Minutes of the CAP Committee (CAPC)
Date: September 30, 2013
Location: LTC Forum

Present:
Dominic Sanfilippo
Don Pair
Jennifer Creech
Jim Dunne
Joan Plungis
John White
Juan Santamarina
Leno Pedrotti
Sawyer Hunley
Scott Schneider
Zack Martin

Ex-Officio:
Fred Jenkins
Kathryn Kinnucan-Welsch
Riad Alakkad

Absent:
Keri Brown-Kirschman
Elizabeth Gustafson

A. Review of Minutes:
1. 9/23/2013
   a. Discussion:
      i. Correction: Zack is majoring in Education
      ii. Amend item #3 to state committee will consider whether to review without 2-week announcement period
   b. Vote:
      i. Motion and second motion made to approve with amendments; all in favor

B. EDT 340 – Review of Edits
1. Motion and second motion made to review EDT 340 edits with no further 2-week review; all in favor
2. Review will commence when proposer is able to attend (next week if possible)

C. Update on AAC from Don Pair
1. Full meeting of AAC was Friday, 9/27
2. Full AAC reviewed suggestion from Exec Committee regarding a process going forward for revisiting documents
   a. Full AAC agreed to abide by Executive Committee determination on a course by course basis

D. CAPC Procedure Document Discussion
1. Committee discussed the definition of disposition actions for courses reviewed by CAPC
   a. Course Withdrawn
      i. Action to be taken by proposer/unit/department
         1. Committee will need to determine upon whose approval this may occur
         2. Could occur anytime from the announcement of review and scheduled review by CAPC
      ii. Need to determine what this action will be officially named
      iii. Course comes off the agenda and is rolled back in CIM
      iv. Course will need to be resubmitted before coming back to CAPC
   b. Course Approved
      i. Will immediately move in CIM workflow from CAPC to Registrar
c. Course Approved with Revisions
   i. Class of proposals where we agree the proposal met the components and SLOs but the justification is not clear
      1. Proposals should be very clear and well-written for archive and future reference and review
   ii. Proposer needs to also agree to this action
   iii. Would not come back to full committee
      1. A sub-committee for a check of the edits
         a. Sub-committee procedure needs to be formulated
      2. Sawyer: what about AAC - how would this affect that process
         a. Don: proposer would be here and would need to make the changes – Exec Committee would need to confirm
   iv. Since CAPC will be reviewing courses for the assessment of CAP in less than 2-years, will want to be able to go back to the course documents for assessment

d. Course Not Approved
   i. Does not meet component(s) or SLO(s) for which proposed
   ii. Course is rolled back in CIM to proposer

e. Committee agreed there is not a need for a “No Action” option
   i. Minutes will reflect disposition “In Review”

f. Committee discussed possibility of modifying documents during the review meeting
   i. Don will report to AAC for consideration
   ii. Proposer would need to be in the room and agree to the changes
   iii. Proposer should not assume he/she will be able to make changes and leave with an approved document
      1. Course must be rolled-back in CIM
   iv. Proposer should have opportunity to think about changes

2. Committee would like a report available on the CAP website which will list all courses proposed for CAP and their disposition

3. A standing agenda item will be added to all CAPC meetings providing an update as to the disposition of courses pending

4. Committee began discussion related to CIM workflow for disposition options
   a. Course Withdrawn
      i. Course is posted to CAPC queue
      ii. Review Date is set (2 weeks or more)
         1. Sawyer/Juan receive and share any comments received
      iii. Up until point of review by CAPC proposer may request withdrawal
         1. Need to determine who may approve/authorize withdrawal
         2. If withdrawn, course is Rolled Back in CIM to proposer

E. Other Discussion
1. Committee briefly discussed approval with review process and whether there is any assurance that the committee will only address the items which were communicated to the proposer as needing amendment/clarification without adding additional/new items of concern since edits made based on what was communicated
   a. Some discussion that there is no such assurance

Next meeting Monday, October 7 at 2 PM
1. Review of edits to EDT 340
2. Continued discussion about procedures