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Minutes of the Common Academic Program Committee (CAPC)

Date: September 8, 2014

Location: KU 310

Present:

Don Pair
Fred Jenkins
Jennifer Creech
Jim Dunne
Joan Plungis
Joe Mashburn
John White

Juan Santamarina
Katie Kinnucan-Welsch
Lee Dixon
Riad Alakkad
Sawyer Hunley
Terence Lau

Absent:

Scott Schneider

A. Introductions

1. New committee members were introduced and welcomed
 - a. Joe Mashburn (Math), Lee Dixon (Psychology), and Terence Lau (SBA, Ex-Officio)
2. A new SOE representative is still pending to replace Scott Schneider
3. Two students from SGA will be appointed soon

B. Nomination for 2014-2015 CAP Chair

1. Motion and second motion made that Juan Santamarina continue to serve as chair
 - a. Juan consented to do so if committee desired
2. Vote: all members in favor

C. Review of Minutes 3/3/, 3/10, 4/7

1. 3/3/2014
 - a. A revision was recommended on page 2, under 2. – c. a. where it states “syllabus should not be change” be restated to “ does not need to be changed”
 - i. Committee agreed to this revision
2. 3/10/2014
 - a. No changes recommended
3. 4/7/2014
 - a. No changes recommended

D. Process for editing courses already approved – streamlining minor revisions, e.g., deleting SLOs, adding new SLOs

1. A process for streamlining the approval of courses which are already CAPC approved and which are wanting to remove one or more of the originally approved Student Learning Outcomes (SLOs) based on what has been learned subsequently in teaching and/or assessing the course
 - a. It was noted that two or three faculty members who piloted assessment recognized that it made sense to address fewer of the SLOs; they want to make the changes based on what they learned from the assessment process, which is best practice
2. Departments and Units would retain authority to review and approve within the CIM workflow prior to the course coming to CAPC

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- a. If approved, "SLO Revision" would be added to the course title prior to it moving forward to the CAPC queue, identifying it as a course which has been approved for a streamlined review by CAPC
- b. Committee discussed whether a sub-committee should review these changes or whether the CAPC Chair and Assistant Provost for CAP should review them
 - i. Decision was made to try the system with Chair and Assistant Provost review
- c. Process will apply only to removal of SLOs not explicitly required by the components for which the course is approved
- d. Process will not apply to any changes to CAP Components
- e. Juan will draft an amendment to the CAPC Procedures
- f. Committee briefly discussed the implications for the university-wide assessment of SLOs in relation to courses for which the SLOs would change

E. Next meeting: Monday, September 15