for expedited request
      - iii. Add timeline to formal complaint section (30 days)
  - iii. Incomplete and In-Process Grade Changes Policy
    1. Reviewed peer institutions and solicited initial feedback from key stakeholders, preliminary policy drafted
      - a. Need to discuss deadline to complete work - will discuss next meeting
- b. Recently sent for stakeholder feedback
  - i. Graduate Admissions/Readmissions Charges
    1. Will discuss next meeting

#### 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 March 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