Approved

Minutes of the CAP Competencies Committee (CAPCC)
Date: August 27, 2012
Location: LTC Forum 044

Present:
Sawyer Hunley (Assistant Provost for CAP)
Don Pair (Associate Dean, CAS)
Becki Lawhorn (Associate Registrar)
Juan Santamarina (CAS, Humanities)
Scott Schneider (Engineering)
Joan Plungis (Libraries)
Jim Dunne (Business)
Kathryn Kinnucan-Welsch (Ex-officio, Assistant Dean, SOEAP)
Fred Jenkins (Ex-officio, Associate Dean, Libraries)
Elizabeth Gustafson (Ex-officio, Associate Dean, Business)
John Weber (on behalf of Tony Saliba, Dean of Engineering)
Leslie Picca

Absent:
Leno Pedrotti (CAS, Sciences)
John White (SOEAP)
Keri Brown Kirschman (CAS, Social Sciences)

Announcements:
Nita Teeters, CAP Assessment Coordinator was introduced.

Meeting Minutes:
Committee will reviewing minutes from May 1, 2012 at the next meeting.

Election of CAP Chair
This is always conducted at the first meeting in the fall.
Volunteers/nominations were called for, Ex officio members abstain.
All members present were in favor, none opposed. Juan will continue as CAP CC Chair.

Other committee member notes:
Engineering: Scott Schneider will remain through the fall and Margie will no longer be dean’s representative. Tony Saliba is working on a replacement, who will be an ex-officio member. It was noted that it is optional to have a representative from the dean.

Student representatives were discussed. Juan talked to Leno, APC chair, for student recommendations. Leno cannot join for next several weeks due to course staffing which conflicts with meeting times. Leslie will continue as a substitute for Keri until Keri returns from sabbatical. Becki will continue with a request to add Jennifer Creech, Assistant Registrar, to the mailing list.
All members are committed to continue until 2014.

Old Business:

**CAP Course Approval Forms.** Forms were approved to be used starting 9/7. We do have the paper version up and running as a pdf document. The committee viewed Google forms as an interim method. Committee members will pilot this process and report its viability.

The forms have been submitted to the registrar’s office (Becki) for creation of the online Courseleaf form. A meeting earlier today w/ registrar’s office, included Sawyer and Juan, discussing the form. The process to convert from paper to electronic has not yet begun. It could take 6 weeks to create the draft; looking at the end of October before we can review. We may not have the electronic format this semester.

New Business:

**Readiness to accept courses for approval.** Humanities Commons will be offering both course and program proposals – will probably appear for us in November

**Course Approval Process.** The following approval processes were described for each unit.

CAS, SOEAP, and SBA
Faculty>Department Chair>Academic Affairs Committee Chair/Process>Dean/Associate Dean Office>CAP CC

Engineering
Faculty>Department>SOEUSC Undergrad Studies Committee > ALC >CAPCC

CourseLeaf is built on the concept of a “releasing” agent – once released by that individual/role, the course moves on in the approval process

Issue: Releasing agent/chair/designee may change, need to be sure that role is updated regularly. Dean’s office becomes the entity to release, and creates a record of the action in the dean’s office. Need to add the Dean between the approving committee and CAPCC.

The CourseLeaf committee proposed putting an attribute on the names of all in the approval process that would qualify at a particular level.

Question: What happens after CAPCC approves a proposal? Course needs to be released to CourseLeaf and communicated back to the Dean’s office; this will be done by the Assistant Provost (Sawyer).

Per Becki, all in the process can check the status of each course in the process at any time.

**Areas of concern related to the approval process.** Who has access to view the proposals, at
what stage and in what detail? Publish pdf? If pdf, need to update as changes are made so as not to generate feedback on an outdated version.

One option – all could view original proposal, but not commentary/feedback.

Question - Who should have access to courses while in the approval process?

Discussed the importance of consultation; department-only conversation at initial stages unless it suggests consultation with other departments – how does the access for consultation occur? How much visibility to how many at what stage?

Per Don, currently the Academic Affairs Committee posts all in the CAS so that anyone in the college can see two weeks before the approval is scheduled via a Porches group. Desire is for the process to move to CourseLeaf. Department chairs are expected to review the proposals.

Becki will determine how to facilitate the process of making proposals viewable by designated groups

**For Next Meeting: Monday, September 10, 2:00PM – LTC Forum**

**Cross-listing.** Concern was voiced about cross-listing courses that are jointly offered across units. How does this work during the formulation stage? What about courses, i.e., that are a basic “non” CAP engineering course that would be considered a “CAP” course for a non-engineering major? No decision was made with regard to this issue.

Identify visibility aspects of courses while in the proposal stage – who, when, how much.

Prior to being submitted to the CAPCC for approval, when a course is approved by the dean’s office, the Assistant Provost will make it available to all faculty, along with the date that the CAPCC will be considering approval for the particular course. Perhaps publish as a Google doc for commentary before that final submission to CAPCC? Have a CAP document folder set established in Google docs that is shared and thus accessible by all faculty?

Specific discussion surrounding the technicalities of workflow for crossing boundaries courses – additional step(s)?

Finish procedure manual.

Create evaluation rubric/methodology for approving courses in CAPCC.

Respectfully submitted by Nita Teeters, CAP Assessment Coordinator