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CAP COMMITTEE

Tuesday, September 15, 2015 | 2:00 p.m.-4:00 p.m.; Kennedy Union 222

Present: Shauna Adams, Jennifer Creech, Lee Dixon, Heidi Gauder, Linda Hartley (*ex officio*), Sawyer Hunley, Fred Jenkins (*ex officio*), Terence Lau (*ex officio*), Danielle Poe, Brandon Rush, Juan Santamarina, Shuang-Ye Wu

Excused: Riad Alakkad (*ex officio*), Jim Dunne, Elias Toubia

Guests: Jennifer Haan, Michelle Hayford, Daniel Thompson

I. Course Reviews

1) ENG 307: Varieties of English

A. Course Proposal Information:

1. Proposer: Jennifer Haan was present for the committee's discussion.
2. Components: Crossing Boundaries-Integrative, Diversity and Social Justice
3. Student Learning Outcomes: Diversity (expanded), Practical Wisdom (expanded)

B. Discussion:

1. A committee member suggested that the proposal should provide further explanation how Practical Wisdom will be achieved with respect to the following aspects of the SLO: "addressing real human problems and deep human needs, drawing upon advanced knowledge, values, and skills in their chosen profession or major course of study." Since CAP is designed for students to have multiple opportunities to engage with the SLOs at the different developmental levels (introductory, expanded, and advanced), the committee as a whole agreed that the proposal didn't need to be more explicit since it is at the expanded developmental level. By the end of their educational experience, though, students should be able to articulate the above aspects from the perspective of their own profession or major.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course as written. There was no further discussion.
2. Vote: 8-0-0 (in favor-against-abstention).

2) REL 213: The New Testament and Related Ancient Literature

A. Course Proposal Information:

1. Proposer: Vincent Branick could not be present for the committee's discussion. Department chair Daniel Thompson was present.
2. Component: Crossing Boundaries-Faith Traditions
3. Student Learning Outcomes: Scholarship (expanded), Faith Traditions (expanded), Vocation (introduced)

B. Discussion:

1. The committee discussed the following minor revisions for the proposal:
 - a. Add a course objective that will address Vocation and include language that students will "examine their own faith commitments." The committee noted that both the Faith Traditions and Vocation SLOs include a reflective aspect.
 - b. Map the course objectives to the selected SLOs (can be done parenthetically).

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). (Note: Another committee member arrived prior to the vote on this proposal.) The proposal will be rolled back in CIM. Once it has been revised, Assistant Provost Sawyer Hunley will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 10/30/2015.

3) REL 310: The Pentateuch

A. Course Proposal Information:

1. Proposer: Vincent Branick could not be present for the committee's discussion. Department chair Daniel Thompson was present.
2. Components: Crossing Boundaries-Inquiry, Advanced Religious Studies
3. Student Learning Outcomes: Scholarship (advanced), Faith Traditions (advanced), Diversity (expanded)

B. Discussion:

1. The committee discussed the following minor revisions for the proposal:
 - a. Revise the course objectives and criteria for evaluation to expand upon the reflective/comparative aspect of the Inquiry component.
 - b. Like REL 213, map the course objectives to the selected SLOs (can be done parenthetically).
 - c. Add examples of how students will be evaluated to achieve the SLOs.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 10/30/2015.

4) THR 372: Dance & Physical Theatre Styles

A. Course Proposal Information:

1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion.
2. Component: Arts
3. Student Learning Outcome: Vocation (expanded)

B. Discussion:

1. Michelle Hayford provided a revised proposal (Word document) to address feedback from a committee member. The revised document was emailed to the committee prior to the meeting. The committee discussed the following minor revisions for the proposal:
 - a. Incorporate the changes provided in the revised proposal, including making language more explicit how the course will address the Vocation SLO for majors and non-majors.
 - b. In addition, Jerome Yorke will be added under the Available Faculty section.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 8-0-0 (in favor-against-abstention). (Note: A committee member left the meeting prior to the vote on this proposal.) The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 9/22/2015.

5) THR 344: Musical & Opera Workshop

A. Course Proposal Information:

1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion. Co-proposer Donna Beran could not be present.
2. Component: Arts
3. Student Learning Outcomes: Scholarship (expanded), Practical Wisdom (expanded)

B. Discussion:

1. Michelle Hayford provided a revised proposal (Word document) to address feedback from a committee member. The revised document was emailed to the committee prior to the meeting. The committee discussed the following minor revisions for the proposal:
 - a. Incorporate the changes provided in the revised proposal, including providing more explicit language how the course will address the Practical Wisdom SLO.

- b. The audition requirement will be moved from the pre-requisite section to the course description. The Banner system looks for a course number under pre-requisites.
 - c. Section 16 should be deleted from MUS 390 under the co-requisite. Instead, the information can be added under notes in the composite.
 - d. Like the REL proposals, map the course objectives to the selected SLOs (can be done parenthetically).
- C. Committee's Actions:
- 1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
 - 2. Vote: 8-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 09/22/2015.

6) THR 302: Stage Makeup

- A. Course Proposal Information:
- 1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion. Co-proposer Donna Beran could not be present.
 - 2. Component: Arts
 - 3. Student Learning Outcome: Scholarship (introduced)
- B. Discussion:
- 1. The committee discussed the following minor revisions for the proposal:
 - a. Like previous proposals, map the course objectives to the selected SLO (can be done parenthetically).
 - b. Provide examples of assessment that relate to the course objectives.
- C. Committee's Actions:
- 1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
 - 2. Vote: 8-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 09/22/2015.

7) THR 380/POL 341: Power, Gender & Performance (cross-listed)

- A. Course Proposal Information:
- 1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion. Co-proposer Natalie Hudson could not be present.
 - 2. Components: Crossing Boundaries-Practical Ethical Action, Diversity and Social Justice
 - 3. Student Learning Outcomes: Diversity (expanded), Practical Wisdom (expanded)
- B. Discussion:
- 1. A comment was received about this course from outside the committee that the course is missing a Catholic perspective, shaped by the Catholic Intellectual Tradition. The proposed CAP components for this course do not require addressing the CIT; therefore, the committee determined that the comment was not applicable.
 - 2. Michelle Hayford provided a revised proposal (Word document) to address feedback from a committee member. The revised document was emailed to the committee prior to the meeting. The committee discussed the following minor revisions for the proposal:
 - a. Incorporate the changes provided in the revised proposal, including providing more explicit language how the course will address the Practical Wisdom SLO.
 - b. Like previous proposals, map the course objectives to the selected SLOs (can be done parenthetically).
- C. Committee's Actions:
- 1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.

2. Vote: 8-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee.
Follow up: The revised proposal was approved 09/22/2015.

8) HST 299: Historical Background to Contemporary Issues

- A. Course Proposal Information:
 1. Proposer: Larry Flockerzie could not be present for the committee's discussion. Department chair Juan Santamarina was present.
 2. Components: Crossing Boundaries-Inquiry, Advanced Historical Studies
 3. Student Learning Outcomes: Scholarship (expanded), Practical Wisdom (expanded), Critical Evaluation of Our Times (expanded)
- B. Discussion:
 1. The issue raised about the Practical Wisdom SLO in the discussion of ENG 307 (see above) was also raised about HST 299. The committee as a whole again agreed that this proposal does not need to be more explicit because it is at the expanded level.
 2. The committee discussed the following minor revision for the proposal:
 - a. Add "sample texts may include" under Texts and Resources.
- C. Committee's Actions:
 1. Motion: A motion was made and seconded to approve the course proposal pending the minor revision noted above. There was no further discussion.
 2. Vote: 7-0-1 (in favor-against-abstention). The Assistant Provost will make the edit in CIM on the proposer's behalf.

II. Announcement – Upcoming Meeting Dates: The committee will not have any course reviews on September 29 and October 6. Those meetings will be used to continue discussing the CAP Two-Year Evaluation Report and for the two subgroups – CIM Form and Catholic Intellectual Tradition – to meet.

III. CAP Two-Year Evaluation Report: The outline for the report was not ready for review yet and will be discussed at a future meeting. The committee reviewed a draft of the faculty/administrator survey, which will be part of the two-year evaluation. Richard Stock, Executive Director of the Business Research Group, will oversee the survey and prepared the draft based on questions the committee had generated. The survey will be conducted using Survey Monkey. Highlights of the committee's discussion follow.

- A. The committee felt that the length of the survey is manageable and liked that there are sections to distinguish feedback from faculty who have previously developed CAP course proposals and those who have not. The online survey will skip some questions based on responses (e.g., if they have not previously developed a proposal). The skip logic is included in the draft that was distributed to the committee.
- B. Survey questions related to assessment of the seven UD Student Learning Outcomes as they relate to CAP courses will be removed (Q17-19b). The rationale is to focus the survey on process issues. Some assessment data will be available to include in the report.
- C. It was suggested to provide a link to the CAP Course Review Guidelines as part of Q4 and the CAP Advising Guide as part of the question addressing advising students about CAP requirements. This will help inform faculty about available resources if they have not previously used the guidelines.
- D. A new question will be added: "Please indicate what type of resources would be helpful if you would like to propose or revise a course in the future for the Common Academic Program." It will replace Q2a and Q3a in the current draft.
- E. A revised survey draft will be distributed to the committee. Once the revisions have been made online, committee members will be asked to pilot the survey. Some will test the survey as if they have previously developed a proposal and some will respond as if they have not.

The meeting adjourned at 3:45 p.m.
Respectfully submitted by Judy Owen