2013-09-23 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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Minutes of the CAP Committee (CAPC)
Date: September 23, 2013
Location: LTC Forum

Present:
Dominic Sanfilippo
Jennifer Creech
Jim Dunne
Joan Plungis
John White
Keri Brown-Kirschman
Leno Pedrotti
Sawyer Hunley

Ex-Officio:
Scott Schneider
Zack Martin

Absent:
Juan Santamarina
Don Pair

A. Introduction of Zack Martin, New Student Member:
1. First year student majoring in Education
2. Also a rep on APC

B. Review of Minutes:
1. 8/26/2013
   a. Discussion:
      i. None
   b. Approved
2. 9/9/2013
   a. Discussion:
      i. None
   b. Approved
3. 9/16/2013
   a. Discussion:
      i. Amend under AAC Update, 1.a.i. adding “can be created in real time”
      b. Approved with revision

C. CAPC Procedures Document
1. Document has been updated with removal of “C” representing Competencies
2. Section(s) of the document have been approved by AAC and CAPC, but never has the document been approved in its entirety
3. 4.8 need correction to spelling in 4th line from “catalogue” to “catalog”
4. Section 5 change to electronic archive from hard copies per consultation with university archivist
5. Committee discussed Action options in 4.6
   a. Three categories were recommended:
      1. Approved
         a. with no changes
         b. with minor amendments (clarifications to content already in the document)
1. This option is for situations wherein the committee agrees the course addresses the proposed CAP Components and SLOs but that clearer language is needed within the proposal
   1. CAPC will need to form a sub-committee to review edits to ensure changes are not major
   2. Not Approved
      a. Does not imply course is without merit, but that it does not fully meet the components and/or SLOs identified by the course;
   3. Withdrawn by Proposer
      a. No action needed or taken by committee
      b. Sawyer, Leno and Dominic will work on a rewording of section 4.6
      c. Will need to hear the AAC update from Don Pair in order to know whether this is in line with AAC

D. Revision of EDT 340
1. Revisions for EDT 340 have been submitted
2. Unit and proposer understood that the revisions would not require another 2-week faculty review period
   a. Since we do not have our process clearly formulated, unit proposed that we do not require the 2-week review
3. Committee agreed that the determination whether or not to take up the proposal without a 2-week review period will be taken up at the next committee meeting
4. A new forum topic with both versions of the course will be added in the CAPC Isidore site

Next meeting Monday, September 30 at 2 PM