2013-03-25 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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Minutes of the CAP Competencies Committee (CAPCC)

Date: March 25, 2013
Location: LTC Forum

Present:
Leno Pedrotti
Keri Brown-Kirschman
Joan Plungis
Jennifer Creech
Jim Dunne
Scott Schneider
Dominic Sanfilippo
Sawyer Hunley
John White
Kathryn Kinnucan-Welsch
Riad Alakkad
Fred Jenkins

Ex Officio:
Kathryn Kinnucan-Welsch

Absent:
Juan Santamarina
Jarred White
Don Pair
Elizabeth Gustafson
Becki Lawhorn

A. Review/Approval of Prior Minutes:

I. Review of CAPCC Minutes from March 18, 2013
   a. Amendments:
      i. Add John White to “Present” list
      ii. Clarify “CAS Executive Committee for the AAC”
      iii. Change vote details to not include names on the votes – include only the
           number of for/against/abstain votes
      iv. Correct typos
   II. Move to approve (as amended): Jim Dunne
   III. Second Motion: John White
   IV. Minutes approved as amended

B. Revised Proposals (PHL 321, SEE 401 and SEE 402):

I. Discussion was held regarding whether a procedure should be drafted to provide for approval
   with minor revisions that would not require a course to start over at the beginning of the
   approval process.

II. If no action is taken by CAPCC, a letter should be drafted by Juan and Sawyer defining the
   committee’s recommendations
   a. Any course not approved should be sent to the proposer for changes and move through
      the workflow in CIM
   b. The CIM workflow and the appropriate protocol for movement backward and forward
      through CIM were discussed
      i. The associate deans will meet to review the CIM process using a demo course in
         order to assess the best method for moving courses through or back through
         the system and advise CAPCC
      ii. Current procedures remain in place
         1. Juan or Sawyer will build a letter to proposer, copy to CAPCC
            committee, of what revisions are requested
         2. CIM process will be followed
III. Cannot review the revised PHL 321, SEE 401 and SEE 402 today (Don Pair not present).

C. Google Doc Form Option for Course Review

I. Too cumbersome
II. Would need more room for comment after each items or an undecided
III. Perhaps assign teams of three to review in this manner to get a preview
   a. If subcommittees will be used, those assigned will need to receive two weeks’ notice
      that
         i. assign sub-committees at the time the courses are announced to faculty

D. SLO/Critical Evaluation of our Times

I. “To what extent does a course need to address the entire SLO content, depending on the level...i.e., the Catholic Social Teaching should have been covered in Humanities Commons
   a. Differing opinions regarding to what extent the full content of an SLO need to be covered in a course
      i. The concepts of integration and developmental aspects means that these will be pervasive across campus and not one person or course or program will be responsible for the entire SLO development

Upcoming CAPCC Schedule:

April 1
• Holiday

April 8
• PHL 321
• SEE 401
• SEE 402

April 15 (need to advise Judith Huacuja)
• VAF 104
• VAF 242
• VAF 203
• VAF 225
• VAP 100

April 22
• Don and Riad have conflict (?)

April 29
• Finals week, unsure whether CAPCC will meet

Fall 2013
• Need to schedule; is one hour sufficient?
• Committee members should know their schedules by 4/15

Next meeting Monday, April 8, 2013 at 3:00 PM