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:
  - 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/Becky – 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