

**Committee on Academic Programs (CAP)
Minutes for Meeting on 4/26/2023**

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

Excused: Hiya Dogiparthi, Heba Jahama, Jennifer Prince

1. Review and approve minutes

- a. 4/12/2023: Approved

2. Announcements:

- a. Quick internal 5-year review for Steering on:
 - i. Cross-listing courses policy (only changes proposed by Steering were updating Liberal Learning → The Core, and some grammatical changes)
 - ii. Undergraduate departmental honors (main change proposed by Steering were removing language about students being admitted into Honors directly upon application to TCN)
 - iii. Class Standing policy (only changes proposed by Steering are formally moving away from freshman, sophomore, junior, senior → First-year, Second-year, Third-year, Fourth-year)

3. Votes:

- a. BA in Environmental Studies
 - i. Concern from subcommittee: Does Figure 1 adequately/accurately convey potential demand? Suggestions to improve this aspect of proposal:
 - 1. Reference Environmental Chemistry course that has historically been very popular
 - 2. Emphasize that major would appear as option on Common App
 - 3. Lean into other pieces of evidence (e.g., survey about Gen Z showing interest in discipline) to bolster support for demand
 - ii. FSP should be changed to FYS; Liberal Learning terms to Core terms
 - iii. Vote to approve, with above suggestions noted to Steering: Approved
- b. Incomplete and In-Process Grade Changes Policy
 - i. Discussed criteria for Incomplete Grade request and revisions in response to testimony
 - ii. Approved

4. Discussion of current charges/business:

- a. Active charges/business under discussion
 - i. Student Complaints Policy 5-year review
 - 1. Will discuss next meeting
 - ii. Program entrance, retention, and exit standards policy
 - 1. Will discuss next meeting
 - iii. Program closure policy (5-year review)
 - 1. Waiting for feedback from Steering

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 May 10, 2023 1:30 to 2:50 pm via Zoom.

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