Fall 9-10-2012

2012-09-10 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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Minutes of the CAP Competencies Committee (CAPCC)

Date: September 10, 2012
Location: LTC Forum

Present:
Sawyer Hunley
Don Pair
Becki Lawhorn
Juan Santamarina
Scott Schneider
Leslie Picca
Joan Plungis
Jim Dunne
John White
Riad Alakkad
Kathryn Kinnucan-
Fred Jenkins
Elizabeth Gustafson

Absent:
Leno Pedrotti (CAS, Sciences)

Announcements:
Newer version of the procedure document (hand out)
Jennifer Creech has been invited to attend CAP-CC meetings

Meeting Minutes:
5/1/2012 and 8/27/2012 approved with the following changes:
• Committee review
• Remove students from member list, add Leslie Picca as in attendance to 8/27

Old Business:
Course Approval Forms:
• Interim Google docs option will not be implemented

New Business:
CourseLeaf Update (from Sawyer)
• Met with CourseLeaf, they had the wrong version of what was needed; discussed needed components.
• CourseLeaf Timeline:
  o Submit final version on 9/14, draft from CourseLeaf 9/17, testing from 9/17-9/28, ready to roll out on 10/8

Report from Don Pair:
• Nothing came to AAC for review by CAP-CC.
• There are faculty in the college utilizing the new paper Course Approval form. Recommendations for changes have been proposed. Tim Wilbers and Don Pair have drafted a tracking form which could be added as an improvement to the form/process (i.e., just changing the name of a course). Form will be distributed by Don and reviewed by committee before next Monday.
• This committee is trying to streamline the process without affecting the Academic Affairs Committee decisions. If there are non-substantive or process decisions, they could come directly to CAP-CC; if curricular, they need to go to the appropriate committee.

PROCEDURE MANUAL DISCUSSION – 4/25/2012 DRAFT:

Page 4
• CHANGE page 4, swap A and B in the Principles section.
• CHANGE in A: add “or whose input may strengthen the proposal”, add after the affect/affected by sentence.

Page 5
• CHANGE: Principles...collapse A and B into one Principle....Juan will rewrite.

CHANGE: add “to the appropriate chairperson(s)/Dean(s) in 6.

CHANGE: remove comma after “…listed in the proposal and, the concern...” in 7. Also, remove “invited to the next scheduled meeting”...change to “revise and resubmit”.

DISCUSSION: Re: p.4, 4. Notifications: Timeframe for comments, i.e., “guidelines/deadlines for posting feedback will be communicated “ Follow course management procedures, follow approval process timeline...; Comments – should be limited in view-ability to the committee.

DISCUSSION: Need for three actions... Approve, Disapprove, Table/No Action. Juan will rewrite... “Table” should be up in 6....Change 6. To Communication of Action...?Katie will write a draft of this revision.

DISCUSSION: Appropriate Time Limitation of Approvals? Historically – there has not been one; if we want one, what should it be? Five years? Don – some schools review 1-2 years...Becky – minimum of 3 years, max of 5, giving time for assessment to yield whether the course is successful; Katie – start with 5 years to give ourselves time, with option to change as CAP develops.

ACTION ITEMS:
• Juan/Sawyer/Becki – should meet with Jenn since no additional meeting schedules with CourseLeaf...
• Becki - need to determine how CourseLeaf will handle disapprovals for revision/resubmission for approval as a course that is not a CAP course.

Next Meeting: Monday, September 17 at 2:00PM, LTC Forum
• Review Course Approval form amendment recommendation from Don Pair/Tim Wilbers
• Finish procedure manual
• Create evaluation rubric/methodology for approving courses in CAPCC

Meeting was adjourned.

Respectfully submitted by Nita Teeters, CAP Assessment Coordinator