2012-10-08 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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Minutes of the CAP Competencies Committee (CAPCC)

Date: October 8, 2012
Location: LTC Forum

Present:
Don Pair Jennifer Creech
Juan Santamarina Joan Plungis
Jim Dunne Leno Pedrotti
Kathryn Kinnucan-Welsch John White
Becki Lawhorn Riad Alakkad
Fred Jenkins Scott Schneider
Elizabeth Gustafson

Absent:
Sawyer Hunley
Leslie Picca

Announcements:
None.

Meeting Minutes:
Approval of Prior Minutes:
Approval of Minutes from 9/24/12 and 10/1/12 will occur next week.

Procedure Document:
Review and approval of changes to the sections we discussed in section 4.8

Discussion:
- “will” will not be underlined and italicized, only formatted as such for our discussion.
- There will be an expiration date included with notification that the course will expire in six months
  - What if it expires during a term and students have enrolled in it for the ensuing term?
    - This type of question will need to be addressed as we move forward in the process and learn the implications; document needs to be approved so that process can move forward

Motion was made to approve document by Joan Plungis with second motions by Riad Alakkad and Don Pair; all voted in favor of lates revision.; Juan will submit to the APC

Competency:
How do we address “Competency”? Is there any longer a need for Competencies? If not, does there need to be a Senate action?

Discussion:
- Don – there used to be a “basic skills” component, then the “competencies program” was developed; there still is an information literacy competency which is not course-based; ENG101 currently is a competency course but is not technically general education; these areas were separate for purposes of assessment; CAP covers some areas of competency, i.e., Math; now CAP components represent all categories except information literacy.
- There was a grade requirement in competencies, not in CAP
- We need to determine “what is the status of competencies and the grade requirement”
- Gen Ed and Competencies were merged into one committee
• This year’s catalog – still have competencies, but ENG 100 and ENG 200 now included which is an update
• We should update Competency page in the Catalog – but we don’t have grade requirement or information technology components in CAP
• Elizabeth – with assessment of SLOs, does that replace the competency requirements?
• Don – everyone should look at the competency page in the catalog and make suggestions (copies distributed)
• Individual units could decide to track the Information Literacy General Competencies
• Leno – the competencies seem outdated, except for Information Literacy;
  o Continue to identify equivalent courses (as done in current catalog)
  o Changes recommended to senate – could be 2 years before action
• Katie – students should meet CAP and Competencies if there is not complete overlap, i.e., in Math; keep track of whether CAP courses satisfy competencies – oversee this so it makes sense.
  o Don - either take one of the gen ed recognized courses on the list (introductory), or one we already know is part of course of study; this aspect was revised and carefully designed to ensure no need for additional credit hours
• We cannot change the Competency program, so our committee will recommend courses to meet the requirements
• Don – if we are going to look for short term changes for fall of 2013, courses will need to be approved for CAP and for Competencies, which is currently approved by Gen Ed

**Rubric for CAP-CC Course Evaluation**
Create evaluation rubric/methodology for approving courses in CAPCC
• Humanities commons has filed for four courses – will likely be the first set of courses to come to this committee by mid-November
• Elizabeth – CAP-L document used for Grants might be able to be adapted for our use
• Tasks:
  o Create Criteria:
    ▪ Katie – perhaps create as we go, using just some key points/elements of CAP components; clarify/refine once going through the process
    ▪ Connect CAP document to questions
  o Nita will share latest version of Grant Proposal, CAPL Grant RFP Crossing Boundaries Rubric, gain permission from a couple of those who submitted the proposals
    ▪ Next meeting – working in pairs/threes to create rubrics
      • Juan will ask Sawyer to provide to Juan then he will distribute
      • SLO Rubrics also (from UAC)

**Course Proposal Document**
• Time ran out before taking second look at the Don Pair/Tim Wilbers additions to the Course Proposal Form

**Other:**
• Leno – CAPCC should be updated on the “daylighting” process for presentation to the APC
• Jennifer – reported that updates to the CourseLeaf process are in final stages, including the approval form as well as the non-CAP piece.

**Next Meeting:**  Monday, October 15, 2:00PM-3:00PM, LTC Forum

**Meeting was adjourned.**
Respectfully submitted by Nita Teeters, CAP Assessment Coordinator