10-1-2012

2012-10-01 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 1, 2012
Location: LTC Forum

Present:
Sawyer Hunley
Don Pair
Juan Santamarina
Jim Dunne
Kathryn Kinnucan-Welsch
Becki Lawhorn
Fred Jenkins
Elizabeth Gustafson
Jennifer Creech

Absent:
Joan Plungis
Leno Pedrotti
Leslie Picca
John White
Riad Alakkad
Scott Schneider

Announcements:
None.

Meeting Minutes:

Approval of Prior Minutes:
Could not be conducted due to not having a quorum. Will postpone until next meeting.

Procedure Document

Review of section 4.8, related to the Renewal/Renewal with Revision;
Leno had submitted commentary related to the 3-year time frame – likes the option of renewal versus review every three years – if no substantial change, renewal will not be burden on faculty.

Add “although courses naturally change and evolve over time, the faculty and department...”

Change language “deviated substantially...” to “still meets the original course UD CAP learning outcomes as described in the original course proposal as well as the specific requirements of the CAP components as described in the CAP Senate Document”

Change “may” be asked to submit a current syllabus to “will” submit a current syllabus. Then add...”which will be reviewed by the committee”

Under 2) leave “has deviated” as is.
Sawyer asked Becki and Jennifer whether we could receive a notification from CourseLeaf of courses six months prior to their three year renewal due date.

**Blanket Statement Regarding Future Procedural Changes**

**Section 4.** Add language addressing the assessment piece to “as a result of the full implementation of CAP, including its assessment...”

Juan will send these changes via email to the CAP-CC Committee for review; he needs to submit what we have to the APC today.

**Renewal Process**

They will simply be on the agenda for quick review...revision will take full review. Revisions receive new review in entirety.

Katie – could individual committee members each partial out a portion of proposals and bring to committee any points which should be looked at by committee.

Discussed that the approval process / chain of approval should be the same in CourseLeaf. For the purpose of notification, renewal requests will follow the same workflow established by the course approval process...

Becki - we should be able to generate a report of courses to be renewed, and/or removed from the catalog if no longer taught.

**Next Meeting:** Monday, October 9, 2:00PM-3:00PM, LTC Forum

Meeting was adjourned.

Respectfully submitted by Nita Teeters, CAP Assessment Coordinator